

## Quality Assurance of the Verification Process

### Task Descriptors

*All tasks must be completed according to relevant instructions and to specified deadlines.*

1. Supervise, support and monitor the performance of the verifying team(s).
2. Monitor compliance of centres.
3. Prepare for and lead the Standardisation process.
4. Feedback to OCR on issues with external verifier conduct and/or centre compliance.
5. Draft and submit reports including an annual report for publication as required.
6. Provide sector and subject specific advice to OCR as required.
7. Complete all required supporting documentation.
8. Prepare for and participate in any related meetings/activities as required.

### Essential Criteria

For this task you will need:

- a proven record of high quality verifying
- appropriate subject expertise
- relevant assessment experience
- IT skills
- analytical and interpretive skills
- collaboration and communication skills
- time management skills
- problem solving skills
- a meticulous approach.

*Demonstrated by:*

- written application*
- written application*
- written application*
- written application and selection task*
- selection task*
- written application, interview or selection task*
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- interview or selection task*
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