PRINCIPAL EXAMINER PROFILE / ASSISTANT PRINCIPAL EXAMINER PROFILE

The successful applicant for the Principal Examiner task will also undertake the Assessment Marker task for the relevant question paper.

As a Principal Examiner/Assistant Principal Examiner you:

- select and prepare candidate material for standardisation, including browsing scripts and delivering briefings
- set a clear and consistent marking standard
- monitor the quality of the marking of the panel and provide constructive feedback and support team leaders as required
- contribute to the awarding process
- participate in the review of results and appeals

provide:

- prompt responses either to panel members or Cambridge OCR staff
- reports in a professional and timely manner

will be responsible for:

- completing your own allocation of marking and undertake additional marking where necessary
- leading and supporting your team during standardisation and throughout marking, ensuring the agreed standards are maintained and deadlines are met

will need to:

- communicate professionally with OCR colleagues from multiple departments
- adhere to regulatory requirements
- respond and act upon marking issues

must be:

- experienced in teaching/developing/setting this specification or a similar specification
- experienced in marking on this panel or a similar panel
- able to create a supportive and effective working environment in a remote setting and face to face (if relevant)
- communicate clearly with their panel and all stakeholders
- a subject expert with a strong understanding of the specification and assessment
- organised and motivated to ensure deadlines are met
- confident when providing feedback
- willing to undertake relevant training