

## EXAMINER PROFILE

### As an Examiner you:

- complete standardisation and practice scripts as required
- mark an allocation to the required standard, using annotations as directed
- take on additional marking as requested
- report all suspected malpractice immediately
- complete your marking to deadlines
- submit reports and produce any other supporting documentation as required
- may be invited to participate in the review of results and support with appeals as requested
- when in a visiting examining role, attend centres to undertake your task, or complete it remotely

### provide:

- your time to enable you to undertake your assessment task
- commitment to delivering accurate results to candidates

### will be responsible for:

- responding positively and promptly to guidance and feedback from your Team Leader /Principal Examiner
- delivering accurate and consistent marking to ensure all candidates receive fair results
- planning and managing your marking to meet given deadlines

### will need to:

- agree with your Team Leader/Principal Examiner a mutually convenient arrangement for communicating with them
- establish a positive working relationship with your Team Leader/Principal Examiner
- keep up to date by undertaking relevant training

### must be:

- positive, supportive and flexible
- committed to ensuring fairness for all candidates
- knowledgeable about your subject with a well-developed understanding of the specification
- skilled at managing multiple commitments at the same time
- able to use the IT systems and applications necessary to complete your task

