

Aim

The purpose of the Examiner is to:

- Prepare for and complete the standardisation process
- Mark* candidates' work according to the mark scheme/marking guidance
- Complete any required supporting documentation
- Post-results, review original assessment decisions and support with appeals (if required).

**You will be required to arrange centre visits for any units examined by visit, you may be required to travel dependent on geographical location of centres.*

All tasks must be undertaken:

- After completing training (when required)
- In accordance with the Assessment Specialist code
- In accordance with relevant instructions
- To specified deadlines
- In-line with Ofqual regulations, OCR procedures and in accordance with the OCR Standard Terms for Assessment Services.

Essential Criteria

The following qualities are essential for this task and will form the basis of the criteria for selection:

- Appropriate subject expertise
- Relevant knowledge of assessment
- Excellent collaboration and communication skills
- Excellent time management skills
- A meticulous approach
- The ability to use IT confidently and effectively.

You will need to demonstrate these qualities by completing:

- An application form (or equivalent).

Conflict of Interest Declaration

It is important that you submit a Conflict of Interest form each time you accept an invitation to undertake an assessment task for OCR. The declaration of a conflict of interest in most cases does not disqualify you from undertaking the task. You also need to submit a declaration if a conflict arises, or your declaration requires amending at any point whilst undertaking the task.