

## SCIENCE VISITING MONITOR PROFILE

Due to the nature of this task, you are prohibited from carrying out the role of monitor for any specification where you have sight of the confidential assessment material.

### As a Science Visiting Monitor you:

- prepare for and complete the standardisation process
  - visit centres or monitor remotely to:
  - verify the quality of centre provision of practical activity
- verify the procedures for maintaining the minimum documentary requirements
- confirm that teacher records of practical activity and student competence are supported by student records
- confirm that the centre is correctly applying the Common Practical Assessment Criteria (CPAC) standards based on observing practical activity taking place and discussion with staff and students
- complete the required reports and supporting documentation

### 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 /Lead Monitor
- monitoring accurately and consistently to ensure all candidates receive fair results
- planning and managing your monitoring to meet given deadlines
- communicating with centres professionally and efficiently on behalf of OCR

### will need to:

- agree with your Team Leader/Lead Monitor a mutually convenient arrangement for communicating with them
- establish a positive working relationship with your Team Leader/Lead Monitor
- 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 and assessment criteria
- comfortable with analysing assessment-related data
- skilled at managing multiple commitments at the same time
- able to use the IT systems and applications necessary to complete your task

