**Deadline – 26th January**

**EMPLOYER: City & Guilds**

**ROLE TITLE: Scrutineer**

City & Guilds is the leading vocational awarding body in the UK, offering more than 500 qualifications over 29 industry sectors, through 8500 approved centres in around 100 countries worldwide.

ESOL Skills for Life qualifications are designed to support and recognise English language acquisition amongst speakers of other languages based in England, Northern Ireland and Wales. They are based on the England national standards for adult literacy and align with the adult ESOL core curriculum.

City & Guilds has offered ESOL Skills for Life qualifications since their inception in 2004. We operate a largely centre-marked assessment model that is both demanding and flexible. We are seeking more scrutineers to help refresh the bank of externally-set assignments and tests.

The scrutineer / Assessment reviewer is independent to the editing panel / Assessment Material Evaluation Committee (AMEC) and is responsible for:

* reviewing the final drafts of specified Assessment material without reference to the mark schemes to ensure that the assessments can be answered or completed in the time allowed and that there are no errors or omissions
* reviewing the mark scheme to ensure that the marks given are identical to those on the question paper / Review guidance to ensure expectations of assessments are clear
* preparing and submitting a report on the findings of the review