

EMPLOYER: City & Guilds

ROLE TITLE: Principal Examiner

City & Guilds Technical qualifications are high quality and demanding technical qualifications that prepare candidates for further education or to go into the workplace in a range of industry areas. They require candidates to complete stretching written tests, which include extended response questions, to distinguish between just able, merit and distinction quality candidates.

All City & Guilds Assessment Materials go through a production process. A Principal Examiner is a key part in the delivery of the technical examination and is involved in every stage of the Assessment Production process.

The successful Principal Examiner would be asked to:

- Produce the examination paper and associated mark scheme within agreed timescales, taking into account, and updating, the test record to show full coverage of content over a series of examinations
- Ensure that the examination paper complies with the test specification and a complete, comprehensive draft mark scheme is submitted prior to the Assessment Material Editing Committee (AMEC) meeting
- Participate in the AMEC meetings to agree amendments to the paper and mark scheme
- Review and approve, on receipt of the Scrutineer's report, any changes required to question, papers and mark schemes in consultation with the Chief Examiner
- Act as a marking examiner
- Prepare for and lead standardisation of marking examiners meetings (where applicable)
- Monitor, standardise and sample the work of marking examiners and/or any Team Leads (where applicable)
- Produce a report for the awarding meeting on the performance of the examination including recommending preliminary mark ranges for the grade boundaries
- Prepare for and participate in the awarding meeting
- Prepare for and participate in the review of marking meeting (as required)
- Review candidates' marked scripts when requested by City & Guilds eg appeals
- Advise on queries and enquiries concerning the question paper as requested by City & Guilds
- Participate in meetings related to the subject at the request of City & Guilds
- Undertake training as requested by City & Guilds

Training on Assessment writing, Marking and the role of the Principal examiner would be provided to any successful applicant.

Exact marking and awarding windows vary for each subject but the key marking periods for technicals are:

- **Level 2 Technical Qualifications:** Spring series – mid-March to mid-April, Summer series – early June to mid-July
- **Level 3 Technical Qualifications:** Spring series - early March to early April, Summer series – early June to mid-July

During these times a Principal examiner would need to be available to attend all day meetings for standardisation and awarding. These meetings would be planned in advance. They would also need to be available to sample marking in a timely fashion.

Successful applicants will:

- have current knowledge of the UK 14-19 education system
- have teaching or assessment experience in the relevant subject and level
- have a high level of recent, relevant subject knowledge
- have good written and verbal communication skills
- have good attention to detail
- be able to follow procedures accurately and reliably
- be able to work to fixed timescales
- be computer literate
- have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account
- be passionate about technical education and helping people reach their full potential.