

Task profile

Associate type: Scrutineer for T Levels, Technicals and Other assessments

Monitored & managed by: Assessment Team or Development Team

Contracted Days: As per Annual contract / supply of services

The Scrutineer must be a subject matter expert for the assessment that are carrying out a scrutiny checks for and must **not** have been part of the writing or editing phase of the assessment production.

Task purpose

- Carry out final checks on assessment materials and mark scheme/marketing guidance at the point it is deemed to be final draft.
- Complete the scrutineer report form with suggested solutions to issues/concerns

Key Contracted Responsibilities

1. Assessment Production

Without reference to the mark scheme(s)/marking guidance, sit the final drafts of all assessment materials as a candidate within the allocated time

Review the assessment materials, where appropriate checking there are no errors, omissions, or ambiguities in the assessments. Checking that

- the questions are clear and do not contain any errors
- the questions are the right level of challenge for the qualification
- there is sufficient time to answer all of the questions
- you are able to provide an answer for each question.

Submit completed assessment materials to City & Guilds

Check the mark scheme/marketing guidance and handbook to ensure that the marks allocated in the mark scheme/marketing guidance are correct, appropriate to the question/qualification and comprehensive. Check that the marks available on the question are identical and the answers are appropriate/correct

Complete the scrutineer report form with suggested solutions to issues/concerns, with assessment materials or mark schemes/marketing guidance

Submit completed scrutineer report form to City & Guilds, responding to any communication requesting clarification or further discussion

Measures:

- Processes and feedback on the assessment materials and marks scheme/marketing guidance is in line with City & Guilds training and guidance and provided within agreed timescales
- Reports are accurate, professional, concise and completed within the agreed timescale
- Meetings are prepared for and attended as requested
- Security of assessment materials and mark schemes/marketing guidance are maintained at all times in line with City & Guilds guidance and policies.

2. Training and CPD

Attend and participate in all training as requested by City & Guilds

Keep up to date with any changes to relevant City & Guilds products, processes services and IT systems required for the role - through training, webinars, Associate updates, website and email correspondence

Measures:

- Attend and participate in all training
- Actions and advice are carried out in line with the latest updates or guidance provided by City & Guilds

LIMITATIONS

The Scrutineer must **not** have been part of the writing or editing phase of the assessment production.

Person specification

Essential	Desirable
Have Industry specific qualifications relating to the sector area	Experience of producing assessments or marking the qualification concerned (or similar type of qualification)
Have current or recent experience of teaching or assessing in the relevant subject and level	
Have up to date, relevant subject knowledge and/or occupational industry experience	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
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	
Excellent communication skills with ability to communicate with a variety of stakeholders both verbally and in writing	
Have attention to detail and ability to meet deadlines	