

External Examiner Role

REQUIREMENTS OF THE ROLE, HOW TO APPLY AND WHAT TO EXPECT

This document sets out what we expect from an External Examiner and the support that can be expected from us.

1 The Examiner Role

Examiners:

- 1.1 are subject specialists and are appointed to create and mark external assessments. They are supported by our Product Development Managers, Customer Support Officer and the Head of Quality Assurance;
- 1.2 act as our representatives, ensuring a robust, reliable and fair assessment process is delivered. They mark external assessments in accordance with the standards agreed in the assessment marking criteria;
- 1.3 safeguard the qualification standard by reviewing the achievement of externally marked assessments over time and across centres;
- 1.4 support our Qualifications Development and Enquiries and Appeals processes.

2 Application

- 2.1 If you are interested in applying for the role of external examiner, please look at our current vacancies on the website before completing the application form (S1) and submitting a CV.
- 2.2 All applications are considered based on our business requirements and your qualifications and experience.

3 Remote Induction and Training

- 3.1 All suitable applicants are invited to undertake a remote induction and training programme which includes:
 - a Professional Discussion with the Head of Quality Assurance;
 - remote induction¹;
 - guidance for Marking Examinations and External Assessments²;

¹ Remote induction involves an introduction to policies, procedures, systems and external examiner process. Activities include ICT checklist and data protection quizzes.

² In addition the subject lead may be contacted for advice and guidance

- marking a set of past exam papers³;
- marking a set of live exam papers⁴.

3.2 The marking of past exam papers and live exam papers is reviewed and approved by us before any external examiner activity can be carried out independently.

3.3 You may at any time withdraw your application but must do so in writing to our Head of Quality Assurance.

3.4 We reserve the right to terminate training activities at any point in the process if we consider the requirements of the business are not being met.

4 Annual Invitation to Work

4.1 Successful training is followed by an Invitation to Work. This may be at any time during the academic year. Subsequent invitations are sent out on an annual basis following a review of our business requirements.

4.2 All examiners are advised to take out Professional Indemnity Insurance if accepting an appointment.

4.3 As part of the annual invitation to work, all examiners must attend standardisation events throughout the year.

5 Ongoing Continuous Professional Development

5.1 We will expect external examiners to be responsible for keeping their own subject expertise up to date and record their CPD.

5.2 We will offer CPD opportunities through invitations to attend standardisation and review events, refresher training through a variety of media, subject networks and taking part in peer reviews.

5.3 CPD records must be submitted to us upon request.

³ The subject lead will review the marking and provide feedback

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