

<b>Job profile</b>		<b>Examiner</b>	
<b>Directorate:</b>	Solutions	<b>Department:</b>	Assessment Design
<b>Reports to:</b>	Assessment Delivery Team	<b>No direct reports:</b>	N/A
<b>Location:</b>	Remote	<b>Ref. no:</b>	
<b>Purpose:</b>			
<p>Our Examiners are responsible for marking external assessments and submitting results using our systems within set timescales. They apply mark schemes consistently and accurately, reporting suspected malpractice or safeguarding concerns to the Assessment Delivery team.</p>			
<b>Financial accountability:</b>	None		
<b>Key stakeholders:</b>	Assessment Delivery, Flexible Resource Co-ordinator		
<b>Deliverables:</b>			
<ul style="list-style-type: none"> <li>To mark external assessments as required and submit results using our systems within set timescales.</li> <li>To follow and maintain the standard set by the chief examiner, applying the mark scheme consistently and accurately.</li> <li>To mark accurately and consistently to ensure overall standards are maintained.</li> <li>To ensure milestones for marking are adhered to.</li> <li>To complete samples within tolerance as set by your Chief/Lead at designated times.</li> <li>To ensure all administration is completed as specified.</li> <li>To report suspected malpractice or safeguarding concerns to the assessment delivery team.</li> <li>To attend examiner standardisation and training events, and other meetings as required – standardisation events will be scheduled for weekdays between the hours of 9.00am-5.00pm and may require travel to Newcastle.</li> <li>To maintain the confidentiality of NCFE assessment materials, learner evidence and learner details, and report any breaches to the Assessment Delivery team.</li> <li>To support where required with post results services, to ensure enquiries about results are completed within the required timescales.</li> <li>To adhere to NCFE's established systems and processes.</li> <li>To carry out any other duties as requested by NCFE.</li> </ul>			
<p><i>Some posts at NCFE are exempt post from the Rehabilitation of Offenders Act 1974 and therefore applicants may be required to declare any cautions, convictions, reprimands, and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)</i></p>			
<b>Experience, knowledge, skills, and competencies:</b>			
<b>Essential</b>		<b>Desirable</b>	
<ul style="list-style-type: none"> <li>Have a professional qualification in the sector area at Level 4 or above.</li> <li>At least 3 years current /recent teaching experience in the sector at level (2/3) or a minimum of 3 years employment in the relevant sector.</li> <li>Excellent written and oral communication skills.</li> <li>Have the ability to work consistently within tight deadlines.</li> <li>Access to a PC/laptop with Windows XP or higher with internet connection.</li> <li>ICT literate, particularly in the use of electronic communications systems, and open to using online applications/e-technologies, in particular Microsoft</li> </ul>		<ul style="list-style-type: none"> <li>Experience in an examining role.</li> <li>Experience of marking paper based and/or online assessments.</li> <li>Able to be a pro-active problem solver and negotiator.</li> <li>An understanding of the role of awarding organisations, the school sector (where applicable) and developments in the external educational environment is highly desirable.</li> <li>Must be completely customer focused and passionate about all things education.</li> <li>Expertise in the principles and practice of assessment</li> </ul>	

Teams, Microsoft Excel, and third-party marking software.	<ul style="list-style-type: none"> <li>• Experience of graded / numerically marked assessments.</li> <li>• An understanding of effective quality assurance mechanisms.</li> </ul>
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**Values and behaviours: (find out more about our values and behaviours [here](#))**

<p><b>Value:</b> Invested in the learner</p> <p><b>Behaviours:</b> Accountable Collaborative</p>	<p><b>Value:</b> Involved in the solution</p> <p><b>Behaviours:</b> Respectful Courageous</p>	<p><b>Value:</b> Inspired by the impact</p> <p><b>Behaviours:</b> Insightful Purposeful</p>
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**Equality, diversity, and inclusion**

Creating a fairer and more inclusive society is at the core of who we are at NCFE. We're committed to building rich diversity into our workforce at all levels, to ensure that we understand and are representative of the communities and customers we serve.

We do not discriminate against anyone due to their gender, race, age, religion, beliefs, identity, social background, visible or hidden disability, or neurodiversity. Instead, we pride ourselves on our collaborative, vibrant and high-performance culture which embraces everyone, celebrates uniqueness, and enables everyone's voice to be heard.