



Rewarding Learning

THE SCHEDULE – ASSISTANT CHAIR OF EXAMINERS (ACOE1)

The Assistant Chair of Examiners is responsible to the Chair of Examiners for maintaining standards across different specifications in a subject within a qualification, and from year to year.

During the term of this Contract you shall provide the following Services, where appropriate:

1. ensure subject requirements and standards are clearly understood, supported and maintained in all work;
2. work with the Education Manager and Senior Examining/Moderating team colleagues to ensure quality and timely delivery of Services in compliance with CCEA procedures, CCEA Instruction booklets, CCEA Code of Practice and the General Conditions of Recognition;
3. support the co-ordination of the work and responses of the Revisers prior to the question paper evaluation committee meetings (QPEC) and provide feedback in a written report to the Examining Team before the QPEC meeting;
4. act as deputy chair for question paper evaluation committee meetings for every specification in the subject in that particular qualification type;
5. assist in monitoring the standards of the Chief Examiners and act in an advisory capacity on their training and re-appointment;
6. act as deputy chair for awarding meeting(s) and recommend grade boundaries for each specification in the subject to CCEA;
7. submit to the Chair of Examiners, as directed by CCEA, an evaluation report on the internal and external assessment for the qualification;
8. assist in the checking of the question papers*, controlled assessment and mark schemes at all stages of production;
9. train and mentor new senior team personnel;

10. attend all meetings face to face or online, and to follow protocols as outlined by CCEA at the start of the meeting (meetings may be recorded depending on business need. Attendees will be notified of this before the meeting commences);
11. ensure that all work for CCEA, including information exchanged at CCEA meetings or whilst on CCEA business, remains confidential and is not discussed or reviewed in public places;
12. ensure that all work is carried out to a high standard and is completed within agreed deadlines;
13. conduct teacher support events and/or centre visits where required by the Education Manager;
14. be available during the Post Results period to conduct review of scripts;
15. engage in modernisation activities and assist in the development of materials in support of the relevant specification;
16. attend training courses arranged by CCEA, in relation to new methods, techniques of assessment and administrative procedures;
17. engage in contract performance management with the Education Manager;
and;
18. support CCEA as directed with its strategic modernisation programme for examinations and assessments. This can include but is not limited to:
reviewing and testing new technologies and processes, participating in pilot projects and providing detailed feedback to improve learning and development;
19. perform any other services as CCEA may reasonably require in respect of/relevant to the development of examinations.

*Throughout this document the words **question papers** are to be interpreted as including the range of examination materials produced (e.g. tapes, tasks, resource materials) in addition to the question papers and mark schemes as relevant to the subject.

#The Chair of Examiners will remain the single point of accountability.

Please note: If the Assistant Chair of Examiners is leading a meeting on CCEA's premises, it is their responsibility, at the beginning of each meeting, to make those members attending aware of fire evacuation procedures.

CONFIDENTIALITY AND PROFESSIONAL INTEGRITY

Please note that all examiners who are contracted to provide services for CCEA are required to maintain the confidentiality of assessment materials as described in Condition G4 of the General Conditions of Recognition – Maintaining Confidentiality of assessment materials. The General Conditions of Recognition state that:

G4.1 Where confidentiality in –

(a) the contents of assessment materials, or

(b) information about the assessment,

is required in order to ensure that a qualification which an awarding organisation makes available, or proposes to make available, reflects an accurate measure of attainment, the awarding organisation must take all reasonable steps to ensure that such confidentiality is maintained.

G4.2 In particular, an awarding organisation must take all reasonable steps to ensure that such confidentiality is maintained where it (or any person connected to it) provides training or training materials in relation to a qualification.

G4.3 An awarding organisation must take all reasonable steps to ensure that no person connected to it, or previously connected to it, offers to disclose information about any assessment or the content of any assessment materials where that information is (or is said or implied to be) confidential.

G4.4 Where any breach of such confidentiality (including through the loss or theft of assessment materials) is either suspected by an awarding organisation or alleged by any other person, the awarding organisation must investigate that breach.

<https://ccea.org.uk/document/620> (Section G p53)

Any behaviour which threatens the confidentiality of the assessment materials will be regarded as a serious breach of contract and may lead to the contract being terminated in accordance with clauses 7 and 8 of the contract. All prospective and current examiners should note that in signing the contract for services, they are acknowledging full understanding of the above condition and agreeing to comply fully with it.

Please note that CCEA will monitor compliance with this condition on a continual basis to ensure that the integrity of the examinations system is protected at all times.