



## **THE SCHEDULE – PRINCIPAL MODERATOR (PM1) Occupational Studies**

The Principal Moderator for each internally assessed unit/component is responsible to the Chief Examiner for ensuring that the standards of the unit/component are maintained and are consistent with the unit specification and assessment criteria. During the term of this Contract you shall provide the following Services:

1. ensure subject requirements and standards are clearly understood, supported and maintained in all work;
2. work with the Education Manager and Senior 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. compile exemplar work, annotated to show how the assessment criteria in the specification are to be applied;
4. write/review Controlled Assessment Tasks as and when required;
5. monitor the standards of Assistant Principal Moderators and Moderators;
6. ensure that moderators' assessments are accurately and consistently applied where units are delivered across two occupational areas and that standards are consistent with the unit specification and assessment criteria;
7. ensure that moderators and Assistant Principal Moderators meet the standardisation requirements and take action if any moderator fails to maintain the required standard;
8. ensure that all moderators and Assistant Principal Moderators correctly interpret and apply the assessment criteria;
9. ensure the moderators for whom you have responsibility have accurately completed all moderation documentation in line with procedures and quality assure all moderator reports to centres;
10. work with the Education Manager and Senior Moderating team colleagues to produce and submit an evaluation report on the performance across pathways for the units for which you are responsible;

11. advise on, approve and quality assure any proposed adjustments in line with procedures;
12. attend the awarding meeting, advise members on how the component functioned and, where appropriate, recommend preliminary mark ranges for the judgmental grade boundaries;
13. submit to the Chief Examiner an evaluation report on issues relating to the performance of the component;
14. ensure that appropriate preparatory, follow-up and remedial work with centres is carried out;
15. with the senior moderating team, prepare materials for, and conduct Agreement Trials;
16. train and mentor new appointees;
17. attend training courses arranged by CCEA in relation to new methods, techniques of assessment and administrative procedures;
18. conduct teacher support events and/or centre visits where required by the Education Manager;
19. engage in modernisation projects/developments and assist in the development of materials in support of the relevant specification;
20. 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;
21. 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);
22. ensure that all work is carried out to a high standard and is completed within agreed deadlines;
23. engage in contract performance management with the Education Manager;
24. 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;
25. perform any other services such as CCEA may reasonably require in respect of/relevant to the development of examinations.

## **NO OF DAYS REQUIRED**

In addition to work carried out at home, Principal Moderators for product-type subjects will normally be required to be available for up to a minimum of 7 days, or the equivalent thereof, within each academic year. For those subjects where moderation is by means of visits to centres, Principal Moderators may need to be available for approximately 15 days.

## **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.