



## **THE SCHEDULE – PROOFREADER LANGUAGES (PRL)**

The Proofreader is responsible to the Chief Examiner for carrying out checks on the assessment materials. 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 Examining 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. check to ensure that there are no errors, omissions or misspellings in the final drafts of:
  - all GCSE question papers\*, mark schemes, CDs and transcripts
  - all GCE question papers, mark schemes, CDs and transcripts;
4. produce a written report which includes suggested solutions to issues / concerns;
5. 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;
6. 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);
7. ensure that all work is carried out to a high standard and is completed within agreed deadlines;
8. engage in modernisation activities and assist in the development of materials in support of the relevant specification;

9. engage in contract performance management with the Education Manager;
10. 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;
11. perform any other services such as CCEA may reasonably require in respect of/relevant to the development of examinations.

## **NUMBER OF DAYS REQUIRED**

There are no specific days of the week in which the Supplier is required to carry out the Services. Work must be carried out in the Suppliers own time, and will be dependent on the number of question papers allocated.

## **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.

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