



ASSISTANT PRINCIPAL MODERATOR (APM1)

The Assistant Principal Moderator is responsible to the Principal Moderator for the assessment of coursework by moderators working under their direction. 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. assist in the compilation of exemplar work tasks, annotated to show how the assessment criteria in the specification are to be applied;
4. assist with the writing/review of Controlled Assessment Tasks as and when required;
5. with the senior moderating team, prepare materials for, and conduct, Agreement Trails;
6. ensure that moderators for whom you have responsibility meet the standardisation requirements, and take action if any moderator fails to maintain the required standard;
7. ensure that moderators for whom you have responsibility correctly interpret and apply the assessment criteria;
8. ensure that moderators for whom you have responsibility have accurately completed all moderation documentation in line with procedures and quality assure all moderator reports to centres;
9. monitor the standards of Moderators, act in an advisory capacity on their training and re-appointment where necessary;
10. advise on the need for adjustments to Moderators' recommendations;
11. act as a mentor for new appointees;
12. under the direction of the Principal Moderator, ensure that appropriate preparatory, follow-up and remedial work with centres is carried out;

13. submit to the Principal Moderator an evaluation report on the coursework component;
14. conduct teacher support events and/or centre visits where required by the Education Manager;
15. engage in modernisation projects/developments and assist in the development of materials in support of the relevant specification;
16. 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;
17. attend training courses arranged by CCEA, in relation to new methods, techniques of assessment and administrative procedures;
18. 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);
19. ensure that all work is carried out to a high standard and is completed within agreed deadlines;
20. engage in contract performance management with the Education Manager;
21. 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;
22. perform any other services such as CCEA may reasonably require in respect of/relevant to the development of examinations.

NUMBER OF DAYS REQUIRED

In addition to work carried out at home, Assistant Principal Moderators for product-type subjects will normally be required to be available for 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 Assistant 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.