



*Rewarding Learning*

## **THE SCHEDULE – CHIEF EXAMINER (Formative Assessment for Computer Adaptive testing)**

The Chief Examiner for a specification is responsible to the Chair of Examiners for ensuring that the examination as a whole – including both internal and external assessment – meets the requirements of the specification and maintains standards year on year.

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

1. work with the Chair of Examiners ensure subject requirements and standards are clearly understood, supported and maintained in all work;
2. work with the Education Manager and Senior 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. act as Principal Examiner for at least one component of the assessment;
4. supervise the construction of the question items, assessment banks, statistical reports and, where appropriate, the criteria for the assessments to ensure appropriate standards;
5. ensure that assessments as a whole cover the assessment objectives set out in the specification, properly reflect their weightings and satisfactorily sample the specification content;
6. ensure that, over a reasonable number of years, the assessment as a whole will address all the specification content;
7. seek to ensure parity across alternative components and options in terms of the demands made on candidates;
8. when acting as reviewing/supervising examiner for a component, review a minimum of 30 reports for that component to gain direct evidence of the candidates' performance in line with assessment statistical reports;
9. report on the performance of assessment during the Review of Assessment performance meeting;

10. submit, as directed by CCEA, an evaluation report on the examination in that specification;

The Services as specified in points 1-7 above will involve:

- devising, under the management of the Education Manager,
  - a) the subject specific timetable for the production of question items for each criteria;
  - b) the assessment grids, objectives and criteria for the question items and assessment.
- producing and/or co-ordinating the production of:
  - a) the question items assessment and difficulty values at each stage of drafting and finalising;
  - b) the report on the assessment.
- providing the amended first proof following the IBEC meeting;
- proofreading the versions of the assessment items at each stage of the production process;
- standardising of the items and item bank (including the preparation for and the conduct of standardising meetings);
- monitoring the standards of work of each Principal Examiner;
- participating in the decision making procedures during the Review of Assessment Performance meeting by:
  - a) reporting on the performance of the assessment;
  - b) recommend future developments.

11. be available during the Post Results period to conduct review of reports;

12. train and mentor new senior team personnel;

13. 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;

14. 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);

15. ensure that all work is carried out to a high standard and is completed within agreed deadlines;

16. conduct teacher support events and/or centre visits where required by the Education Manager;
17. engage in modernisation projects/developments and assist in the development of materials in support of the relevant specification;
18. attend training courses arranged by CCEA, in relation to new methods, techniques of assessment and administrative procedures;
19. engage in contract performance management with the Education Manager;
20. 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;
21. perform any other services such as CCEA may reasonably require in respect of/relevant to the development of examinations.

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

Please note: If a Chief Examiner 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.