



THE SCHEDULE – CHIEF EXAMINER (CEX1)

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. ensure subject requirements and standards are clearly understood, supported and maintained in all work;
2. work with the Education Manager and Senior Examining and 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. act as Principal Examiner or Principal Moderator for at least one component of the examination;
4. supervise the construction of the question papers*/controlled assessment tasks, mark schemes and, where appropriate, the criteria for internal assessment 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 examination 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 supervising examiner for a component, mark a minimum of 30 scripts for that component to gain direct evidence of the candidates' interpretation of questions and the application of the mark scheme. All parts of these scripts must be marked to gain a feel for the candidates' performance;

9. when acting as a supervising examiner for a component, monitor the standards of marking for all the Examiners on the paper, including any Assistant Principal Examiners and team leaders; take appropriate steps to ensure consistency and accuracy; and report on the marking of examiners for that component during the Review of Marking and Awarding 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 papers/controlled assessment and mark schemes;
 - (b) the assessment grids for the question papers/controlled assessment and mark schemes.
 - producing and/or co-ordinating the production of:
 - (a) the question papers/controlled assessment and mark schemes at each stage of drafting and finalising;
 - (b) the report on the examination.
 - providing the amended first proof following the QPEC meeting;
 - proofreading the printer's proofs of the question papers/controlled assessment and mark schemes at each stage of the production process;
 - standardising of the marking of scripts (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 Marking and Awarding Meeting by:
 - (a) reporting on the marking of Examiners/Supervising Examiners;
 - (b) recommending grade boundaries.
11. be available during the Post Results period to conduct review of scripts;
 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. to mark atypical scripts (including Irish Medium) as requested by the Qualifications Manager;
19. when marking atypical scripts (including Irish Medium), insert marks awarded on to the RM assessor directly;
20. attend training courses arranged by CCEA, in relation to new methods, techniques of assessment and administrative procedures;
21. engage in contract performance management with the Education Manager;
22. 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;
23. 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.