



## **THE SCHEDULE – PRINCIPAL EXAMINER (PEX1)**

The Principal Examiner is responsible to the Chief Examiner for the setting of the question paper and the standardising of its marking. 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. set the questions and mark schemes for the question paper\* or part thereof, and approve those set by other examiners;
4. seek to ensure parity of standards across optional questions in the papers and assist the Chief Examiner in ensuring parity of standards across optional papers;
5. attend question paper evaluation committee [QPEC] meetings for the particular unit /component specified;
6. proofread the printer's proofs of the question papers and mark schemes at each stage of the production process;
7. mark a minimum of 30 scripts 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;
8. monitor the standards of marking of all the Examiners for the paper, including any Assistant Principal Examiners and team leaders, and take appropriate steps to ensure accuracy and consistency; and report on the marking of Examiners during the Review of Marking and Awarding meeting;
9. act in an advisory capacity only on the appointment, training and re-appointment of team leaders and assistant examiners for the question papers;
10. act as mentor to new Examiners;

11. advise the awarding committee on how the question paper functioned, and recommend preliminary mark ranges for the judgmental grade boundaries for the question paper;
12. submit to the Chief Examiner an evaluation report on the performance of the question paper;
13. be available during the Post Results period to conduct review of scripts;
14. attend training courses arranged by CCEA, in relation to new methods, techniques of assessment and administrative procedures;
15. 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;
16. 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);
17. ensure that all work is carried out to a high standard and is completed within agreed deadlines;
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. conduct teacher support events and/or centre visits where required by the Education Manager;
21. engage in modernisation activities and assist in the development of materials in support of the relevant specification;
22. engage in contract performance management with the Education Manager;
23. 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;
24. 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 assessment materials produced (e.g. tapes, tasks, resource materials) in addition to the question papers and mark schemes as relevant to the subject.

## **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.

