



Rewarding Learning

THE SCHEDULE - Team Leader (TL1)

The Team Leader is responsible to the Principal Examiner for the marking of scripts by Examiners working under his/her 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 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. ensure that Examiners for whom you have responsibility meet the standardisation requirements and take action if any examiner fails to maintain the required standard;
4. ensure that Examiners for whom you have responsibility correctly interpret and apply the mark scheme agreed by the senior examining team at the standardisation meeting;
5. monitor the standards of Examiners and act in an advisory capacity on their grading, training and re-appointment where necessary;
6. advise on the need for adjustments to Assistant Examiners' marking;
7. act as a mentor for new appointees;
8. submit to the Principal Examiner a report on the performance of Examiners, including grading them;
9. 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;
10. 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);
11. attend training courses arranged by CCEA, in relation to new methods, techniques of assessment and administrative procedures;

12. ensure that all work is carried out to a high standard and is completed within agreed deadlines;
13. engage in modernisation activities and assist in the development of materials in support of the relevant specification;
14. be available during the Post Results period to conduct review of scripts;
15. engage in contract performance management with the Education Manager;
16. 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;
17. 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, Team Leaders will normally be required to be available for a minimum of 3 days, or the equivalent thereof, within each academic year. In addition, for supervisory purposes, Team Leaders are required to be available during the months of June and July.

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.