

Contract specification

Senior Examiner (only applies to specific subjects and levels)

A Senior Examiner carries out the duties assigned by the Principal Assessor and undertaken within the conditions, timescales and arrangements set by SQA.

The prime role is to work with the Principal Assessor and other SQA appointees to ensure consistent application of standards and subject-specific integrity of decision-making in relation to external assessment arrangements.

These activities will be under the direction of the Principal Assessor and staff from SQA's Qualifications and Operations business directorates as appropriate and there may be a requirement to undertake work during holiday periods from main employers.

Outline of duties

- ◆ Participate in pre-examination procedures to review all materials and ensure follow-up actions are carried out
- ◆ Carry out post examination procedures under the guidance of the Principal Assessor and in accordance with SQA policy and instructions
- ◆ If required, deputise for the Principal Assessor
- ◆ Undertake marking of unmarked scripts or scripts requiring to be remarked
- ◆ Ensure activities are concluded within agreed time frames and assist in ensuring resources are used effectively and efficiently
- ◆ Support SQA with continuous improvement developments
- ◆ Additionally, Senior Examiners may be asked to undertake the following activities. These activities will attract additional payment.
 - prepare performance reports for centres
 - contribute to the External Assessment Report for the subject
 - undertake in-service training
 - participate in workshops/seminars/networking events
 - contribute to understanding standards activities