



Principal Assessor

Contract specification

A Principal Assessor is responsible for ensuring all duties and tasks associated with external assessment activities are undertaken within the conditions, timescales and arrangements set by SQA.

The prime role is to lead, support and work (as appropriate to subject and level) with teams of SQA appointees to ensure consistent application of national standards and to ensure the subject-specific integrity of their teams' decision-making in relation to the external assessment arrangements of courses.

These activities will be under the direction of staff from SQA's Qualification Development and Operations business directorates as appropriate. There may be a requirement to undertake work during weekends and holiday periods.

Outline of duties

- ◆ Lead, direct and support the setting of external assessment items for a specified course in accordance with SQA policy and specifications
- ◆ Participate in the process of vetting and finalising external assessment in accordance with SQA policy and specifications
- ◆ Carry out post-examination quality assurance procedures in accordance with SQA instructions*
- ◆ Provide leadership and support to the examination team
- ◆ Undertake marking of unmarked scripts or scripts requiring to be remarked
- ◆ Prepare an annual External Assessment report in accordance with SQA specifications
- ◆ Ensure all activities are concluded within agreed time frames and that resources are used effectively and efficiently to achieve best value
- ◆ Support SQA with continuous improvement developments eg e-enablement, ensuring that appointees both understand and embrace change
- ◆ Undertake the performance management activity of the examination team
- ◆ Additionally, Principal Assessors may be asked to undertake the following activities.
 - prepare performance reports for centres
 - undertake bespoke in-service training
 - participate in workshops/seminars/networking events
 - contribute to 'Understanding Standards' activities
 - (These activities will attract additional payment)

* Note: Post-examination procedures will run between the months of April and July each year. Assessment Appeals process will run between the months of August and November each year.