

Contract specification

Senior External Verifier

A Senior External Verifier is responsible for ensuring that all tasks associated with the verification and approval of qualifications are carried out within the conditions, timescales and arrangements set by SQA.

The prime role is to prepare for and manage the team of external verifiers in the delivery of verification procedures for qualifications in the subject area concerned to ensure that standards are maintained.

These activities will be under the direction of staff from SQA's Internal Assessment Delivery and Quality Assurance and Qualification Development directorates as appropriate.

Outline of duties

- ◆ Lead, direct, and support the external verification processes in accordance with SQA policy and specification
- ◆ Provide leadership and support to a team of External Verifiers
- ◆ Conduct external verification visits and accompany new External Verifiers on visits when authorised
- ◆ Conduct prior verification of centres' internally devised instruments of assessment
- ◆ Conduct approval, post approval and development visits to centres
- ◆ Monitor External Verifier decisions at central verification when required
- ◆ Lead verification group meetings
- ◆ Prepare an annual internal assessment report and if applicable, assist in the preparation of course reports
- ◆ Assist Internal Assessment Delivery and Quality Assurance staff with policy and subject specific enquiries from centres, external verifiers and SQA officers
- ◆ Lead, deliver and or participate in external verifier training events
- ◆ Participate in centre appeals process and centre complaint investigations
- ◆ Ensure all activities are concluded within agreed time frames and that resources are used effectively and efficiently to achieve best value
- ◆ Undertake performance management activity of the external verification team
- ◆ Additionally, Senior External Verifiers may be asked to undertake the following activities. These activities will attract additional payment
 - Act as a Vetter for internal assessment materials in the qualifications area concerned.
 - Participate in SQA organised events where Senior External Verifier input is required.
 - Contribute to the Understanding Standards activities