

# **Chair of Examiners – Role Description**

The Chair of Examiners maintains and supports the standards of an APM product with an emphasis on being a Project, Programme and Portfolio Management subject specialist.

## **Purpose**

To be responsible to APM for ensuring that the qualification as a whole meets the requirements of the specification, maintains standards, and the qualification is fit for purpose. The Chair of Examiners is the most senior examiner for each qualification and as such, plays an important leadership role.

## **Responsibilities**

- To be accountable to APM for the marking standard for the qualification, working with the Lead Quality Reviewer and Lead Question Developer.
- To collaborate closely with the Product Manager in carrying out all designated responsibilities. All recommendations arising from these responsibilities must be made through the Product Manager.
- To review performance of the product and provide Project, Programme and Portfolio Management subject matter expertise and opinion to the Product Manager.
- To chair the Senior Examiner Team meetings up to four times per annum.
- To be the final sign off point (subject specific) for questions, question paper(s) and mark schemes to ensure they meet the requirements of the specification, ensure a balanced coverage of the syllabus and take in to account the recommendations of the Lead Question Developer.
- To support APM with the recruitment of the Lead Question Developer, Lead Quality Reviewer, Assessors, Markers, Question Writers where appropriate.
- To review performance reports of Markers and Question Writers and provide subject matter expertise, advice and opinion to the Product Manager on the recommendation of the Lead Quality Reviewer and Lead Question Developer.
- Act as a final arbiter, by making recommendations to the Product Manager, in the case of any disagreement in the examiner team.
- To review and provide input to quality assurance measures around the qualification's agreed performance targets.
- To participate in product specific training as required for example question writing, marker training and/or standard setting.
- Act as an ambassador for APM and the qualification and take part in any commercial activities to promote the qualification e.g. visiting corporates or attending training provider meetings.

## Experience/qualifications needed

- You will be certified to at least the level you are assessing or provide evidence of significant current (preferably in the last 5 years) personal practice in a range of roles within projects, programmes or portfolios for the level you will assess;
- You will have recent prior experience (preferably within the last 5 years) of marking and setting or evaluating assessments in a higher education, further education or professional body setting. Relevant experience of working in the secondary education sector or in other relevant public examinations will be considered.
- You will have relevant recent or current teaching or practitioner/consultancy experience.
- You will have access to, and ability to use a PC/laptop, the internet and relevant software and media securely in their own home.
- You will have proven management and leadership experience. Can demonstrate ability to bringing together different views around an agreed strategy or way of working.
- You will have an understanding of quality assurance systems and processes and experience of implementing them effectively
- You will have the ability to monitor performance, understand and analyse statistics and make recommendations based on these.
- You will have a good track record in developing constructive and value added relationships with senior professionals and be able to deliver process improvements within the examinations and assessment procedures.
- N.B The successful candidate will be expected to undergo training on APM/IPMA processes and regulations