

# **Lead Quality Reviewer – Role Description**

The Lead Quality Reviewer supports the APM Product Manager to develop the marker team to mark to agreed standards and within set tolerances.

## **Purpose**

To be a Project, Programme and Portfolio Management subject specialist and have assessment experience to develop the marker team and report on their performance to APM.

## **Responsibilities**

- To support the APM Product Manager to set the assessment marking standard.
- Support the Product Manager in conducting the annual standardisation exercises with the Markers and Quality Reviewers and report on their performance.
- To ensure parity of standards across all of the marker pool. Support the Product Manager to monitor the marking standards of all markers ensuring accuracy and consistency throughout.
- Support the Product Manager with Marker appointment, training and reappointment.
- To submit an evaluation report on performance of the Quality Reviewers and Markers to the quarterly meetings with the Senior Examiner team.
- To attend the Senior Examiner Team meetings up to four times per annum.

## **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 at least 5 years prior experience 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 an understanding and or experience of delivering standards setting for markers and assessors.
- 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. Be able to have “difficult conversations” about their performance to team members in a constructive and positive way.
- You will have an understanding of effective quality assurance mechanisms and experience of implementing them.

- 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