**Lead Question Developer – Role Description**

The Lead Question Developer supports the assessment writing process by acting as the lead reviewer of assessments and to recommend sign off for assessments to the Chair of Examiners and APM Professional Standards Team members.

**Purpose**

To be a Project, Programme and Portfolio Management subject specialist and have expertise in assessment development. To provide support to Assessment Writers, ensuring appropriate assessment materials, including question papers and mark schemes, are produced.

**Responsibilities**

* To support the Question and Assessment Writers in producing high quality assessments and mark schemes.
* To attend the Senior Examiner Team meetings.
* To ensure final questions and assessments meet the qualification’s assessment specification content, syllabus coverage and are rigorous yet fair and balanced, prior to recommending their sign off by the Chair of Examiners and APM Professional Standards Team.
* To ensure parity of standards across assessments and assessment material.
* To support the APM Professional Standards team with training of assessment Writers.

**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 3 years) personal practice in a range of roles within projects, programmes or portfolios for the level you will assess
* You will have proven management and leadership experience.
* You will have sound 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.
* You will have access to, and ability to use a PC/laptop, the internet and relevant software and media securely in their own home.

The successful candidate will be expected to undergo training on APM processes and regulations

**Advantageous experience/qualifications**

* You will have at least 2 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. Other relevant public examinations will be considered.
* You will have experience of reviewing assessment materials and providing constructive feedback for question and assessment writers and APM staff.
* You will have relevant recent or current teaching or practitioner/consultancy experience.