

JOB DESCRIPTION

External Assessor

Responsible to: Qualifications and Compliance Director

Job summary: The prime role of the post holder is to mark external assessments on behalf of Signature

Key Tasks

1. To understand fully the assessment criteria for each qualification you are marking
2. Mark external assessments against the assessment criteria consistently and accurately.
3. Mark external assessments in a timely manner, managing your workload appropriately.
4. Input all marks into IRIS accurately.
5. Contact the Customer Support Team/Compliance Team to let them know of any issues you find when viewing assessment recordings.
6. Keep CST up to date with any issues you have with your workload.
7. Mark appeals that have been requested by centres.
8. Provide feedback on your assessments decisions if requested by the Customer Support Team or Compliance Team.
9. Attend Standardisation meetings and complete standardisation exercises when needed
10. Keep all assessment decisions strictly private and confidential
11. Act appropriately and professionally, ensuring integrity and impartiality at all times.

