

Job Description

Examiner – External Assessments

NCFE is one of the UK's fastest growing education services, our purpose is to promote and advance learning and create a real impact. We are made up of Group Service support functions, our Awarding Organisation, EPA Plus, and Skills Forward.

We are currently recruiting Examiners for several of our external assessments.

To be considered for this role you must be available to attend standardisation events ahead of marking in each assessment window. These dates will be communicated in advance, but all events will be scheduled for weekdays between the hours of 9.00am-5.00pm and may require travel to Newcastle. All other marking duties can be carried out remotely, in accordance with set timescales.

Main duties include:

- to deliver exceptional customer service to all NCFE customers, both internal and external
- to mark external assessments as required and submit results using our systems within set timescales
- to follow and maintain the standard set by the Chief Examiner, applying the mark scheme consistently and accurately
- to report suspected malpractice or safeguarding concerns to the Assessment Delivery team
- to attend Examiner standardisation and training events, and other meetings as required
- to maintain the confidentiality of NCFE assessment materials, learner evidence and learner details, and report any breaches to the Assessment Delivery team
- to adhere to NCFE's established systems and processes
- to carry out any other duties as requested by NCFE

We are seeking applicants who:

- have a professional qualification relating to the sector area (refer to qualification specification for the content of the qualification)
- have current or recent teaching experience in the sector area
- have experience delivering a qualification in the sector at Level 3 or above
- have experience of graded / numerically marked assessments
- have experience of marking paper based and/or online assessments
- have excellent written and oral communication skills
- have the ability to work consistently within tight deadlines
- have an understanding of effective quality assurance mechanisms
- have access to a PC/laptop with internet connection
- be IT literate, particularly in the use of electronic communications systems, and open to using online applications/e-technologies, in particular Microsoft Teams and Microsoft Excel

All applicants will be expected to adhere to NCFE's behavioural framework and to uphold our core values.



To apply please download and complete the Application Form and email to assessmentdelivery@ncfe.org.uk to be considered for this opportunity.

Please note that due to large volumes of applications, only candidates who are selected for interview will be contacted.