

Role Description

ROLE	Deputy Examiner Responsible
DIVISION	Assessment
VERSION	1.0
DATE	24/04/2018

ROLE PURPOSE

Deputy Examiners Responsible work closely with Examiners Responsible and subject managers to provide effective, reliable and continuous support of all assessment activities within a subject for the Diploma Programme. The role demands the commitment of an experienced education leader with a strong background in the required subject specialism.

TEAM STRUCTURE/ASSOCIATED PROCESSES

The position of Deputy Examiner Responsible entails a commitment to attend meetings for activities such as question paper editing, examiner standardization and grade awarding.

ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>Assessment activities Key participants in setting question papers, marking candidates' work, and determining the final grades of candidates.</p>	<ul style="list-style-type: none"> • Produce high quality, error-free assessment material ensuring content is valid and appropriate, in line with specified guidance documents provided by the IB. • Formulate original questions and resources for the assessment in line with guidance provided by the IB. • Ensure content is on the curriculum. • Ensure content is of comparable assessment standard to previous assessments in terms of content and style. • Ensure no undue repetition of content used in previous assessments. • Ensure assessment content is correct. • Ensure grammar and spelling are correct. • If required, review questions and resources submitted by the authoring team, ascertaining their suitability for the assessment. • If required, provide translations of assessment materials.
<p>Attends meetings Supports the leadership of the Examiner Responsible in assessment activities such as question paper editing, examiner standardization</p>	<ul style="list-style-type: none"> • Attend virtual meetings if requested by the IB. • Attend assessment editing meetings (virtual or face-to-face) if requested by the IB. • Complete preparation work prior to the meeting/s to agreed deadlines. • Actively participate in discussions to improve and correct content.

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and grade awarding. These meetings may be face to face or held online.	<ul style="list-style-type: none"> • Complete tasks arising from the meeting/s to agreed deadlines.
<p>Curriculum development Contribute to curriculum and assessment development as required alongside teachers, external consultants, and IB academic staff.</p>	<ul style="list-style-type: none"> • Actively participate in curriculum discussions if asked to participate. • Complete preparation work prior to the meeting/s to agreed deadlines. • Complete tasks arising from the meeting/s to agreed deadlines.
<p>Responding to queries Respond quickly and clearly to any queries received from the IB.</p>	<ul style="list-style-type: none"> • Respond to queries from the IB promptly at any point in the preparation process. • Provide unambiguous answers, with reasoning where appropriate. • Ensure any amendments provided do not affect other content or associated materials and are consistent with the rest of the assessment and the guidance documents provided by the IB.
<p>Confidentiality Maintain the confidentiality of assessment content.</p>	<ul style="list-style-type: none"> • Comply with the IB security policy to ensure the confidentiality of assessment material is not compromised. • Use only the IB-specified secure system to send and receive any materials or information relating to assessments. • Inform the IB immediately of any potential conflicts of interest.
<p>Compliance with deadlines Complete work within agreed timeframes and respond promptly to all IB communications.</p>	<ul style="list-style-type: none"> • Meet all agreed deadlines to ensure assessment materials are produced to a high quality and on schedule. • Inform the IB immediately of any delays or issues. • Ensure a timely response to IB communications.
<p>Professional development Actively work to improve knowledge, skills and performance through reflection and the completion of any necessary training and development to ensure that tasks are performed efficiently and effectively.</p>	<ul style="list-style-type: none"> • Receive feedback positively and act upon feedback to ensure that tasks are performed effectively. • Complete any necessary training and development (virtual or face-to-face) as required by the IB to fulfil the role. • Request guidance and training (on assessment and house style specifications, assessment preparation processes or the role) if anything is unclear.

ACCOUNTABILITIES**KEY PERFORMANCE INDICATORS**

This list of accountabilities is subject to change and may vary depending on subject and component. It is designed to give an indication of the work involved with the role.

TIME COMMITMENT AND FEES

Standardization meetings take place in May for a May session and in November for a November session. Grade Award meetings take place in June and December. For attendance at all official meetings, the IB will cover travel, meal and accommodation costs and also pay a daily meeting fee of 210 USD per day. Increasingly more meetings are taking place virtually, but the majority of face to face meetings take place in Cardiff.

There is an honorarium payment associated with the role of 340 USD, depending on the subject. This is in addition to examining and assessment preparation tasks which are remunerated on a task by task basis.