

ROLES AND RESPONSIBILITIES ASSISTANT EXAMINER

1.1. This document outlines the typical duties expected of the post holder, and may be subject to change.

2. Summary of post:

2.1. Assistant Examiners may be appointed by the Chair of a relevant Board or Joint Board of Examiners to assist in the marking of scripts at examinations where there are large numbers of candidates taking written papers or practical examinations.

3. Duties and Key Responsibilities:

- To assist in the marking of scripts at examinations where there are large numbers of candidates;
- To attend practical examinations, where required.
- To act in accordance with key College [policies and regulations relating to examination and assessment](#), in particular, the College's Protocol for Marking and Moderation
- To be familiar with the following key document: [QAA Quality Code for Higher Education](#)

4. Note:

4.1. Assistant Examiners shall not be members of Boards or Joint Boards of Examiners and shall not be entitled to set papers or, unless invited, to attend their meetings.

Approved by QAEC
2014

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