



## **JOB DESCRIPTION**

**Job title:** Exam Paper Marker

**Division:** Group Operations

**Reporting to:** BCS Service Delivery Manager- Qualifications

**Reporting in:** No direct reports

**Status:** Flexible as agreed by offer of services contract

### **Role context and purpose:**

The role of the Exam Paper Marker is to review and mark the **BCS Practitioner Certificate in Information and Risk Management** and the **BCS Practitioner Certificate in Business Continuity Management** exam papers against the BCS marking criteria, to determine a pass mark and provide any relevant feedback for the candidate.

### **Key Responsibilities:**

1. Using expert technical experience of the relevant certification for which the exam papers relate, allowing a full review of the written answers provided by candidates to determine a pass rate.
2. Provide feedback for candidates in the event of a failed exam, to allow the candidate to determine the areas that they failed and why.
3. Develop strong, relevant and effective working relationships with other exam paper reviewers and stakeholders to identify, recommend and embed best practice.
4. Participate in forums, meetings, or other professional gatherings when required, to share experience and feedback that will inform best practice.
5. Work closely with BCS to meet deadlines; delivering on time and within budget.
6. Notify BCS of any potential conflict of interest that may arise during the role as a subject matter expert; either in relation to BCS or specific applicants.
7. Comply with security and confidentiality of information, data and material obtained, used and reviewed during all work activities.
8. Maintain professional relevance and suitable industry understanding, which is current and enhances capability, through active continued professional development.
9. Attend training and refresher programmes as required.
10. Adhere to all BCS policies and procedures to ensure quality, efficiency and accuracy following best practice at all times.
11. Adhere to the UK Data Protection Act 2018 principles in relation to materials by:
  - a. Ensuring that all personal and protectively marked material is securely destroyed as soon as assessments are completed.
  - b. Not holding protectively marked material on IT systems, in line with the UK Data Protection Act 2018 and subject to the HMG Security Policy Framework.

## PERSON SPECIFICATION

The specification identifies the qualifications, education and values required for the role and the level of experience needed. The person specification and job description will be used as the basis for short listing CVs and for assessment during interviews.

SPECIFICATION	ESSENTIAL	PREFERRED
<b>Qualifications and education</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or professional equivalent.</li> <li>• Relevant certification in the certification area (e.g. BCS Practitioner Cert. in Information Risk Management and BCS Practitioner Cert. in Business Continuity Management).</li> </ul>	<ul style="list-style-type: none"> <li>• Professional membership of BCS or other comparable professional body.</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Current and relevant industry experience within the subject area for which you are marking exams.</li> <li>• Experience of reviewing and assessing exam papers.</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge and understanding of the IT and Technology landscape.</li> <li>• Understanding of Professional Certifications.</li> </ul>
<b>Character traits and competencies</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Numerate, with good analytical skills.</li> <li>• Demonstrates effective assessing and questioning skills.</li> <li>• Has good attention to detail and is able to spot errors in data and information.</li> <li>• Able to give effective feedback and respond positively to relevant feedback.</li> <li>• Personable and builds relationships of trust with others.</li> <li>• Demonstrates initiative and high levels of drive to get things done.</li> <li>• Effective under pressure and able to manage competing priorities.</li> <li>• Organised, planned and structured in working methods.</li> <li>• Has clear and concise written and oral communication skills.</li> <li>• Impartial and operates to high standards of personal integrity.</li> <li>• Demonstrates an understanding of best practice around equality and diversity.</li> <li>• Demonstrates a commitment to their personal Continued Professional Development; both in assessment practice and IT.</li> <li>• Good organisation and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Sets high professional standards for themselves and others.</li> <li>• Can present information in a way that makes the complex clear and simple.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Must have a PC and reliable high speed access to the Internet.</li> <li>• Has the workload capacity to perform the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to industry standard tools and software.</li> </ul>
<b>BCS Values</b>	<ul style="list-style-type: none"> <li>• Demonstrates the BCS Values of 'Doing the Right Thing', 'One Team', 'Make Things Better', 'Make Things Happen' and 'Being Human'</li> </ul>	