JOB DESCRIPTION

Job title: Moderator – HEQ

Division: Product/Service Delivery - Qualifications

Reporting to: BCS HQ

Reporting in: No direct reports

Status: Flexible as agreed by offer of services contract

Availability: Required immediately with additional work to be continuing. Further details of requirements will be discussed during the hiring process.

Role context and purpose:

To work with examiners to develop **syllabi** and **examination materials** as required for the Higher Education Qualifications (HEQ) portfolio (Levels 4-6) particularly for **BCS Level 4 Computer and Network Technology**. The role will involve creating, reviewing and quality assuring syllabi and examination materials. BCS HEQ's have a panel of examiners that meet on an annual basis (in November) for standardisation of all examination materials and as a moderator it will be your role to manage this process with examiners working on your module. Currently there are two exam sessions (September and March) with papers for both sessions written and agreed at the preceding November Panel meeting. Marking and moderation follows the relevant exam session.

Key Responsibilities:
1. Moderate, as necessary, accurate and considered syllabi to map with the Engineering Council standards contained in the Accreditation of Higher Education Programme UK standards for professional competence and the Subject Benchmark Statement for Computing provided by QAA.
2. Moderate original high-quality items for examinations that are fair and robust and adhere to the requirements of the specification, BCS brief, and additional guidance from BCS.
3. Ensure questions and marking instructions are of a suitable standard in terms of validity, reliability, accuracy, content, degree of difficulty, spelling and grammar.
4. Adhere to BCS quality assurance checklist for each question written.
5. Moderate questions according to the relevant assessment criteria and assessment task type, and where appropriate, ensure evidence is provided for this classification.
6. Moderate clear and accurate mark schemes (to include syllabus mapping) for each question which support reliable marking.
7. Ensure examiners have provided full details of source materials used in devising questions.
8. Working with the examiners, review, refine and amend questions as necessary as a result of feedback from BCS.
9. Moderate items written by examiners and provide written feedback.
10. Provide expertise and advice on the relevance of content to current standards of practice within the sector.
11. Review syllabi and reading lists and make any relevant updates made.

12. All moderators are members of the Professional Examinations Board (PEB) for Higher Education Qualifications and are required to meet four times a year. Twice for results ratification and twice for general matters.

13. Develop strong and effective working relationships with internal BCS stakeholders, so that expertise can be shared.

14. 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.

15. Maintain complete security and confidentiality of information and material obtained during all work activities.

16. Maintain professional relevance and suitable industry understanding and capability, through active continued professional development.

17. Attend training and panel meetings as required by BCS.

18. Adhere to BCS policies and procedures to ensure quality.

19. Adhere to regulatory requirements.

20. Adhere to deadlines provided by BCS.

21. Payment based on tasks completed:
   i) £265 for moderation of a new syllabus.
   ii) £265 for moderation of new paper written (or sample paper).
   iii) 12.5% of total marking fee for moderation of marked scripts.
   iv) £75 for attending PEB meetings

PERSON SPECIFICATION

This person specification outlines the kind of person who would fit well with the BCS values. The specification also identifies specific qualifications or education required for the role and the level of experience needed. The person specification and job description will be used as the basis for shortlisting CVs and for assessment during interviews.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and education	• Educated to Honours degree level or professional equivalent qualification.	• Professional membership of BCS or other comparable professional body. • Assessor qualification. • Relevant certification in the teaching profession.
Experience and knowledge	• Experience of developing syllabus and assessment materials, including examinations, at the HE level.	• Experience of teaching/ training in IT in a Higher Education setting • Experience of quality assuring documents to ensure validity and reliability. • Experience of developing online and/or manual assessments. • Experience of performing similar duties for an awarding organisation. • Knowledge and understanding of the content of the Engineering Council standards contained in the Accreditation of Higher Education Programme UK standards for professional competence and the Subject Benchmark Statement for Computing provided by QAA.
Character traits and competencies	• Excellent communication and interpersonal skills. • Able to self-motivate to work independently. • Takes responsibility for the quality of own work. • Demonstrates initiative and high levels of drive to get things done. • Is effective under pressure and able to manage competing priorities. • Is organised, planned and structured in the way they work and communicate. • Has good attention to detail and is able to spot errors in data and information. • Is able to give effective written feedback. • Is personable and builds relationships of trust with others. • Is impartial and operates to high standards of personal integrity. • Demonstrates an understanding of best practice around equality and diversity.	• Sets high professional standards for themselves and others. • Has clear and concise written and oral communication skills. • Able to use feedback to improve future performance.

	• Collaborative approach and involves others in thinking and decision making. • Demonstrates effective listening and questioning skills. • A team player. • Able to handle setbacks and find solutions to problems. • Can present information in a way that makes the complex clear and simple, accessible for candidates with English as a second language.	
Other requirements	• Able to travel within the UK as required. • Able to attend training as required for the role. • Able to attend face-to-face meetings as required. • Access to industry standard tools and software. • Ability to use online collaboration tools. • Able to commit to deadlines provided by BCS for writing and marking examinations.	

Payment	• Payment based on tasks completed:
	    o £265 for moderation of a new syllabus.
	    o £265 for moderation of new paper written (or sample paper).
	    o 12.5% of total marking fee for moderation of marked scripts.
	    o £75 for attending PEB meetings	