

**EMPLOYER: City & Guilds**

**ROLE TITLE: Scrutineer**

City & Guilds is the leading vocational awarding body in the UK, offering more than 500 qualifications over 29 industry sectors, through 8500 approved centres in around 100 countries worldwide.

City & Guilds Technical qualifications are new, high quality and demanding technical qualifications that prepare candidates for further education or to go into the workplace in a range of industry areas. They require candidates to complete stretching written tests, which include extended response questions, to distinguish between just able and merit and distinction quality candidates.

The Scrutineer will be contracted to carry out final checks on a question paper at the point it is deemed to be final draft. The Scrutineer is a subject matter expert who has not been part of the writing or editing phase of the assessment production. They sit the paper exactly as a candidate would and check that all the questions are clear and unambiguous, the paper offers the right level of challenge and that it can be completed in the allocated time. Following sitting the paper the Scrutineer uses the mark scheme to check that the expected answers and allocated marks align with their own responses to the paper.

The successful Scrutineer would be asked to:

- Reviewing the final drafts of all question papers/tasks without reference to the mark schemes to ensure that the questions can be answered in the time allowed and that there are no errors or omissions
- Reviewing the mark scheme to ensure that the marks given are identical to those on the question paper
- Preparing and submitting a report on the findings of the review.

Successful applicants will:

- have current knowledge of the UK 14-19 education system
- have teaching or assessment experience in the relevant subject and level
- have a high level of recent, relevant subject knowledge
- be computer literate
- have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account
- have good written and verbal communication skills
- be able to follow procedures accurately and reliably
- be able to work to fixed timescales
- be passionate about technical education and helping people reach their full potential.

If you think that you meet these criteria, please send your current CV and covering letter to [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com) clearly stating in the subject line, the specific role or roles, the qualification number and the industry or sub-industry area in which you are interested to be involved in.

Scrutineer vacancies are available in the following industry areas:

<b>Industry</b>	<b>Sub-industry</b>
BSE	Level 2 & 3 Plumbing
Construction	Level 2 & 3 Architectural Joinery
	Level 2 & 3 Bricklaying
	Level 2 & 3 Plastering
	Level 3 Construction in the Built environment
Business	Level 3 Coordinating Business
Hair and Beauty	Level 3 Media Make-up
	Level 3 Theatrical, Special Effects and Media Make-up Artistry
Health & Social Care	Level 2 & 3 Health and Care
Hospitality and catering	Level 2 Professional Cookery
	Level 3 Professional Cookery
	Level 3 Professional Chef
	Level 3 Professional Chef - Patisserie
Land	Level 2 & 3 Floristry