

## **LAMDA Examiner – List of Duties**

### **Purpose of the Role**

To undertake assessment and internal verification decisions for units from a range of examinations and qualifications from the LAMDA examinations portfolio.

### **Key Responsibilities**

Covering a defined range of units/qualifications and examinations within the LAMDA examinations portfolio, the Examiner will:

- mark accurately and consistently to ensure standards are maintained according to published Assessment Criteria
- ensure all administration is completed as specified
- support syllabus and anthology development as required
- participate in training, quality assurance, standardisation, and monitoring procedures as required
- provide feedback for the Annual Examiner's Report
- undertake any other duties appropriate to the work of LAMDA examinations in relation to this role
- be an ambassador for LAMDA within all aspects of an Examiners role and responsibilities.

### **Experience, Skills and Knowledge Required**

Please read the Person Specification attached to this List of Duties.

### **Allocation, Review and Monitoring of Duties**

Examiners will be allocated work by LAMDA Examinations Operations Team. Examiners are required to undertake a minimum of 20 days examining in any single academic year.

Examiners are monitored, standardised and trained according to LAMDA procedure and in accordance with the respective regulatory requirements.

Examiners must abide by LAMDA Examinations document entitled "Policies and Procedures for Examiners" and all other published policies and procedures.

Invitation to join the Examining Panel is subject to LAMDA receiving a satisfactory Disclosure and Barring Service (DBS) check (previously a CRB check) and references.