

MINISTRY OF EDUCATION HERITAGE ARTS

JOB DESCRIPTION: EXAMINATION PANEL LEADER

CORPORATE INFORMATION

1. Salary Band : Band G [\$28,605.50 – \$47,675.75]
2. Duty Station: Examination Centres
3. Reporting Responsibilities:
 - a) **Reports To:** CAS/TEST Subject Chief Examiners
 - b) **Liases with:** Subject markers and EAU Exam level coordinator
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position is responsible for the efficient and effective management, coordination and administration of marking of student examinations scripts at centres outside Suva.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant subject markers, in accordance with legislative requirements:

1. Liaise closely with the subject Chief Examiner and Examination Office to support the timely coordination and administration of all aspect of the marking process.
2. Efficiently and effectively mark and check mark the allocated scripts and uphold the confidentiality of all aspects of the marking process.
3. Manage the security, confidentiality and handling of the examination scripts while distributing the scripts to markers and dispatching the marked scripts back to Examinations Office in a timely manner.
4. Working with the panel of markers to ensure consistency in marking is maintained by each marker.
5. Oversee the performance and provide support to the markers in the panel to ensure all aspect of marking is completed by the due date.
6. Compile marking report and submit to the Chief Examiner.

PERSON SPECIFICATION

In addition to a Bachelors Degree with at least 5 years teaching experience, The following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Qualifications and teaching experience along with thorough knowledge and understanding of the subject matter (relevant subject stream) for the year level of assessment.
2. Significant experience in marking assessments in accordance with standardised marking guides
3. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Demonstrated ability to mark efficiently and consistently in accordance with approved marking schemes.
2. Ability to make decisions based on evidence and to manage difficult or challenging situations.
3. Demonstrated ability to lead, plan and organize activities, and work cooperatively within a team environment
4. Service oriented approach, with a commitment to ensure supervision of quality marking of the allocated scripts by the individual markers.

Personal Character

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.