

Job title	Deputy Lead Examiner- Certificate in Company Direction
Department	Professional Standards
Contract type	Freelance
Location	Home based with occasional travel to 116 Pall Mall London as and when required for meetings
Working hours	Approx 8 days per month
Fee Structure	£300 per day

About the IoD

The IoD is a thriving member community for directors in the UK and beyond. We offer professional development, valuable connections and meaningful influence. For over 120 years, directors have joined the IoD looking for support to start, run and grow successful businesses in every sector and corner of the UK and beyond.

About the Certificate in Company Direction

Our world-class professional development, designed by directors for directors, helps directors and senior leaders steer their organisation effectively and successfully, supporting a shared commitment to lifelong learning. Our Gold Standard Chartered Direction programme is made up of three stages that together lead to chartered status, an internationally recognised qualification. The first stage, Certificate in Company Direction, comprises four modules which also have an international version of the Governance, each of which are assessed by an exam.

The next stage, Diploma in Company Direction, is assessed by a case study exam, followed by the final stage, the Chartered Director Qualification, which is achieved following a successful interview and assessment of business experience.

The Certificate in Company Direction is credit rated at Bachelors level (SCQF) and is the first stage in our Chartered Director Programme. The Certificate is comprised of four modules;

- Role of the Director and the Board / Role of the Director and the Board International
- Leadership for Directors
- Strategy for Directors
- Finance for Non-Finance Directors

Each of the modules are assessed by an exam and all four exams need to be passed in order to be awarded the Certificate in Company Direction.

The Role

We are recruiting for a suitable, qualified individual with the right background, to become a Deputy Lead Examiner for our [Certificate in Company Direction](#). The role of the Deputy Lead Examiner is to provide a supportive role within the assessment and quality assurance process, working alongside the Lead Examiner. You will assist in ensuring the quality and consistency of assessments and be involved in training, standardisation and reporting on trends.

Key Duties and Responsibilities

- Be familiar with all aspects of the Lead Examiner role and be able to stand in as required
- Review any changes required to assessment in consultation with the Lead Examiner
- Support with standardisation/item writing activity and training
- Reviewing and signing off question items
- Monitoring the performance of each exam module and produce a report summary of areas of improvement
- Monitor and review the item bank to ensure it is fit for purpose with written summary report
- Creating and updating Sample Assessment Materials (SAM) for the LMS and exam platform
- Provide an annual report of how each module is performing
- Attend meetings with examinations and assessment managers within the Professional Standards team
- Undertake annual performance reviews
- Providing additional feedback services to candidates e.g coaching
- Observing course deliveries and providing recommendations
- Creating additional supporting materials for additional feedback service
- Supporting and working with the examinations team to ensure the FAQs are current
- Creating materials for webinars, tasters sessions
- Vetter course materials and providing recommendations for fit for purpose
- Meetings with Programme Leaders and Course Leaders to discuss areas of improvements
- Supporting the examinations team on exam queries, appeals and complaints
- Support with activities that promote and encourage progression onto the Diploma in Company Direction

All duties must be carried out in accordance with IoD's procedures and instructions.

Knowledge & Skills

- Knowledge of quality assurance practices within an educational environment or workplace setting at degree or equivalent level
- Significant experience as an external examiner
- Knowledge of assessment performance
- Data analytical skills
- Up to date, relevant subject knowledge and/or occupational industry experience, with relevant CPD in subject areas such as Business, Leadership, Strategy and Finance, and within the last 12 months

Qualifications & Experience

- A teaching qualification is preferred
- Industry-specific qualifications at least at or above the level of the qualification suite which will be overseen is essential
- Industry specific experience is desirable
- Be experienced as an external examiner or in quality assurance and enhancement relevant to external examining
- Experience of producing assessment materials (either writing or reviewing)
- Experience of marking and/or standard setting and/or moderation of assessments within a regulated qualification

Personal Attributes

- Excellent communication skills with the ability to communicate with a wide variety of stakeholders both internally and externally, verbally and in writing.
- Availability to attend key meetings which may be held on a weekend as and when required
- Proficient IT skills with experience of using key business software e.g. Outlook, Word and Excel
- Able to work with a high level of attention to detail is essential
- Takes a highly proactive approach to work
- Ability to self-manage and prioritise
- Committed to continuous improvement and lifelong learning