



Role Title: Examiner

Genre: As agreed on appointment

Area of Practice: As agreed on appointment (e.g., **Level 1-2:** General Graded Exams and Medal Tests; **Level 2-4:** Vocational Graded Exams; **Level 4-6:** Professional and Higher Professional Examination)

Reports to: Director of Examinations

Location: Examination venues throughout the UK/internationally and from home for remote exams

Main purpose of the role:

- Marking candidate's work in accordance with the standards, marking guidance and advice as provided by ISTD and relevant Lead Examiner Team.
- Adhering to conditions of recognition by the regulators, the Examiner Guide, and examination policies and procedures.
- Completing annual professional development and standardisation activities.

Key responsibilities:

- To mark accurately and consistently to ensure overall standards are maintained.
- To submit marks to ISTD in an agreed format and to designated timescales.
- To ensure all administration is completed as required and in a timely manner.
- To participate in up to three days per year of mandatory unpaid training, as required and provided by ISTD.
- To ensure DBS certificate or equivalent and safeguarding training is kept up to date and current as required by ISTD.
- To adhere to the Examiner Guide and timelines as required by ISTD Service Level Agreements.

Key duties

- To maintain prompt and professional communication with the ISTD at all times.
- To declare any personal or professional conflict of interest in relation to a specific candidate, a member or dance school/exam venue arranging an exam session, prior to the exam session taking place along with professional relationships with other related organisations (such as a role within another awarding organisation).
- To make all reasonable attempts to work within agreed overall deadlines and time frames specified.
- To complete all paperwork and submit results pertaining to exam sessions within five days of the exam session ending.
- To promptly review and correct any errors notified by Quality Assurance department.
- To inform Quality Assurance department of any potential malpractice and irregularities that may occur in an exam session as soon as possible.
- To note and take into consideration in accordance with agreed procedures, any special examination requirements notified by Quality Assurance department as pertaining to candidates in an exam session.

- To retain copies of notes about exam sessions for a period of 6 months and after that time to ensure they are destroyed in a secure manner in accordance with GDPR procedures.
- To mark learner work as part of the monitoring and quality assurance activities as requested by the Quality Assurance department within agreed timelines.
- To assist with emergency cover for exam sessions wherever possible.
- To maintain a professional, impartial, inclusive and warm manner in all activities and interactions with candidates, teachers, HQ staff and anyone else involved in exam sessions.
- To respond promptly to Enquiries About Results (EAR) as requested by the Quality Assurance department within agreed timelines.
- To respond promptly to complaints as requested by the Governance and Policy Manager within agreed timelines.

Person Specification:

- Relevant teaching qualifications.
- Significant experience of teaching at the relevant level.
- Thorough and detailed knowledge and understanding of the content and mark schemes associated with the syllabi in the area of practice.
- Hold an up-to-date enhanced DBS check, or country equivalent.
- Commitment to equity, diversity and inclusion.
- Ability to travel to various locations in your own country organising own transport and accommodation where required, whilst adhering to examiner travel allowance policy.
- Ability to travel internationally with the ISTD organising the travel arrangements.
- Experience of handling sensitive and confidential information.
- A professional approach and manner with strong interpersonal skills.
- Proven ability to communicate complex information confidently and clearly, both orally and in writing, demonstrating high standards of literacy, numeracy, accuracy, and attention to detail.
- Effective time-management skills and ability to meet deadlines.
- Experience of working with and/or a willingness and capacity to learn online tools to support the role e.g., Quest, Totara, Word, MS Teams, Zoom, etc.

Hours of work: variable

Fees and Expenses: Specific duties will be agreed in advance with the relevant Examinations department and paid in accordance with published rates in the relevant Examiner Fee Category
