



## ***Become an ICAEW Advanced Level Case Study Senior Examiner***

ICAEW's ACA is regarded as the qualification for business leaders and attracts talented students from a variety of backgrounds worldwide. We are currently looking for professionals from a business or academic background to join our Advanced Level team within the ACA qualification.

### **EXAMINER ROLE DESCRIPTION**

Examiners work according to guidelines set by ICAEW. Main responsibilities are to:

- be responsible for the overall preparation and setting of exam papers and mark schemes
- work with other exam team members on the setting of exam papers and mark schemes according to fixed timetables
- attend specific meetings, including exam review boards, liaison meetings with tutors and firms, and training and development activities
- manage the marking of examination papers
- prepare commentaries and mark schemes for publication
- support in the recruitment and selection of markers
- review ICAEW learning materials.

### **PERSON SPECIFICATION**

ICAEW Examiners are experts in their subject area, drawing from commercial and/or academic experience and applying this within an assessment framework. You may be changing career path, looking for additional work to expand your portfolio, or already be working as a freelancer in the professional qualifications space. You'll likely have recent experience of teaching, setting or marking professional accountancy examinations, usually in the subject area for which you are applying. ICAEW membership is desirable, and membership of at least one relevant professional body is essential.

Applicants for the posts will need to demonstrate the following skills and attributes:

- membership of a recognised professional body
- experience of exam development and delivery, or of relevant education programmes
- specialism in development of complex business scenarios, together with a good overall knowledge of the whole field of accountancy
- team player
- willingness to work collaboratively with a senior moderator and with ICAEW staff
- flexibility and responsiveness to identified needs
- attention to detail
- ability to work to strict deadlines
- respect for the confidential nature of ICAEW's examination process
- interest in developing modes of assessment

Please note that tutors are not permitted to teach ICAEW students at the relevant level, if appointed.

### **REMUNERATION**

Fees are fixed and paid per examination session. The work may include approximately ten contact days per session as well as the time required for setting questions and papers, mark schemes, marking and report writing.

### **HOW TO PROCEED**

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Please email [ExaminerRecruitment@icaew.com](mailto:ExaminerRecruitment@icaew.com) by Monday 3<sup>rd</sup> April with your CV and a statement detailing:

- how you meet the person specification
- why you would be interested in becoming an ICAEW examiner.

Interviews will be held with members of ICAEW staff and representatives of the Assessment Committee remotely via Microsoft Teams on or around 26<sup>th</sup> April.

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