



Become an ICAEW Senior Moderator for Certificate and Professional Level

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 team within the ACA qualification.

The Senior Moderator is responsible for the overall integrity of the production and quality assurance of the ACA exams. The Senior Moderator is accountable to ICAEW's Assessment Committee and chairs the Examination Review Board. The Senior Moderator is required to work closely with the examining teams and senior staff at ICAEW.

SENIOR MODERATOR ROLE DESCRIPTION

- Convene and chair an Examination Review Board for each exam session.
- Co-ordinate the work of the exam teams, through receipt of all meeting exams and attendance at such meetings if necessary (there is a standing invitation).
- Facilitate and ensure links between Certificate and Professional Level exam teams and between Professional and Advanced Level teams as appropriate.
- Confirm that each assessment is consistent with the agreed quality standards set by the Committee.
- Present the results of the ACA Certificate and Professional exams to the Assessment Committee
- Recommend to the Assessment Committee how the results of each session should be determined, including:
 - reporting on candidates' performance on individual exams
 - reporting on candidates' performance in computer-based assessments (PL)
 - recommending the order of merit and prizes
 - reporting on the results of the exam as a whole.
- Address issues arising from the setting and marking processes which may be of relevance to the integrity of the assessment as a whole.
- Ensure any issues from results determination are fed back into the setting and marking processes and communicated to all levels, as appropriate.
- Review the examiners' reports in order to agree the post exam material for publication.
- Review and agree syllabus content.
- Represent the Assessment Committee at meetings with tutorial organisations.
- Be prepared to attend other occasional assessment meetings, as appropriate.

PERSON SPECIFICATION

The Senior Moderator at Certificate and Professional Level is responsible to the Assessment Committee and is expected to work with the exam teams to ensure the provision of a robust and reliable assessment system. At Certificate and Professional Level, some of the following requirements will be shared by two Senior Moderators; others may be divided according to whether they are of an operational or strategic nature and/or according to subject area.

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

- membership of a recognised professional body
- a detailed understanding of the ACA qualification and the ICAEW operating environment
- able to retain the confidence of the Assessment Committee in relation to the integrity of the assessment process
- demonstrate capability of chairing a meeting of professional subject matter experts
- flexibility and responsiveness to identified needs
- attention to detail
- respect for the confidential nature of ICAEW's examination process
- interest in developing modes of assessment
- availability in the period of time specified

Please note that Senior Moderators are not permitted to teach ICAEW students, if appointed.

REMUNERATION

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

HOW TO PROCEED

Please send your CV and a statement detailing:

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

To Stella.Leslie@icaew.com by 1 August 2019

Using your personal information

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation.

The above information will be used to include you in the selection process for taking part in Examiner selection. This information may be shared with other members of ICAEW staff and relevant members of the Assessment Committee.

For more information about our data protection policy please go to icaew.com/dataprotection