



Role profile

Job title	Assessment Executive
Reporting to	Assessment Manager, Results

Role family	Management responsibility:
E&T Qualifications, Assessment	Does this role have management responsibility for others? (delete as appropriate) No Team Contributor

Overall purpose of role

To ensure the smooth-running of the examinations for all the ICAEW's high stake qualifications by providing and implementing a robust and rigorous results determination process. Support the running of the ACA written examinations and other ICAEW examinations/qualifications. Be responsible for setting up exam session and supporting examiners the marking process.

- Main responsibilities of role**
- Provide front line support for the marking of ACA and other exam sessions, including setting up exam sessions, monitoring progress and answering examiner queries.
 - Support the ACA results determination processes for all Professional and Advanced assessments.
 - Support in the marking and results processing of all other ICAEW qualifications as needed.
 - Provide accurate and timely statistical information for all qualifications as required by the Assessment Committee, internal/external stakeholders and clients.
 - Support the Case Study marking school ensuring that the marking and results are carried out to the highest standard.
 - Maintain process documentation and develop improvements where possible to ensure that ICAEW delivers a better service for clients/stakeholders.
 - Specific duties will vary from time to time in line with the business needs.

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

Please list any technical (non-behavioural) competencies which apply to the role.
NB to be compliant with age discrimination legislation please avoid referring to years of experience.

- Good IT skills, including Word and Excel including mail merges, intermediate excel formulae and pivot tables.
- Excellent organisational skills with the ability to prioritise and manage multiple deadlines.
- Great customer service skills.