**Chair of Examiners – Role Description**

The Chair of Examiners maintains and supports the standards and quality of an APM product with an emphasis on being a Project, Programme and Portfolio Management subject specialist.

**Purpose**

To be responsible of working with APM, ensuring that the qualification, as a whole; meets the requirements of its assessment specification, maintains its standards, and the qualification is fit for purpose. The Chair of Examiners is the most senior member of the senior examiner team for each qualification and as such, plays an important leadership role.

**Responsibilities**

* To be accountable to APM for the marking standard and assessment quality for the qualification, working with the Lead Quality Reviewer and Lead Question Developer.
* To collaborate closely with the APM Professional Standards team members in carrying out all designated responsibilities. All recommendations arising from these responsibilities must be made through the relevant Professional Standards team member.
* To review the rigor, quality, and suitability of the product, its assessment and its supporting materials, and provide Project, Programme and Portfolio Management subject matter expertise to the relevant Professional Standards team member.
* To play an integral role in the qualification’s questions, assessment materials and mark schemes in terms of their quality, ensuring they meet the requirements of the qualification’s assessment specification, a balanced coverage of the syllabus, the assessments are rigorous yet fair and balanced and taking in to account the recommendations of the Lead Question Developer.
* To review the performance of Markers and Question Writers and provide subject matter expertise and advice to the Professional Standards team members on the recommendation of the Lead Quality Reviewer and Lead Question Developer.
* Act as an arbiter, by making recommendations to the Professional Standards team members, in the case of any disagreement in the examiner team.
* To participate in product specific training as required for example question writing, marker training and/or standard setting.
* Act as an ambassador for APM and the qualification and take part in any commercial activities to promote the qualification e.g. visiting corporates or attending training provider meetings.

**Experience/qualifications needed**

* You will be certified to at least the level you are assessing or provide evidence of significant current (in the last 3 years) personal practice in a range of roles within projects, programmes or portfolios for the level you will assess.
* You will have proven management and leadership experience. Can demonstrate ability to bring together different views around an agreed strategy or way of working.
* You will have a comprehensive understanding of quality assurance systems and processes and experience of implementing them effectively.
* You will have the ability to monitor performance, understand and analyse statistics and make recommendations based on these.
* You will have a good track record in developing constructive and value-added relationships with senior professionals and be able to deliver process improvements within the examinations and assessment procedures.
* You will have access to, and ability to use a PC/laptop, the internet and relevant software and media securely in their own home.

The successful candidate will be expected to undergo training on APM processes and regulations.

**Advantageous experience/qualifications**

* You will have recent prior experience (within the last 2 years) of marking and setting or evaluating assessments in a higher education, further education or professional body setting. Relevant experience of working in the secondary education sector. Other relevant public examinations will be considered.
* You will have relevant recent or current teaching or practitioner/consultancy experience.