

## Role Profile

<b>Role Title</b>	Qualification Panel: assessment expert
<b>Reports to</b>	Professional Standards Manager

### Main purpose of the role

The purpose of the Qualification Panel provides subject matter advice and expertise in assessment and project management in order to create and maintain the APM Project Management Qualification (PMQ) at the appropriate quality standard and overall ensuring that the qualification remains fit for purpose over time.

The Qualification Panel consists of six members:

- Two assessment experts
- Two subject matter experts in project management
- APM Senior Professional Standards Manager
- APM Professional Standards Co-ordinator

The initial focus of the panel is the APM Project Management Qualification. This focus may be expanded over time to additionally include other APM qualifications.

### Who we are looking for

We are looking for assessment experts, who have proven experience of a range of different assessment methodologies (preferably in the last five years). You will also be qualified to first degree level, or equivalent, in an assessment- or education-related discipline.

Ideally you will also have previous experience of project management. This might be from a former job role, or a qualification or training course.

You **cannot** be a member of the Qualification Panel if you are:

- affiliated with any APM Accredited Training Providers.
- currently involved in the development or delivery of project management qualifications for another awarding organisation.
- employed by an awarding organisation which delivers project management qualifications.

### Time commitment

Contracts are for two years, with a maximum term of service set at four years.

Meetings are held quarterly, with dates and times agreed in advance.

All meetings are held virtually via Microsoft Teams, or equivalent, and usually last two-three hours.

To support the successful delivery of the panel's duties, panel members are expected to undertake supporting/preparatory activities outside of meetings. These activities are expected to require a time commitment of no more than two days per quarter and may be completed flexibly to fit around other commitments.

#### Confidential

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Date: Nov 2024

## Responsibilities

### Key responsibilities / accountabilities

*In conjunction with other Qualification Panel members:*

#### **Qualification design**

- Approval of the exam blueprint for the qualification along with ongoing review and revision, as required.
- Review outcomes from standard setting meetings and standards maintenance analysis to sign off the standard (pass mark) for each exam version. Be aware of the impact of pass mark decisions on expected pass rates for the qualification.

#### **Item bank monitoring**

- Monitor item bank composition and identify where new items (questions) need to be commissioned.

#### **Quality assurance and approval**

- Provide final sign-off of items according to set quality criteria; providing feedback where items do not meet quality criteria.
- Sign off each exam version as fit for live use. Provide feedback where an exam version does not follow the assessment blueprint or has other issues, such as 'enemy items', are identified.

#### **Performance monitoring**

- Review of overall qualification performance, exam version performance and individual item performance.
- Review high level feedback on the performance of question writers, markers and standard setters to help determine when additional training or support may be required, or when it may be necessary to stop someone from continuing in their role.

#### **Reviews / appeals**

- Review result enquiries and prepare a report on findings for the PS&K sub-committee.

#### **IT compliance**

- Ensure the email address used for your Qualification Panel role is not a school or work email address; it must be personal and not shared with anyone else.

#### **Confidentiality**

- Undertake all Qualification Panel activities, including meetings, in a private place.
- Ensure confidentiality of all materials shared with you and developed by you as part of your Qualification Panel role.
- Do not disclose any information about any aspect of your Question Panel role in any way, e.g. on forums, social networking sites, etc.

### Key performance measures

- Prepare for, attend and participate in all quarterly meetings.
- Complete all duties to a high standard and to agreed timescales.

#### **Confidential**

## Person specification – Qualification Panel: assessment expert

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Be qualified to first degree level, or equivalent, in a relevant discipline, preferably in an assessment- or education-related area</li> </ul>	<ul style="list-style-type: none"> <li>Hold a project management qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Have proven experience of a range of different assessment methodologies (preferably in the last 5 years)</li> </ul>	<ul style="list-style-type: none"> <li>Hold formal recognition of your assessment expertise</li> <li>Project management experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>A sound understanding of the theories and techniques of assessment</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>A high level of accuracy and attention to detail</li> <li>Able to meet deadlines</li> </ul>	
Behaviour / Competency	<ul style="list-style-type: none"> <li>Able to give feedback constructively</li> <li>Understand and comply with confidentiality requirements</li> </ul>	