EXAMINER POLICY

Policy Owner: Head Office
Oversight Committee: Examinations & Standards Committee
Final Authority: Grand Council
Applies to: All Examiners, Senior Examiners and the Chief Examiner
Review Cycle: Annual or following regulatory or operational change

1. Purpose

This policy sets out the appointment, training, responsibilities, conduct and oversight of Examiners appointed by International Performing Arts & Theatre Limited (I-PATH).

It ensures that:

- assessment decisions are independent, fair and consistent
- examiner practice protects the validity and reliability of qualifications
- conflicts of interest are effectively managed
- safeguarding and candidate welfare are supported
- I-PATH meets Ofqual expectations relating to assessment delivery, governance and public confidence

2. Examiner Roles and Structure

I-PATH appoints the following examiner roles:

- **Examiner** - responsible for assessing candidates in accordance with published criteria
- **Senior Examiner** - an experienced examiner providing additional moderation, mentoring and technical support
- **Chief Examiner** - responsible for strategic oversight of examiner performance and assessment standards

All examiners operate independently of centres and teachers.

3. Selection and Appointment of Examiners

Examiners may be appointed through open application or direct invitation. All applicants are assessed against transparent, published criteria.

3.1 Professional and Teaching Requirements

Applicants must demonstrate:

- a minimum Level 5 (or equivalent) qualification in a performing arts discipline

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- relevant and current professional industry experience
- a recognised teaching qualification at Level 4 or above
- a minimum of five years' recent teaching experience
- current I-PATH Teacher Membership

3.2 Assessment Competence

Applicants must demonstrate:

- understanding of assessment principles and standardised marking
- ability to apply criteria consistently and objectively
- familiarity with graded and vocational assessment models

3.3 Safeguarding and Compliance

All examiners must:

- hold a valid Enhanced DBS (or international equivalent)
- demonstrate understanding of safeguarding responsibilities in:
    - face-to-face examinations
    - live video examinations
    - recorded video examinations
- comply with all I-PATH safeguarding and compliance policies

4. Examiner Training, Approval and Monitoring

4.1 Initial Training

All prospective examiners must complete the I-PATH Examiner Training Programme, which includes mandatory modules covering:

- examining processes and responsibilities
- I-PATH policies and professional standards
- practical marking and feedback
- safeguarding and candidate welfare

Trainee examiners complete marking exercises using archived assessment material, which is reviewed against agreed benchmark outcomes.

Approval to examine live sessions is granted only when consistency with I-PATH standards is demonstrated.

4.2 Initial Examining Phase

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During an examiner's early live sessions:

- performance is monitored by senior personnel
- feedback and support are provided where required
- additional training may be mandated before progression

4.3 Ongoing Monitoring and Standardisation

All examiners are required to:

- participate in ongoing training and standardisation
- engage with moderation feedback
- respond to quality assurance reviews
- maintain professional competence

Failure to engage may result in suspension or removal from the examiner register.

5. Senior Examiners

Senior Examiners are appointed by Head Office based on:

- length and quality of examining service
- consistency and reliability of marking
- professional conduct
- mentoring and leadership capability

Senior Examiners may:

- support and moderate new examiners
- contribute to standardisation activity
- provide technical advice on syllabus interpretation

6. Chief Examiner

The Chief Examiner is appointed by the Grand Council and is accountable for:

- oversight of examiner performance and standards
- leadership of moderation and quality assurance activity
- supporting examiner training and calibration
- advising on assessment-related appeals and reviews
- contributing to syllabus review alongside governance structures

7. Examiner Responsibilities and Expectations

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All examiners must:

- respond to examination requests within published timescales
- maintain clear, professional communication with Head Office and centres
- conduct assessments strictly in line with published criteria
- complete and submit assessment documentation accurately and promptly
- provide constructive feedback where required
- report safeguarding, compliance or malpractice concerns immediately
- uphold I-PATH values and professional standards

Examiners must not provide tuition, coaching or preparation to candidates they assess.

8. Allocation of Examination Sessions and Conflicts of Interest

To protect independence:

- examiners must not assess:
    - candidates they currently teach or have recently taught
    - centres where they are employed or regularly teach
    - centres where a declared conflict exists

All examiners must:

- complete a Conflict of Interest Declaration on appointment
- update declarations annually and when circumstances change

Conflicts are recorded, managed and reviewed in line with the Conflicts of Interest Policy.

9. Gifts, Hospitality and Ethical Conduct

Examiners must comply fully with the Anti-Bribery & Anti-Corruption Policy.

- gifts or hospitality must never influence assessment decisions
- all gifts, regardless of value, must be declared to Head Office
- examiners must seek advice before accepting any offer that could be perceived as inappropriate

Failure to comply may constitute misconduct.

10. Safeguarding and Centre Compliance

Examiners are expected to:

- remain alert to safeguarding concerns
- report any risks to learner welfare immediately
- verify that examination venues meet I-PATH requirements
- report centre non-compliance to Head Office

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Examiners are not responsible for overall learner welfare but must act where concerns arise.

11. Malpractice, Appeals and Investigations

Examiners must cooperate fully with:

- Enquiries of Results
- Appeals
- Malpractice or misconduct investigations

Examiners must not attempt to resolve disputes independently.

12. Suspension or Removal of Examiner Status

I-PATH may suspend or remove an examiner where there is:

- persistent failure to meet standards
- breach of policy or professional conduct
- safeguarding concerns
- failure to declare conflicts of interest
- refusal to engage with training or monitoring

Decisions are documented and subject to governance oversight.

13. Records and Audit

I-PATH maintains records of:

- examiner appointment and training
- monitoring and moderation outcomes
- conflict of interest declarations
- disciplinary actions where applicable

Records are shared with awarding organisations as part of annual audit and monitoring.

14. Related Policies

This policy should be read alongside:

- Assessment Policy
- Conflicts of Interest Policy
- Anti-Bribery & Anti-Corruption Policy
- Safeguarding Policy
- Malpractice and Maladministration Policy
- Appeals and Enquiries of Results Policies

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