

RPS DISTINCTIONS PROGRAMME

Examiner Role Description and Person Specification

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Role purpose

The Distinctions Examiner independently assesses submissions against the published standard and assessment criteria for the relevant level.

The role requires Examiners to evaluate the complete submission, reach evidence-based assessment outcomes, record clear supporting reasons and contribute to appropriate applicant feedback.

Examiners work within the Society's assessment, moderation and quality assurance arrangements and are expected to meet the standards of conduct and assessment practice required by the role. The core Examiner role is assessment and associated feedback; some Examiners may also undertake additional responsibilities according to programme need, relevant expertise and demonstrated competence.

Key responsibilities

Distinctions Examiners are expected to:

- independently assess submissions against the published standard and assessment criteria for the relevant level;
- consider the complete submission and reach an evidence-based assessment outcome;
- record clear and proportionate supporting reasons for assessment outcomes;
- contribute to applicant feedback in accordance with the approved feedback model;
- complete assessment activity within agreed timescales;
- participate in required training and development;
- engage with moderation and quality assurance activity;
- maintain confidentiality and comply with data protection, authorship, integrity and conflict-of-interest requirements;
- work constructively with other Examiners, moderators and Distinctions staff;
- maintain appropriate professional boundaries with applicants;
- respond constructively to feedback, review and continuing development; and
- represent the Society appropriately in professional settings.



Additional responsibilities

Some Examiners may undertake additional responsibilities according to programme need, relevant expertise, demonstrated competence and appropriate training.

These may include:

- tutorial delivery;
- third assessment;
- moderation;
- Examiner training and development activity;
- quality assurance and peer review;
- development of assessment examples and educational resources; and
- programme review and development.

Additional responsibilities may be reviewed or changed without affecting the core Examiner appointment.

An individual may undertake more than one responsibility, but activities are allocated in ways that avoid unmanaged conflicts of interest and protect the independence of formal assessment.



Person specification

Essential criteria

Applicants must demonstrate:

- appropriate photographic expertise and experience, or relevant scholarly or professional expertise for Research assessment;
- ability to evaluate submissions against published standards and criteria;
- ability to apply standards and criteria consistently and make evidence-based assessment decisions;
- ability to consider a submission as a whole rather than assessing individual elements in isolation;
- ability to communicate assessment outcomes clearly, proportionately and constructively;
- ability to produce clear written reasons and feedback;
- ability to work collaboratively and contribute positively to professional dialogue;
- commitment to fairness, consistency, moderation and quality assurance;
- willingness to undertake training and participate in required development activity;
- openness to feedback, learning and continuing improvement;
- reliability and ability to meet agreed timescales and programme requirements;
- appropriate professional conduct, confidentiality and integrity; and
- ability to maintain professional boundaries and manage conflicts of interest appropriately.

Desirable criteria

Applicants may additionally demonstrate:

- experience of assessment, moderation or qualifications processes;
- experience in education, teaching, learning or facilitation;
- specialist photographic, subject or professional expertise;
- experience of supporting photographers through learning, project development or reflective critique;
- experience of contributing to programme, curriculum or standards development;
- experience of producing evaluative or developmental written feedback; and



- relevant academic or research expertise where appropriate to the role.

Holding an RPS Distinction may be relevant to an application but does not, in itself, provide sufficient evidence of suitability for appointment as an Examiner.

Appointment and term

Examiners will normally be engaged for a period of three years, with reappointment subject to review. Initial engagements may be made for shorter terms where necessary to establish a staggered cycle of appointments and maintain continuity within the Examiner pool.

Engagement is conditional upon successful completion of the required induction and training.

Training and development

All Examiners undertake a common programme of induction and training covering, as appropriate:

- programme purpose, level standards and assessment criteria;
- holistic assessment and evidence-based assessment decision-making;
- feedback and applicant communication;
- moderation and consistent application of standards and criteria;
- equality, inclusion and bias awareness;
- conflicts of interest, confidentiality and data protection;
- assessment ethics and professional conduct; and
- the values and objectives of the Distinctions Programme.

Examiners undertaking additional responsibilities receive further role-specific training where required.

Examiners are expected to participate satisfactorily in required training and continuing development throughout their appointment.



Review and reappointment

Reappointment is not automatic.

Periodic review considers:

- participation in assessment activity;
- engagement with training and continuing development;
- engagement with moderation and quality assurance requirements;
- consistency and quality of assessment decisions and supporting reasons;
- quality of feedback;
- professional conduct;
- reliability and completion of required activity; and
- contribution to programme development where relevant.

Review supports both quality assurance and professional development. Reappointment decisions are informed by evidence of ongoing competence, conduct, engagement and programme need.

The Society may require further training or support, change the range of activities allocated to an Examiner, suspend allocation of work, or end the engagement where the required standard of performance or conduct is not maintained.

Remuneration

Distinctions Examiners are paid for defined programme activity in accordance with the agreed freelance arrangements.

The standard rate is £250 per day. For assessment activity, this includes preparation, assessment and applicant feedback. Other paid activity may include required training and development, moderation, tutorial delivery and other approved responsibilities. Expenses are determined separately in accordance with RPS arrangements.

Selection process

Selection will normally include:

- a written application;
- evidence of relevant experience and expertise;
- an interview;
- a practical assessment exercise using standardised sample material; and
- references where required.

The practical assessment exercise requires shortlisted candidates to evaluate one or more sample submissions against the published standard and criteria, record a proposed assessment outcome and supporting reasons, and demonstrate the ability to communicate appropriate feedback.

Selection considers the candidate's application of the published standard and criteria, use of evidence, reasoning, communication and response to challenge, discussion and feedback.

Reporting and accountability

Distinctions Examiners work within the RPS Distinctions Programme and are accountable to the Society through the Distinctions team and its agreed Education management arrangements.

Assessment activity is undertaken in accordance with the Programme Specification, Examiner Handbook, relevant policies and procedures, and the terms of appointment.

