

Job Description

Job title	Chief Examiner in Drama (LCME)
School / department	LCM Examinations
Grade	7
Line manager	Head of LCM Examinations
Responsible for (direct reports)	Examiners in Drama and Communication
Date of creation or review	28/03/2025

Main purpose of the job

To oversee all activity of the LCME Drama and Communication examiners and hold responsibility for the training, selection and development of examiners, including materials needed for exams.

To be SME for enquiries and appeals relating to Drama and Communication exams.

As a key member of the LCME management team you will contribute to the development and promotion of all syllabuses and other publications relating to Drama and Communication.

This post is office based, with some flexibility for further days during peak exam periods and travel for examining and moderation duties.

Key areas of responsibility

Delivery

- Oversee all aspects of the assessment process to ensure consistency and adherence to our syllabus criteria.
- Managing the panel to ensure all exam sessions are conducted according to LCME and regulatory requirements for both face to face and digital exams
- Ensure smooth and efficient delivery of the examinations in conjunction with the Head of Ops
- Ensure the effective provision of an ongoing training and moderation process to ensure consistency among Drama and Communication examiners.
- Oversee the standardisation of marks awarded across exam sessions, examiners and exam centres.
- Recruitment and training of new examiners to ensure sufficient examiner availability for business need.
- To perform ad hoc examiner duties as and when required.

Customer service

- Main contact point for all examiners for all enquiries relating to exam conduct and procedure and any other queries that arise during the exam itself.
- Handling relevant syllabus enquiries from teachers and candidates.

- Management of the appeals and enquiries process for Drama and Communication.

Product

- Contribute to syllabus and publication development and promotion in conjunction with the Syllabus and Qualification Manager.
- Working with the LCME management team to support centres and reps and input on the strategic plan for the marketing and promotion of Drama and Communication.

To work in accordance with UWL's equality and diversity policies.

In addition to the above areas of responsibility the postholder maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / background information

London College of Music Exams is one of the longest leading-established exam boards for the creative arts in the UK and strives for inclusivity and equality in line with the UWL's mission.

LCME offer Music examinations in Music, and in Drama and Communication, which are held at centres worldwide as well as our Digital platform that offers both recorded and live online exams. Our qualifications are unique in the graded exam sector in being awarded by a university.

The exams portfolio covers a wide range of syllabuses with new developments being considered to broaden the offer in the future. UWL is committed to LCME and will continue to invest in opportunities to improve the quality of the experience for staff and candidates of LCME.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Relevant degree or equivalent industry experience.	Essential	x	x	
	Relevant postgraduate qualification/experience	Desirable	x	x	
Knowledge and experience	Demonstrable ability to manage staff and associated resources to achieve goals.	Essential	x	x	
	Relevant industry, performing and pedagogical experience at primary, secondary & Tertiary levels	Essential	x	x	
	Significant experience in organisation and delivery of assessments.	Essential	x	x	
	Experience of developing and maintaining effective commercial and management relationships	Essential	x	x	
	Examining experience	Desirable	x	x	
Specific skills to the job	Detailed knowledge of examination boards and industry regulations	Essential	x	x	
	An understanding of Ofqual and other equivalent agencies	Essential	x	x	
	Experience of working in partnership globally	Essential	x	x	
General skills	Well organised and able to manage self and others	Essential	x	x	
	Delivery focused and able to work well under pressure to meet deadlines	Essential	x	x	
	Sound judgement and practical problem-solving skills	Essential	x	x	

	Excellent interpersonal skills; an assured and confident communicator	Essential	x	x	
	The ability to liaise and network internally and externally effectively	Essential	x	x	

Disclosure and Barring Scheme Is a DBS Check required: **DBS** This post requires an enhanced DBS check - with Child Barred

Check 

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

² **Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.