



Job Description	
Job Title	Professional Ethics Assistant Chief Examiner
Job Level (Overall competency level)	
Reports to	Chair of the Centralised Examinations Board Professional Ethics Chief Examiner
Reports	
Location	Bar Standards Board, 289-293 High Holborn, London WC1V 7HZ
Work Smart Category	Home

## Purpose of the Role

To provide expert advice, subject knowledge and academic input in:

- developing the assessment instruments required for Professional Ethics as part of the BSB’s centralised assessment processes (which may include drafting and amending exam questions), ensuring assessments are current, valid and reliable.
- ensuring the Professional Ethics exam follows all the QA processes, meets the required standard and is ready to print by the agreed deadline.
- devising and revising marking schemes for the Professional Ethics examination.
- working with marking teams (where appropriate) to ensure the integrity of assessment moderation.
- reviewing the effectiveness of assessments with particular reference to the statistical data on candidate performance.
- contributing, as and when needed, to discussions with the examining team, the Chair of the CEB, BSB Exams staff, contractors and external stakeholders relating to any issues arising from time to time concerning the operation of the assessments.

## Measures of Success

The Professional Ethics assessment and related processes are regarded by key external stakeholders as fit for purpose, both in terms of providing candidates with a reliable and rigorous test of their abilities in the subject area, and in terms of demonstrating that the relevant Professional Competences have been established at the appropriate level.

The Professional Ethics exam will be a valid and effective assessment instrument meeting a Kuder-Richardson measurement of reliability appropriate for a high stakes assessment.

The quality assurance processes established for the delivery of the Professional Ethics have been observed.

Established quality assurance mechanisms, in particular standard setting and moderation of marking are implemented appropriately to ensure the validity and reliability of the Professional Ethics examination and its marking.

The Chief Examiner and other member of the Professional Ethics Examining team are/feel supported.

The Professional Ethics examination is not subject to successful review or challenge by external stakeholders.

## General Responsibilities

Attending CEB meetings as and when required by the BSB.

Assist the Chief Examiner in the evaluation of examination material submitted by question writers to ensure it meets the exam requirements and covers the Professional Ethics syllabus.

Assisting the Chief Examiner in evaluating and providing feedback to question writers on materials submitted.

Assisting the Chief Examiner in the setting of exam papers, ensuring exam questions are clearly phrased and represent a fair test of knowledge and application of knowledge of the Professional Ethics Core Duties and Handbook regulations as required by the Professional Ethics syllabus.

Chairing the individual SAQ discussion of two SAQs at the markers' meeting and record feedback to be considered by the examining team for the revision of the mark scheme.

Assisting the Chief Examiner in the consideration and response to feedback received from markers, scrutineers and syllabus team in relation to the exam paper and/or marking scheme.

Working in partnership with other Assistant Chief Examiners to ensure team objectives are being met.

Attending the standardisation meetings to evaluate the examination and establish a pass standard to be proposed to the examination board.

Assisting the Chief Examiner in the moderation of the Professional Ethics marking and in the resolution of any problems relating to the marking process so that recommendations can be made to the Subject Board.

Working with the CEB and Exams team in the constant evaluation of all the processes relating to the marking of the Professional Ethics exam.

Any other duties commensurate with the role.

## Competencies

### Essential:

Current or recent experience of professional practice as a lawyer (preferably as a barrister).

Ability to work under pressure, whilst maintaining attention to detail, in order to meet deadlines.

Ability to work as part of a team in a professional and collegiate manner.

Ability to respond positively to developmental feedback and develop within the role.

Ability to maintain confidentiality, operate on the basis of collective responsibility and maintain independence.

### Desirable:

Detailed knowledge of the Professional Ethics Core Duties and Handbook regulations as they relate to the Professional Ethics syllabus.

Current or recent experience in teaching Professional Ethics as an element of the BPTC.

Current or recent experience in setting assessments, devising marking schemes and undertaking marking and moderation of assessments in a higher education or professional body setting.

Current or recent experience as a member of an examination board in a higher education or professional body setting.

Current or recent experience as an external examiner in a higher education or professional body setting.

Current or recent experience as a question writer, technical reader, or as an assessment maker for the BSB.

## Person Specification

You will be:

- a strategic thinker, demonstrating the ability to combine technical competence and professional integrity to continuously improve and develop the quality and reputation of the Professional Ethics exam.
- able to combine enthusiasm, drive and attention to detail with a calm, patient but tenacious approach, and the ability to work under pressure to deadlines.
- able to work as part of a team subject to collective responsibility whilst maintaining confidentiality and independence.

## The General Council of the Bar



BAR  
STANDARDS  
BOARD

REGULATING BARRISTERS

- open to input (such as advice on assessment methodologies and good practice in assessment for post graduate professional qualifications) from other stakeholders to ensure best practice is employed to improve the quality of the assessment and assessment processes.
- aware of the strategic importance and functions of the centralised assessments as part of the BSB's regulatory oversight of Bar training.
- aware of the Professional Ethics Core Duties and Handbook regulations as they relate to the Professional Ethics syllabus.
- able to draw on your experience of assessment in professional examinations to contribute to the strategic development of the centralised assessment of Professional Ethics.
- able to bring your experience of legal professional practice to bear on the development and content of the Professional Ethics examination to ensure that it is an assessment regarded as robust, rigorous and appropriate by key external stakeholders.
- able to communicate clearly and effectively, employing persuasive advocacy to support your views and, where required, ensure the confidence of other key stakeholders.