



Job Description	
Job Title	Civil Litigation Associate Examiner
Job Level (Overall competency level)	
Reports to	Civil Litigation Assistant Chief Examiners
Reports	Civil Litigation Chief Examiners
Location	Bar Council Offices, 289-293 High Holborn, WC1V 7HZ
Work Smart Category	Home

Purpose of the Role

To continue to build on the reputation of the Centralised Assessments by ensuring that the questions proposed to the Assistant Chief Examiners are current, valid and reliable for use in the examinations.

To review examination material submitted by question writers and other Associate Examiners, to ensure: conformity with the current examinable syllabus; conformity with the BSB house style of drafting; that questions accurately reflect the current law; that questions provide an appropriate level of challenge to prospective candidates.

To write exam questions that : are consistent with the current examinable syllabus; conform to the BSB house style of drafting; accurately reflect the current law; provide an appropriate level of challenge to prospective candidates.

To evaluate the output of question writers and provide feedback to question writers on materials submitted.

Measures of Success

The Civil Litigation exam will be valid and reliable, meeting an acceptable Kuder-Richardson measurement for high stake assessments.

The question writers and Assistant Chief Examiners are/feel supported.

The questions are reviewed on time to ensure the exam papers are set on time and are fit for

purpose.

General Responsibilities

Attend question writer training meetings as and when required by the BSB.

Assist the Assistant Chief Examiner's in the evaluation of examination material submitted by question writers to ensure it meets the exam requirements and covers the Civil syllabus.

Evaluating questions submitted by question writers, accepting or returning questions for further review and provide feedback on materials submitted.

Review questions submitted by other Associate Examiners.

To write questions if/when required.

Propose questions to be accepted to the Assistant Chief Examiners.

Assist the Assistant Chief Examiner's 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 Civil Litigation syllabus.

Assist in the evaluation and review processes employed by the CEB team.

Any other duties commensurate with the role.

Competencies

Essential – qualified lawyer

Desirable – barrister

Desirable – current or recent experience in delivering exam content at L7.

Excellent knowledge of current law and procedure related to Civil litigation

Have experience of assessment writing using the principles and practices of assessment or a willingness to undertake training in this area.

Have experience in producing suitable exam material and marking schemes.

Have experience of working as part of a team.

Have the ability to work consistently within tight deadlines.



Have the ability to take on feedback in order to edit assessment materials and to develop within the role.

Have computer literacy skills.

Person Specification

Enthusiastic and passionate about education, demonstrating the ability to make impartial judgements be analytical and objective. You will also combine enthusiasm, drive and attention to detail with a calm, patient but tenacious approach.

With the ability to work independently and as part of a team, the Associate Examiner should be open to being constructive with excellent communication skills ensuring best practice is employed to improve the quality of the examination.