



## CII Expert Practitioner Role Profiles

### Role Profile: Awarding Body (Exams and Assessments)

The Awarding Body works with the personal finance and insurance sectors using experts to develop and deliver assessment materials and associated services for students studying for their professional qualifications.

The Awarding Body asks for experts to meet the following criteria:

- A CII or other relevant professional body member;
- Fully qualified and/or have current work experience in the subject(s) they are involved with; and
- Not be a trainer in the subject(s) they are involved with.

Further criteria relating to specific roles and subjects may apply, which will be discussed with you as appropriate.

The various examiner roles are outlined below:

Role	Purpose and scope
<b>Question writer</b>	Produce questions and/or assignments and answers to the specified learning outcomes of the current syllabus as guided by the Senior Examiner's Test Spec.
<b>Meeting panellist</b>	Attend meetings to review and finalise draft assessment materials in terms of relevance to the syllabus, clarity of the questions and technical accuracy.
<b>Scrutineer</b>	Examine and answer the draft question paper thoroughly while providing feedback and comments which will help the Senior and Assessor Examiners to finalise the paper.
<b>Marker</b>	Mark candidates' scripts/assignments against the relevant marking criteria and attend marking co-ordination meetings guided by the Senior and Assessor Examiners.

Register your interest in being a CII Expert Practitioner at [www.cii.co.uk/expert-register](http://www.cii.co.uk/expert-register).