



# *Become an ICAEW Advanced Level Technical Case Study Examiner*

ICAEW's ACA is regarded as the qualification for business leaders and attracts talented students from a variety of backgrounds worldwide. We are currently looking for a professional with experience of the education sector to join our Advanced Level Technical Case Study team within the ACA qualification

The Examiner is responsible for the production of the ACA exams and mark schemes according to the syllabus specification and for the marking of these exams. The examiner will be required to help develop, review and update the syllabus. They are required to work closely with the team and the Senior Moderators at all stages.

## **EXAMINER ROLE DESCRIPTION**

The role of the Case Study Examiner will vary according to the nature of the particular exam. There may be a need for background research or technical advice and this will be agreed for each exam with the Senior Examiners. Team members will either work in the design or the review group for the particular exam session and will agree their contribution to the development of the exam.

Examiners work according to guidelines set by ICAEW. Main responsibilities are to:

- attend team meetings, these consist of a full day. There are named Design and Review group meetings for each exam session. These will be conducted within Microsoft team meetings (ie video conferencing). Two meetings will be held for each exam session. There are two Case Study exam sessions per year, in July and November.
- assist the Senior Examiners in implementing the team's quality processes.
- contribute to the team's input to syllabus reviews.

## **PERSON SPECIFICATION**

ICAEW Examiners are experts in their subject area, drawing from commercial and/or academic experience and applying this within an assessment framework. You may be changing career path, looking for additional work to expand your portfolio, or already be working as a freelancer in the professional qualifications space. You'll likely have recent experience of teaching, setting or marking professional accountancy examinations, usually in the subject area for which you are applying. ICAEW membership is desirable, and membership of at least one relevant professional body is essential.

Applicants for the posts will need to demonstrate the following skills and attributes:

- membership of a recognised professional body
- specialism or strong experience in Financial Reporting and Assurance
- specialism in development of complex business scenarios, together with a good overall knowledge of the whole field of accountancy.
- team player
- willingness to work collaboratively with a senior moderator and with ICAEW staff
- flexibility and responsiveness to identified needs
- attention to detail
- ability to work to strict deadlines
- respect for the confidential nature of ICAEW's examination process
- interest in developing modes of assessment
- knowledge and experience of developing syllabus

Please note that examiners are not permitted to teach ICAEW students at the relevant level, if appointed.

## REMUNERATION

Fees are fixed and paid per examination session. The work may include approximately ten contact days per session as well as the time required for setting questions and papers, mark schemes, marking and report writing.

## HOW TO PROCEED

Please email [ExaminerRecruitment@icaew.com](mailto:ExaminerRecruitment@icaew.com) by 27<sup>th</sup> February with your CV and a statement detailing:

- how you meet the person specification
- why you would be interested in becoming an ICAEW examiner.

Interviews will be held remotely via Microsoft Teams on or around 29<sup>th</sup>/30<sup>th</sup> April.