



Become an ICAEW Law Moderator

We are currently looking for a professional from a business or academic background for the role of exam moderator within the ACA Certificate Level computer-based Law exam team.

ICAEW's ACA is regarded as the qualification for business leaders and attracts talented students from a variety of backgrounds worldwide.

The ACA qualification comprises three levels; Certificate Level, Professional Level and the Advanced Level. The Certificate Level introduces students to the core concepts underpinning accountancy. The Certificate Level is also a stand-alone qualification which offers a Certificate in Finance Accounting and Business (ICAEW CFAB).

The Certificate Level consists of six computer based modules:

- Accounting
- Assurance
- Business and Finance
- Law
- Management Information
- Principles of Taxation

Job description

Exam team members work according to guidelines set by ICAEW. Main responsibilities are to:

- maintain a bank of computer-based exam questions; these are mainly multiple choice and are reviewed on dedicated software
- work with the examiner to review, update and set new questions according to fixed timetables
- review item statistics and student queries as and when required
- prepare short commentaries for publication
- prepare and review ICAEW learning materials in conjunction with BPP
- attend occasional meetings with ICAEW and fellow Certificate Level exam teams, with tutors and with learning material writers, and training and development activities
- update the Certificate Level Law syllabus, when required

Person specification

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

- membership of a recognised professional body or equivalent appropriate experience
- specialism in the area of Law together with an overall knowledge of the whole field of accountancy
- be a team player
- willingness to work with a senior moderator and ICAEW staff
- flexibility and responsiveness to identified needs
- attention to detail
- ability to work to strict deadlines
- respect for the confidential nature of the ICAEW's examination process
- interest in developing modes of assessment
- availability in the period of time specified

Please note that tutors who are appointed to an exam team post are not permitted to teach ICAEW students.

Remuneration

Fees are fixed and paid per quarter with an additional fee for the preparation of new questions. The work includes a small number of contact days per session as well as the time required for bank review, planning and the writing or checking of new or amended questions.

How to proceed

Please email Catherine.Christmas@icaew.com by **04 August 2017** with your CV; and a statement detailing:

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

We may then ask you to meet members of ICAEW staff and representatives of the Assessment Committee for interview.

Please call Catherine Christmas on +44 (0)1908 248201 if you wish to discuss this position further.