

RAD Examiner Job Description

Title: RAD Examiner

Job Purpose: To assess candidates in examinations (excluding Solo Seal), class awards, and solo performance awards in accordance with the Royal Academy of Dance's assessment criteria, and observe demonstration classes

Reporting to: Chief Examiner and the Panel of Examiners' Consultant

Main objectives

1. To support the aims and objectives of the Royal Academy of Dance and in particular the Examinations Department
2. To examine candidates according to the Royal Academy of Dance's examination procedure and marking criteria
3. To uphold the Examiners' Code of Conduct and the policies, rules, regulations and standards of the RAD Examinations Department

Responsibilities

Examining

1. Examine candidates according to the Academy's assessment criteria and award marks on the prescribed forms
2. Consistently maintain an accurate and reliable level of marking
3. Complete all necessary associated administrative tasks within the prescribed timeframes
4. Complete four quality assurance reports within the required timeframe
5. Complete result enquiry reports as and when requested, within the prescribed time frame
6. Complete self-evaluation exercises as required

Standardisation

1. Attend and participate in all in-service training and support activities, including mandatory seminars and regular standardisation procedures

Other

1. Assist the Academy in any matters pertaining to complaints from customers
2. Undertake the role with due regard to principles of equality, diversity and inclusion
3. Any other duties reasonably associated with the role of an examiner