

How to ...

Become an ITPC Examiner

We are always keen to recruit new examiners and hope that if you have the right experience you will consider applying.

The role of the Examiner

An ITPC examiner's role is to assess the submissions sent to them by the ITPC secretariat on behalf of candidates. They are expected to report their assessment of a submission to the secretariat within four weeks of receiving the documents.

There is no fixed term for remaining an examiner: you must commit to a minimum of one year and may continue to do this work as long as you feel able to do so. The Secretariat will reimburse examiners for incidental expenses incurred in performing assessments – examples include postage charges.

Experience requirements

In order to maintain the integrity of the ITPC scheme, examiners are required to meet consistently high standards of assessment. Those applying to become examiners are therefore required to have:

- a minimum of five years' practical experience of government information assurance, relevant to their sphere of work;
- a good knowledge of government information assurance policy and implementation implications; and
- an in-depth understanding of at least one particular aspect of information assurance.

How to apply to become an ITPC Examiner

Prospective examiners should apply to ITPC in the normal way for award of the Certificate of Infosec Competency, and then complete the Examiner's application form (available on the website) and submit this to the scheme secretariat with:

- A CV outlining your career and information assurance experience over at least the last five years
- An account of your current role outlining how this relates to other business functions
- Supporting statements from two referees. These should preferably be involved in government information assurance work themselves, though line manager references will also be acceptable.
- A commitment to undertake the examiner role for a minimum period of one year
- A formal commitment to uphold the scheme's Code Of Conduct

Code of Conduct for ITPC Examiners

- The examiner must not allow personal, commercial or other similar considerations to influence an assessment.
- The examiner must not break the confidentiality of the content of a submission, retain or use material/knowledge gained through assessment in an unauthorized manner.
- The examiner should report submission assessments within the maximum four week period. If circumstances apply which might impact on this timescale, they should notify the ITPC secretariat as soon as possible.
- The examiner's assessments must adequately justify their decisions to pass or to fail submissions.
- The examiner's feedback to candidates (in the event of submission failures) must give adequate guidance on how to improve their submission for reassessment.

We hope this guide has confirmed your interest in becoming an ITPC Examiner, and look forward to hearing from you soon. Do contact us if you have any further questions.

ITPC Contact Details

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