

TITLE		NAME
Senior Manager, CPA Professional Examinations (Knowledge Assessment and Foundational Development)		vacant
CLASSIFICATION LEVEL:	DIVISION	DEPARTMENT
	Exam Provider	
REPORTS TO (POSITION):		
Associate Director, CPA Professional Examinations		
PURPOSE:		
<p>The Senior Manager, CPA Professional Examinations (Knowledge Assessment and Foundational Development), supports the development and co-delivery of specific exams within the profession-wide exam program, including leadership and execution of exam authoring, marking, psychometric analysis, and reporting of examinations. Working under the direction of the Associate Director, CPA Professional Examinations and as part of the Exam Provider team, this role contributes to the end-to-end lifecycle of high-stakes professional assessments, ensuring examinations are developed and administered in alignment with Competency Map 2.0, regulatory requirements, and profession-wide policies.</p> <p>The Senior Manager, CPA Professional Examinations (Knowledge Assessment and Foundational Development) is responsible for the development, marking and reporting of the Knowledge Assessment and Foundational Development examinations. As these exams are designed to be 100% comprised of multiple-choice questions (MCQs), this role will also be responsible for managing the MCQ bank. The bank will include the MCQs necessary to support the Knowledge Assessment and Foundational Development within the program. The Senior Manager works closely with the Associate Director, other Senior Managers, psychometric experts, exam authors and markers, committees, the Board of Examiners (BOE), and provincial/territorial/bodies (PTBs) to uphold exam quality, fairness, security, and defensibility. The role plays a key part in implementing standardized processes, supporting continuous improvement initiatives, and ensuring operational readiness across exam cycles.</p> <p>As part of the Exam Provider team, the Senior Manager, CPA Professional Examinations (Knowledge Assessment and Foundational Development examinations) is expected to have strong functional expertise in MCQ assessment and to maintain sufficient breadth to develop and assess content across all of the topic areas listed in Competency Map 2.0. Portfolio assignments may evolve over time based on organizational needs, and the Senior Manager, CPA Professional Examinations (Knowledge Assessment and Foundational Development) is expected to work collaboratively with their team to ensure consistency, resilience, and alignment across all exam portfolios.</p>		
RESPONSIBILITIES and ACTIVITIES:		
Responsibility 1: Examination Development and Maintenance		
<ul style="list-style-type: none"> Support the development and maintenance of practice and live exam MCQs for the Knowledge Assessment and Foundational Development for the CPA Professional Program. Coordinate exam authoring, assembly, and content review activities in accordance with established frameworks and timelines. Ensure examination content aligns with Competency Map 2.0 as well as professional standards taught in the CPA Professional Program. Manage working relationships with exam authors, technical reviewers, editors, translators, subject matter experts, committees, and consultants. Apply working knowledge of MCQ development to support high-quality exam development. Collaborate with peers and leaders to support alignment and consistency across examination portfolios 		
Responsibility 2: Marking		
<ul style="list-style-type: none"> Ensure marking workflows follow approved security, quality assurance, and documentation standards. Work closely with psychometric and operational teams to support marking accuracy, auditability, and issue resolution. Provide operational support during peak marking periods and contribute to cross-portfolio resilience as required. Identify opportunities for continuous improvement in exam operations, tools, workflows, and documentation. 		
Responsibility 3: Standard Setting and Results Reporting		
<ul style="list-style-type: none"> Support the application of psychometric best practices, including item analysis, reliability measures, post-exam reviews. Assist in the coordination of standard-setting activities (e.g., Angoff, Bookmark, Hofstee, etc.) under the direction of the Associate Director and BOE. Prepare documentation and evidence supporting BOE expectations and candidate results to be considered as part of the Fair Pass setting process. Prepare any necessary reports on the exam results and the candidates' performance Lead remarks and feedback reporting processes for assigned examinations Apply quality assurance protocols to ensure exam materials, scoring, and outputs are accurate, reliable, and defensible. 		
Responsibility 4: Governance, Compliance and Documentation		
<ul style="list-style-type: none"> Support compliance with regulatory, accreditation, privacy, and security requirements. Assist in preparing materials for internal governance, review, and quality assurance processes. Maintain documentation, operational records, and audit trails related to exam development, marking, and reporting. Contribute to exam security and confidentiality protocols throughout the exam lifecycle. Conduct an annual review of the personal information being collected, the reasons for such collection, assessing whether the type of personal information being collected is necessary and the minimum amount required for the identified purpose(s), and reviewing who has access to personal information. Ensure privacy measures are integrated into team operational activities in accordance with the School's Privacy Policy, ensuring team compliance with the School's information management policies and practices, and coordinating with the School's privacy officer as needed. 		
Responsibility 5: People Leadership and Collaboration		
<ul style="list-style-type: none"> Provide functional leadership to contractors (authors, markers, etc.). Work collaboratively with the internal partners to harmonize processes and enable operational support across teams working on different exam types. Foster strong, professional relationships with authors, markers, board members, and external partners. 		

KNOWLEDGE AND EXPERIENCE		
Education		
<ul style="list-style-type: none"> • Bachelor's degree in business or a related field • CPA designation • Proficiency in both English and French is considered an asset. 		
Experience		
<ul style="list-style-type: none"> • Minimum 5-7 years of progressive experience in accounting or related fields. • Experience in education, exam development, exam marking or exam preparation. • Working knowledge of exam content development, marking processes, and standard-setting methodologies. • Experience coordinating projects with multiple partners and parties. • Exposure to MCQ development principles (e.g., blueprinting, distractor quality, item analysis). 		
SKILLS and ABILITIES		
<ul style="list-style-type: none"> • Understanding of assessment principles and exam development methodologies. • Ability to manage projects with multiple parties and deadlines • Comfortable working with data, psychometric concepts, and quality assurance processes. • Familiarity with modern digital tools, including Microsoft 365 and Artificial Intelligence-enabled productivity tools (e.g., Copilot) • Strong communication, organizational, and problem-solving skills. • Knowledge of the CPA Handbook, tax laws, and other accounting topics 		
WORKING CONDITIONS		
<ul style="list-style-type: none"> • The CPA Western School of Business is a hybrid organization with employees located primarily in Western Canada. • Occasional travel for team and governance meetings, workshops, or vendor/site visits. • Flexibility to work outside of standard business hours, including evenings and weekends, is required during peak periods (e.g., marking centres, Board of Examiners meetings). 		
SIGNATURES: The signatures below indicate that the incumbent and supervisor have read, discussed, and agreed that the information accurately reflects the work assigned.		
INCUMBENT SIGNATURE: I certify that I have read and understood the responsibilities assigned to this position.		
Click here to enter text.		Click here to enter text.
Name	Signature	Date
SUPERVISOR SIGNATURE: I certify that this job description is an accurate reflection of the responsibilities assigned to this position.		
Click here to enter text.		Click here to enter text.
Name	Signature	Date