

TITLE	NAME
Senior Manager, CPA Professional Examinations (Professional Readiness)	vacant
CLASSIFICATION LEVEL:	DIVISION
	Exam Provider
DEPARTMENT	
REPORTS TO (POSITION):	
Associate Director, CPA Professional Examinations	
PURPOSE:	
<p>The Senior Manager, CPA Professional Examinations, (Professional Readiness) supports the development and co-delivery of a specific exam in 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, (Professional Readiness) is responsible for the development, marking and reporting of the Leadership examinations. c 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, (Professional Readiness) is expected to have strong functional expertise in case-based assessment and how best to assess professional skills and the CPA ethical mindset. Portfolio assignments may evolve over time based on organizational needs, and the Senior Manager, CPA Professional Examinations, (Professional Readiness) 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 end-to-end development and maintenance of practice and live exam content for the Professional Readiness exam. 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 case-based assessment design 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"> Support the planning and execution of marking operations to ensure timely, accurate, and defensible results. Coordinate marker recruitment, training, and calibration activities for assigned exams. 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. Contribute to the preparation of psychometric documentation and evidence supporting Fair Pass Standards. 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. 	
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

- Bachelor's degree in business or a related field
- CPA designation
- Proficiency in both English and French is considered an asset.

Experience

- 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 both MCQ development principles (e.g., blueprinting, distractor quality, item analysis) and case-based assessment design principles (e.g., holistic, and analytic marking, case authoring frameworks).

SKILLS and ABILITIES

- 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 professional skills and ethics within the CPA profession

WORKING CONDITIONS

- 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