

Task profile

Associate type: Writer/Editing Examiner

Monitored & managed by: Assessment Team or Development Team

Contracted Days: As per Annual contract / supply of services

A writer/editing examiner must be a subject matter expert for the assessment that are carrying out a the examiner role.

Task purpose

- Produce and submit assessment materials and participate in all stages of the production process until sign off.

And/or

- Prepare for, attend and participate in Assessment Material Evaluation Committee (AMEC) meetings

Key Contracted Responsibilities

1. Assessment Production – Writing

Produce and submit assessment materials* for allocated assessments that are in line with the test/assessment specification requirements (*assessment materials could include, multiple choice questions, written response questions and mark schemes or assignments task and marking/grading guidance)

Review and respond to City & Guilds feedback, Revisor and/or Scrutineer reports amending assessment materials, where necessary

Measures:

- Assessment materials are submitted within the agreed timescale, have considered previous versions, and test/assessment record are updated accurately to show coverage of content.
- Assessment materials are submitted at appropriate level and content for the qualification or product they are assessing and are in line with City & Guilds guidance
- Feedback from City & Guilds, Revisor and/or Scrutineer reports are responded within agreed timescales and in line with City & Guilds assessment writing training and guidance
- Security of assessment materials and mark schemes/markings guidance are maintained at all times in line with City & Guilds guidance and policies.

2. Assessment Production – Assessment Material Evaluation Committee (AMEC) member

Check new draft assessment materials prior to the AMEC meeting to ensure they are within the syllabus and conform to the test specification for the assessment

Checking assessment materials and marking schemes to ensure maximum inclusiveness and the avoidance of unnecessary barriers to assessment

Preparing recommendations, including proposed wording, regarding amendments to draft assessment material that may be required for consideration at the AMEC meeting.

Attend and participate in Assessment Material Evaluation Committee (AMEC) meetings

Sign-off all allocated assessments at relevant stages of production

Measures:

- Meetings are prepared for and attended as requested
- Security of assessment materials and mark schemes/markings guidance are maintained at all times in line with City & Guilds guidance and policies.

3. Training and CPD

Attend and participate in all training as requested by City & Guilds

Keep up to date with any changes to relevant City & Guilds products, processes services and IT systems required for the role - through training, webinars, Associate updates, website and email correspondence

Measures:

- Attend and participate in all training
- Actions and advice are carried out in line with the latest updates or guidance provided by City & Guilds

LIMITATIONS

N/A

Person specification

Essential	Desirable
Have Industry specific qualifications relating to the sector area And/or Have current or recent experience of teaching or assessing in the relevant subject and level And/or Have up to date, relevant subject knowledge and/or occupational industry experience	Experience of producing assessments or marking the qualification concerned (or similar type of qualification)
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	

<p>Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account</p>	
<p>Excellent communication skills with ability to communicate with a variety of stakeholders both verbally and in writing</p>	
<p>Have attention to detail and ability to meet deadlines</p>	