

CONTENT PRODUCTION Roles

Content production is an umbrella term that we use for the following roles. You may be considered for other role/s when applying for the Content Production role.

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Assessment Reviser	
Role Overview	Reviews draft assessment materials
1. Assessment Production	
1.1	Review, before the editing meeting, any assessment materials, associated mark schemes and guidance documents against the test specification for the assessment or any other blueprint or requirements documentation
1.2	Ensure that the materials comply with all specified requirements documents and include a complete, comprehensive draft mark scheme prior to the Assessment Material Evaluation Committee (AMEC) meeting
1.3	Consider whether assessments are technically correct; are to the test specification; meet at the appropriate level of demand; are consistent with previous versions of the assessment (where applicable); use language appropriate for the learner and level; and carry out any other checks that are required
1.4	Prepare recommendations, including proposed wording, regarding amendments to draft materials, assessments and/or related mark schemes that may be required for consideration at the editing / AMEC panel meeting.
1.5	Prepare for and participate in assessment production/sign-off meetings
1.6	Check assessment materials and mark schemes to ensure maximum inclusiveness and the avoidance of unnecessary barriers to access
1.7	Participate in any required training activities
2. Communication	
2.1	Inform City & Guilds immediately if unable to complete allocated work
2.2	Respond to phone calls and emails within 2 working days

All duties must be carried out in accordance with City & Guilds procedures and instructions.

Assessment Writer	
Role Overview	Produces original assessment material
1. Assessment Production	
1.1	Produce appropriate assessment materials and associated mark scheme and guidance documents within agreed timescales, ensuring copyright requirements are followed where necessary
1.2	If relevant, ensure that the materials comply with any related blueprints or test specification and include a complete, comprehensive draft mark scheme
1.3	Complete any provided templates in full, adhering to house style guidance and assessment principles.
1.4	Prepare for and participate in meetings relating to the production of the assessment materials at the request of City & Guilds e.g. sign-off meetings
1.5	Review and respond to City & Guilds feedback, Revisor and/or Scrutineer reports according to agreed timescales, and amend assessment materials, where necessary
1.6	Ensure assessment materials and mark schemes promote maximum inclusiveness and avoid unnecessary barriers to access
1.7	Where required, proof-read and sign-off final materials, assessments and/or related guidance against the edited copy by the relevant deadline
1.8	Participate in any required training activities
2. Communication	
2.1	Inform City & Guilds immediately if unable to complete allocated work
2.2	Respond to phone calls and emails within 2 working days

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Compilation Checker	
Role Overview	Produces and/or reviews assessment compilations
1. Assessment Production	
1.1	Produce and/or review assessment compilations and associated mark schemes and guidance documents within agreed timescales
1.2	If relevant, ensure that the materials comply with any related blueprints or test specification and include a complete, comprehensive draft mark scheme
1.3	Review and respond to City & Guilds feedback, and/or Scrutineer reports according to agreed timescales, and amend assessment materials, where necessary
1.4	Check and update assessment materials and marking schemes to ensure maximum inclusiveness and the avoidance of unnecessary barriers to access
1.5	Where required, proof-read and sign-off final materials, assessments and/or related guidance against the edited copy by the relevant deadline
1.6	Participate in any required training activities
2. Communication	
2.1	Inform City & Guilds immediately if unable to complete allocated work
2.2	Respond to phone calls and emails within 2 working days

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Content Producer	
Role Overview	Produces materials/resources
1. Content Production	
1.1	Produce materials/resources to meet requirements
1.2	Proofread own work prior to submission
1.3	Use any provided templates and follow formatting or house style conventions
1.4	Review and respond to City & Guilds feedback and amend and re-submit materials, where necessary
1.5	Participate in any required training activities
	Where required, prepare for and participate in content meetings
Communication	
2.1	Inform City & Guilds immediately if unable to complete allocated work
2.2	Respond to phone calls and emails within 2 working days

All duties must be carried out in accordance with City & Guilds procedures and instructions.

Content Reviser	
Role Overview	Reviews draft materials/resources
1. Content Production	
1.1	Review resources/materials against the requirements documentation
1.2	Consider whether resources/materials are technically correct and fit for purpose; and any other checks that are required
1.3	Prepare recommendations, including proposed wording, regarding amendments to draft materials that may be required
1.4	Where required, prepare for and participate in content meetings
1.5	Participate in any required training activities
2. Communication	
2.1	Inform City & Guilds immediately if unable to complete allocated work
2.2	Respond to phone calls and emails within 2 working days

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Independent Reviewer	
Role Overview	Reviews assessment final materials for industry context and validity
3. Assessment Production	
1.1	Review the final draft of the assessment materials, working through the assessment from a subject matter expert perspective, to ensure the assessments: <ul style="list-style-type: none"> • provide a context that is valid within the industry • can be assessed and achieved in the time allowed • have sufficient guidance to be achieved in learners' settings • meet the requirements of the specification content
1.2	Provide feedback on findings from review of the materials
1.3	Respond to any requests for further clarification on findings
1.4	Attend meetings and training as required
4. Communication	
2.1	Respond to phone calls and emails within 2 working days
2.2	Inform City & Guilds immediately if unable to complete allocated work

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Panel member	
Role Overview	Attends meeting to support development or assessment activity
1. Production and Delivery	
1.1	Prepare for and participate in a meeting to support production or standard setting for specification or assessment materials, working through the materials from a subject matter expert perspective
1.2	Respond to any queries or requests for further clarification
1.3	Attend meetings and training as required
2. Communication	
2.1	Respond to phone calls and emails within 2 working days
2.2	Inform City & Guilds immediately if unable to complete allocated work

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Scrutineer	
Role Overview	Completes, reviews and reports on final assessment material
5. Assessment Production	
1.1	Without reference to the mark scheme(s)/marking guidance, sit the final drafts of all assessment materials under the conditions of the assessment, i.e. as a candidate within the allocated time
1.2	Review the Assessment material by responding to the final drafts as a candidate, i.e. without reference to the mark scheme(s) to ensure: <ul style="list-style-type: none"> • the assessments can be answered or completed in the time allowed • there are no errors, ambiguities or omissions • the assessments are set at the right level for the qualification • the assessments meet the requirements of the specification content
1.3	Complete the scrutineer checklist to validate that the assessment and mark scheme is complete and accurate.
1.4	Submit completed assessment materials with a report on the findings of the review
1.5	Respond to any requests for further clarification on findings
1.6	Attend meetings and training as required
6. Communication	
2.1	Respond to phone calls and emails within 2 working days
2.2	Inform City & Guilds immediately if unable to complete allocated work

All duties must be carried out in accordance with City & Guilds procedures and instructions.