

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.