

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

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