

Reviser (LTL)

# Role Summary:

 The Reviser checks the draft of the question paper and mark scheme to ensure that they are accurate, error free and fit for purpose.

# Responsibilities/Typical Tasks

* Working alongside wider qualification development team including expert writers
* Specifically review, and ensure that the question papers:

set are appropriate to the specific range of ability

can be worked by the candidates in the time allotted

do not, as far as is practicable, advantage or disadvantage particular groups of candidates on grounds other than competence in the subject

 use source material which does not cause offence because of inappropriate subject matter

adequately cover the subject matter of the current specification and that all questions are within the specification

contain no unnecessary repetition of questions within the set of papers and that the questions differ from those used in previous years

complete a full report concerning each question paper and submit it to the Content Production Manager

attend the Question Paper Evaluation Committee (QPEC) meeting.

# Experience and Qualifications Required

# Essential

* You will have a degree or equivalent.
* You will be a qualified teacher.
* You will have a minimum of 5 months experience of teaching a relevant qualification and subject

# Competencies Required

* Good communication skills; good standard of written English and ability to offer constructive feedback clearly and concisely
* You will have sound organisational skills.
* You will have excellent subject knowledge
* You will have the ability to work well under pressure.
* You will have the ability to meet deadlines.
* You will be IT literate.

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