



BTEC Task and Question Paper Writer

Purpose of this role:

A BTEC Writer is responsible for setting the assessment tasks and/or exam questions.

Key Accountabilities:

You will be required to:

- Produce a question paper, mark scheme and assessment objective grid.
- Produce tasks for case studies
- Complete a copyright request form where appropriate and necessary.
- If relevant, you must also seek to ensure parity of standards across optional questions in the paper.

In conjunction with the Lead Examiner you are responsible for:

- Demonstrating how the specification's content and assessment criteria and objectives have been met in the tasks and/or question paper. This may take the form of a grid
- Ensuring that the manner in which the content is tested in the tasks and /or question paper is clear and fit for purpose
- Taking account of feedback from previous assessment sessions, including Committee (QPEC) meeting.
- Amend materials following QPEC as required.



- Ensuring that the final tasks and/or question paper meet the specification content and assessment objectives

You will be required to:

- Produce working draft materials.
 - Edit materials in response to a review of the working draft tasks by the Chair of Examiners/Lead Examiner/Subject Leader.
 - Produce revised draft(s) in response to a review of the edited materials by the Reviser/ Chair of Examiners/ Lead Examiner/Subject Leader.
 - Complete and sign checklist forms at each of the designated stages of production.
 - Attend the QPEC meeting
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- The ability to comment on the appropriateness of the sample assessment materials in terms of:
 - Suitability of question content in terms of its currency, depth/breadth of difficulty and amount
 - Suitability of the questions in relation to the specification content in terms of sampling, depth and standard of assessment
 - Appropriateness of question types for content assessed
 - Accuracy of the questions and mark schemes
 - Overall impressions of the sample assessment in relation to its fitness for purpose for learners and their progression.



PERSON SPECIFICATION

Previous Work Experience:

Essential:

- You must have experience of teaching a relevant subject and level

Skills and Knowledge:

Essential

- You will have a degree or equivalent.
- You will be a qualified teacher.
- You will have sound organisational skills.
- You will have the ability to work well under pressure.
- You will have the ability to meet deadlines.
- You will be IT literate.

Desirable

- Intermediate level skills in the use of Microsoft Word and Excel



Any associate undertaking this role must:

- Have personal IT equipment capable of running Pearson required software
- Have a suitable internet connection
- Have a personal and secure email account
- Have a postal address in the United Kingdom
- Declare any conflicts of interest that could impact on the role
- Have availability, dependent upon the requirements and workload for the sector, in any given year
- Abide by the terms of conditions as stated in the contract for work