



Pearson

# **BTEC EPA Specialist Item Writer/ Editor/Scrutineer**

## **Item Writer**

### **Purpose of this role:**

BTEC/EPA Specialist Item writers are responsible for producing tests and supporting materials.

### **Duties & Responsibilities**

Acceptance of a contract to provide services to Pearson as an item writer will be regarded as an undertaking to meet the following requirements:

You are required to:

- Produce a test and mark scheme in accordance with the schedule provided by Pearson
- Produce a mapping grid for each test showing content targeting and level of demand

You must:

- Provide content in the required format using the specified format for submission
- Match all items to the assessment requirements (learning outcomes, assessment criteria and specified content) ensuring that equivalent items are of the same level of demand
- Ensure all items provide a valid and fair test of achievement.
- Ensure parity of standards across test versions
- Adhere to guidance provided on item types and item quality as required by Pearson.

- Ensure all items are submitted by the specified deadline
- Make amendments to tests and items following feedback

## Editor/ Reviser

### Purpose of the role

The Editor will be responsible for reviewing and trailing external assessment materials as part of the external assessment process.

### Duties & Responsibilities

The editor may be required to:

- Review the initial draft question paper(s) and mark scheme(s). Check that the nature and range of responses required by the mark scheme are appropriate.
- Comment on individual questions and responses and the draft question paper(s) as a whole.
- Provide constructive feedback to writer in the required format and suggest alternatives where appropriate.
- Complete a full report concerning each question paper and submit it to the Content Production Manager (CPM) before the Question Paper Evaluation Committee (QPEC) meeting is due to be held.
- Attend the review meeting/Question Paper Evaluation Committee (QPEC) meeting and therefore contribute to the production of the final draft paper(s) which will be sent to be typeset.
- Review additional items remotely after the review meeting (as appropriate). Attend kick-start and training events as required.
- Respond to CPM queries on an ad hoc basis.
- Adhere to the production schedules and turnaround requests from the Content Production Manager.

As the editor, you are responsible for ensuring the assessment materials:

- Are appropriate to the specific range of ability and that it will result in good discrimination and differentiation at all the levels that it is designed to test.
- Comply with the demands of the current specification as far as template of paper, duration of the paper, reading/preparation time, number of

questions/items and all other aspects are concerned, and that the rubric is clear and reflects these requirements.

- Adhere to guidance provided on item types and item quality as required by Pearson.
- Can be worked by the candidates in the time allotted.
- Have correct solutions in the mark scheme.
- Include instructions for practical tasks or constructional work.
- Make comparable demands on candidates, for alternative routes in the specification.
- 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 or language.
- Include appropriate graphics, photographs or images (where required) and that any diagrams are free from error.
- 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.

## Scrutineer/Additional Checker

### Purpose of the role

A Scrutineer/Additional Checker is required to provide written comments on the final proofs of the question paper(s) and mark scheme(s) and, where appropriate, work through the question paper(s).

### Duties & Responsibilities

The Scrutineer must:

- Check the final proofs of the question paper(s) without reference to the mark scheme(s) to ensure that the questions can be answered in the time allowed and that there are no errors or omissions.
- Work through the question paper(s) (where appropriate and directed to do so).
- Check the mark scheme(s) to ensure that the marks given are identical to those on the question paper(s).

- Prepare a report for the Content Production Manager.

This will include the following activities:

- Read the copy and indicate any printing errors or omissions.
- Work the solutions of graphical, numerical or mathematical questions and ensure all necessary data, materials and equipment are provided, and ensure that practical or constructional tasks can be carried out from the instructions provided in the time allowed.
- Where appropriate, and if directed to do so by the Content Production Manager, work through the question paper(s) and answer the questions as a candidate sitting the question paper(s).
- Bring to the attention of the Content Production Manager any other feature of the question paper(s) which may cause difficulties for the candidates.
- Submit a full report to the Content Production Manager on the form(s) provided and within the timescale agreed with the Content Production Manager

## **PERSON SPECIFICATION**

### **Previous Work Experience:**

#### **Essential:**

- Substantial subject knowledge and expertise within the sector
- Evidence of Continuous Professional Development (CPD) in the field of assessment of vocational qualifications

#### **Desirable:**

- Experience of advising and supporting others in the production tested assessment within the sector.
- Experience of marking and results delivery, to include the examination process, pre-standardisation and standardisation activities, and awarding
- Experience of teaching or assessing externally assessed qualifications
- Significant experience in delivering and assessing vocational qualifications

### **Skills and Knowledge:**

#### **Essential**

- A clear understanding of the educational landscape and regulatory requirements for qualifications and apprenticeships.
- Detailed knowledge of the specifications that comprise the area of expertise for the role
- Excellent report writing skills
- Ability to edit materials to ensure they are fit for purpose
- Excellent communication, written, verbal, IT and interpersonal skills

## Desirable

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

## Requirements:

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 or Republic of Ireland
- Declare any conflicts of interest that could impact on the role
- Have availability of a minimum of 10 days, depending upon the requirements and workload for the sector, in any given year for attending meetings
- Abide by the terms of conditions as stated in the contract for work