

Paper Writer – Pearson English International Certificate – Young Learners

Role Summary

A Paper Writer is responsible for setting the question tasks.

Responsibilities

- Produce a question paper, mark scheme transcript and artwork brief.
- If relevant, you must also seek to ensure parity of standards across optional questions in the paper.

In conjunction with the Chief Examiner you are responsible for:

- Ensuring that the manner in which the content is tested in the question tasks is clear and fit for purpose
- Ensuring that, where candidates may choose between questions, it can be demonstrated that any permitted combination of questions provides for the coverage of a similar balance of content and assessment criteria
- Taking account of feedback from previous assessment sessions, including Committee (QPEC)
- Amending materials as required.
- recommendations from relevant monitoring reports
- Ensuring that the final question tasks 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/Chief Examiner/Assessment Leader.
- Produce revised draft(s) in response to a review of the edited materials by the Reviser/ Chair of Examiners/Chief Examiner/Assessment Leader.
- Complete and sign checklist forms at each of the designated stages of production.
- Attend the Qualification Paper Evaluation Committee Meetings

Experience and Qualifications Required

- You will have a degree or equivalent.
- You will be a qualified (former) teacher
- You will hold a minimum of one year's full time teaching experience of the relevant qualification and subject.
- You must have experience teaching English as a foreign language.

Competencies Required

- You will have the ability to work well under pressure
- You will have the ability to meet deadlines

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