

BTEC – Item Writer

About Pearson

Welcome to Pearson, the world's leading learning company. We have a simple mission: to help people make more of their lives through learning.

We are the UK's largest awarding body and offer qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, EDI and LCCI.

Purpose

This role requires a technical knowledge of the sector and a good understanding of the differences in levels of qualification and how to communicate that in writing.

Experience of teaching and/or managing BTEC programmes is desirable but not essential.

The fee paid to Test Writers is £7.20 per question.

Responsibilities

- To write an agreed number of questions to the given deadline as agreed with the BTEC Assessment Manager
- Follow the requirements of the unit specification and the arrangements for specifications
- Provide or describe suitable graphics, photographs or images to support tests
- Adhere to guidance provided on item types and item quality as required by Pearson.
- Provide content in the required format using the specified format for submission
- Match all items to the assessment requirements (assessment criteria and specified content) ensuring that equivalent items that are of the same level of demand
- Ensure all items provide a valid and fair test of achievement.

Process

- Attend training in writing items for the prescribed BTEC qualification
- Provide an initial sample of items (no fewer than 30) to the Content Production Manager within two weeks of the training session
- Act on feedback received
- Submit a further maximum of 130 items (comprising 3 tests) within two months
- Receive feedback from scrutiny group making amendments as necessary
- Provide content in the required format using the specified format for submission
- Receive feedback from scrutiny group making amendments as necessary
- Sign off content when set up online when requested to do so.

Experience and Qualifications Required

- Have experience of teaching and/or managing BTEC programmes (desirable)
- Have a good understanding of the differences in levels of qualification and how to communicate that in writing (an ability to write across all Entry Levels, Level 1 and 2/Level 1 and 2)
- Have been educated to a level 4 standard with relevant qualifications

Competencies Required

- Have good written communication skills particularly in your sector/subject area of choice
- Have the ability to work unsupervised
- Be able to use appropriate software applications and e mail and have access to appropriate computer equipment with internet access

- Have the ability to pick up new skills quickly and apply them (writing of assessment criteria)
- Have the ability to follow a brief
- Have an eye for detail
- Have an ability to work to tight deadlines

Benefits

- Improved knowledge of your subject area, transferable into the classroom.
- An opportunity to improve student attainment
- Continued professional development.