



Assessment Associate: Assessment Writers and Reviewers Functional Skills in Mathematics (Entry Level 1 – Level 2)

Job Information Pack

At NCFE, we create opportunities for success to enrich society.

At the heart of our work we have **5 values**:

- always customer focused
- be the best
- do the right thing
- make it happen
- stronger together.

We're a company that prides itself on offering the best service possible and striving to be the best we can be. We want our Assessment Associates to adopt similar attitudes to us by sharing our vision and living our values by offering exceptional service to NCFE and our customers.

Read on to find out if you have what it takes.

Role description

As an Assessment Associate: Writer you will be responsible for writing valid, reliable and fit-for-purpose external assessment materials.

As an Assessment Associate: Reviewer you will work with the Assessment Writer and Assessment Design Officers to support in the creation of valid, reliable and fit-for-purpose external assessment materials.

Duties and responsibilities

- Produce assessment content (question papers/tasks and mark schemes) that meet Functional Skills criteria and NCFE qualification and assessment specification requirements.
- Review assessment content (question papers/tasks and mark schemes) to ensure that it meets Functional Skills criteria and NCFE qualification and assessment specification requirements.
- Submit assessment content in the required format, within agreed timescales.
- Ensure assessment content meets all commissioning instructions, as agreed with Assessment Design Officer.
- Provide additional assessment content as required, including document/image sources and details of copyright permission, as required.
- Attend paper review panel days and training sessions, as required (in Newcastle).
- Liaise with Chief Examiners, Scrutineers and Assessment Design Officers.

Specification

Location: Home-based

Contract: Contracted Services

Qualifications: You should be educated to degree level or have equivalent relevant experience.

Experience:

- You should have experience of writing and/or reviewing external assessment materials (question papers and mark schemes) for Functional Skills or related qualifications in Mathematics. Examining experience desirable.
- You should have knowledge of:
 - Ofqual's General Conditions of Recognition
 - Ofqual Functional Skills Mathematics Conditions and Requirements
 - Ofqual Functional Skills Mathematics Guidance
 - DfE Subject Content Functional Skills: Mathematics

Skills:

- You should have excellent written and oral communication skills.
- You should have excellent attention to detail.
- You should be able to work accurately and consistently, and at times to tight timescales.

Requirements:

- You must have access to a PC/laptop with a reliable and secure internet connection.
- You must be IT literate using Microsoft Office, email and adobe acrobat reader and be open to using online applications/e-technologies.

Would you like to apply?

If you have experience writing and/or reviewing assessment papers and mark schemes for functional skills or related qualifications in Mathematics, we'd love to hear from you.

Please email a copy of your CV and a covering letter, detailing why you believe you are suitable for the role of writer and/or reviewer, to nicolabennett@ncfe.org.uk

If your application is successful, we will contact you to arrange a telephone interview.

If you need more information or detail about any part of the process, please contact Nicola Bennett, Assessment Design Officer (nicolabennett@ncfe.org.uk)