

Setting of Assessment Material

Aim

The *Principal Examiner - Setter/Item Writer (PES)* task is an essential part of the assessment material production process. As a PES you will draw on your teaching and assessment expertise to produce assessment material that is innovative, engaging and accessible to all candidates. Working closely with other senior team members you will influence and drive the qualification forward.

The main elements of the *PES* task are as follows:

- Prepare and submit the first draft of the assessment material.
- Amend the assessment material in the light of feedback from the assessment material quality assurance process, producing revised drafts.
- Participate in the Assessment Material Evaluation Committee (AMEC) and any related meetings as required, and keep a record of all agreed amendments, where necessary.
- Prepare the final draft of the assessment material, incorporating all agreed amendments.
- Complete the required supporting reports at all stages.
- Check the final proof of the assessment material and update any mark scheme/answer key as necessary.

Essential Criteria and Selection Process

The following qualities are essential for this task and will form the basis of the criteria for selection:

- Current or recent teaching experience in a relevant subject area.
- Appropriate subject expertise.
- Relevant assessment expertise.
- Analytical and interpretive skills.
- Collaboration and communication skills.
- The ability to produce and review material to a specified brief.
- An understanding of regulatory requirements for setting of assessment material.
- The ability to use IT confidently and effectively.

You will need to demonstrate these qualities by completing:

- An application form
- A selection task
- An interview

All tasks must be undertaken:

- After completing appropriate training.
- In accordance with the Code of Conduct for Examiners and Assessors.
- In accordance with relevant instructions.
- To specified deadlines.
- Declaring at all stages of the task have been completed in order to ensure fit for purpose assessment material.
- In-line with GCSE, GCE, Principal Learning and Project Code of Practice.