

## Revising Assessment Material

### Aim

The *Revising Assessment Materials* task is an essential part of the assessment material production process. As a Reviser, your professional judgement and expertise will feed into the early drafting stages of assessment material, as well as the Assessment Material Evaluation Committee (AMEC) meeting later in the process.

The three main elements of the *Revising Assessment Material* task are as follows:

1. Undertake a detailed review and evaluation of the **first draft** of the assessment material, ensuring the all requirements have been met.
2. Produce a report for the Setter, providing detailed, constructive feedback.
3. Prepare for and participate in the AMEC and any related meetings/activities as required.

### Essential Criteria and Selection Process

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

- Appropriate subject expertise.
- Relevant assessment expertise.
- The ability to review material to a specified brief.
- A meticulous and analytical approach.
- Problem solving skills.
- Good written communication skills.
- The ability to use IT confidently and effectively.

You will need to demonstrate these qualities by completing:

- An application form
- A selection task

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.