

Aim

The MCQ Item Writer task is an essential part of the assessment material production process. As an MCQ Item Writer you will draw on your teaching and assessment expertise to produce assessment material that is innovative, engaging and accessible to all candidates.

The main elements of the MCQ Item Writing task are as follows:

- Prepare and submit the first draft of the MCQ assessment material.
- Review the draft MCQ items in the light of feedback from the MCQ Reviser(s) and produce revised draft MCQ items and answer options.
- Complete the required supporting information on the drafting template e.g. a rationale/justification for each distractor and the MCQ Grid.
- Submit revised MCQ items and MCQ answer options to OCR.

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 experience.
- Analytical and interpretive skills.
- Good written 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.

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.
- In order to ensure fit for purpose assessment material, declaring that all stages of the task have been completed.
- In-line with GCSE, GCE, Principal Learning and Project Code of Practice.