TEST CO-ORDINATOR PROFILE

As a Test Co-ordinator, you must **not** deliver live (whether online or in person) training for any qualifications where you are involved in producing question papers or unpublished non-examined assessment tasks.

As a Test Co-ordinator you:

- provide the blueprint (the overview) of the assessment materials for the qualification and ensure that this is followed in the assessment materials produced.
- review all the content in the assessment material to check it is appropriately focussed and avoids repeating previously used material, reviewing assessment grids and coverage over time grids to achieve this.
- ensure consistency and comparability between components across the qualification.
- ensure assessment material is produced to the standard required and to deadline.
- provide direction and support to the Test Constructors and Authors in the production of assessment material, through the production process, in accordance with guidance provided by the Assessment Standards Manager.

provide:

- prompt responses either to setting colleagues or Cambridge OCR staff.
- availability to support and advise relevant members of the assessment material production team throughout the production process.

will be responsible for:

- maintaining an audit trail and assisting with any queries throughout the production process.
- ensuring assessment material is produced to the standard required and to deadline.
- ensuring confidential assessment material is not shared in any way with anyone outside of the setting process.

will need to:

- maintain positive and collaborative relationships.
- keep up to date by undertaking relevant training when required.
- complete a conflict of interest (COI) form for the role.

must be:

- a subject expert who has experience of teaching, developing and/or setting this specification or a similar specification.
- knowledgeable about assessment and the requirements of setting regulated UK assessments.
- confident when giving constructive feedback; pragmatic and positive when receiving constructive feedback.
- empathetic, positive, diplomatic, supportive, flexible and encouraging.
- organised and motivated to ensure deadlines are met.
- able to use the IT systems/applications required to complete test constructor tasks, including internal Cambridge OCR systems used for submitting confidential material.
- skilled in their attention to detail.