

Setting of Assessment Material

Task Descriptors

All tasks must be completed according to relevant instructions and to specified deadlines.

1. Prepare and submit the **first draft** of the assessment material.
2. Amend the assessment material in the light of comments from the revision of the first draft to produce a **second/revised** draft.
3. Participate in the Assessment Material Evaluation Committee and any related meetings as required, and keep a record of all agreed amendments.
4. Prepare the **final draft** of the assessment material, incorporating all agreed amendments.
5. Complete the required supporting documentation at all stages.
6. Check, if required, the **final proof** of the assessment material and update any mark scheme/answer key as necessary.

Essential Criteria

For this task you will need:

- appropriate subject expertise
- relevant assessment experience
- IT skills
- collaboration and communication skills
- time management skills
- problem solving skills
- the ability to produce material to a specified brief
- creative flair.

Assessed by:

- written application*
- written application*
- written application and selection task*
- written application, interview or selection task*
- written application, interview or selection task*
- interview or selection task*
- interview or selection task*
- selection task*