

Asset Language Specialist (Item Writer/Adapter)

Criteria

1) Knowledge and qualifications

Essential

- 1.1 Be educated to NQF Level 4 or equivalent
- 1.2 Have current knowledge of the UK examination system
- 1.3 Have good written and verbal communication skills
- 1.4 Be IT literate
- 1.5 Have appropriate subject knowledge

Desirable

- 1.6 Have knowledge of current developments in education
- 1.7 Have a recognised teaching or training qualification or equivalent

2) Experience

Essential

- 2.1 Have relevant assessment experience and a proven record of teaching or training within the subject area concerned

Desirable

- 2.2 Have experience of writing materials for learners

3) Personal qualities

Essential

- 3.1 Be able to collaborate with others
- 3.2 Be able to give and receive constructive criticism
- 3.3 Be able to identify and solve problems
- 3.4 Be able to work to fixed time scales
- 3.5 Be able to work within a team
- 3.6 Be able to pay close attention to detail

Desirable

- 3.7 Be able to reflect on and evaluate own work
- 3.8 Be able to cope with and adapt to change

4) Other expressed needs

Essential

- 4.1 Have a flexible approach to prioritising workloads

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Task Descriptors

1) Item/Task setting

- 1.1 Set and/or adapt tasks and the answer key
- 1.2 Amend tasks in accordance with feedback from the Chair
- 1.3 Submit tasks/adapted tasks in both hard and electronic copy to agreed deadlines
- 1.4 Submit English translations/revisions of tasks/adapted tasks