

## Quality Assurance of the Setting of Assessment Material

### Task Descriptors

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

1. Provide direction for the setting of the **first draft** of the assessment material.
2. Prepare feedback to and participate in the Assessment Material Evaluation Committee.
3. Review the assessment material post scrutiny.
4. Provide subject specific assessment advice to OCR as required.

### Essential Criteria

For this task you will need:

- appropriate subject expertise
- relevant assessment experience
- IT skills
- analytical and interpretive skills
- collaboration and communication skills
- the ability to produce reports to a specified brief
- time management skills
- a meticulous approach.

*Demonstrated by:*

*written application*

*written application*

*written application and selection task*

*selection task*

*interview*

*Interview*

*written application, interview or selection task*

*interview or selection task*