

TEST CONSTRUCTOR PROFILE

As a Test Constructor you must **not** be involved in delivering 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(whether online or in person) training for any qualifications where you are involved in producing question papers or unpublished non-examined assessment tasks.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 Constructor you:

- critically review authored items to ensure fitness for purpose in terms of validity, reliability, accessibility, comparability and consistency, and ensure authored items adhere to the specification
- check that authored material and the related mark scheme/answer keys align with assessment grids and meet the requirements of the blueprint
- formally sign off assessment material and related mark scheme/answer keys and assessment grids to go forward for typesetting
- proofread and correct as necessary the typeset version of the assessment material

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
- 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

