

## AUTHOR PROFILE

As an Author 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(whether online or in person) training for any qualifications where you are involved in producing question papers or unpublished non-examined assessment tasks.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 an Author you:

- produce high-quality assessment material that is engaging and accessible to all candidates
- produce assessment items and related mark scheme/answer keys and appropriate assessment grids which ensure that:
- all content used in the assessment material is either original material or appropriately sourced
- all assessment material produced is accurate and clearly within the specification and comparable to previous assessment materials
- the assessment material has been produced exclusively for OCR and does not appear in any third-party material
- all assessment material is mapped to relevant assessment objectives/level of demand/any other subject requirements

### 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 Author tasks, including internal Cambridge OCR systems used for submitting confidential material
- skilled in their attention to detail

