

ASSESSMENT TESTER PROFILE

As an Assessment Tester you:

If you are involved in delivering training for any qualifications you are involved in producing Question Papers or Non-examined Assessments for you are not eligible to undertake this task.

- ensure that the assessment material is workable and answerable in the specified time frame and commensurate with the expectations of the marking criteria
- work through the assessment material(s), completing the question paper and/or answer plan, as if you were the candidate, without reference to the mark scheme/marketing criteria
- ensure all questions and tasks can be completed in the time available, are workable and answerable and are accessible to all
- review the mark scheme/answer keys and assessment criteria to ensure that all anticipated responses can be elicited from the assessment material and that marks awarded to each question are appropriate
- provide a report to OCR detailing your findings
- collaborate with OCR, including relevant members of the assessment material production team as requested
- ensure assessment material is produced to the standard required and to deadline

provide:

- regular feedback to OCR, especially the assessment material production team as requested
- positivity and encouragement
- detailed, reasoned and timely responses to queries

will be responsible for:

- the production of high-quality reports
- responding promptly where issues or concerns are identified
- providing information and constructive feedback to the assessment material production team as requested

will need to:

- maintain positive and collaborative relationships
- keep up to date by undertaking relevant training

must be:

- available to support and advise relevant members of the assessment material production team throughout the production process
- confident giving constructive and/or difficult feedback
- empathetic, sensitive, positive, supportive, flexible and encouraging
- a subject expert with a well-developed understanding of the specification
- knowledgeable about assessment
- skilled at managing multiple commitments at the same time
- able to use the IT systems and applications necessary to complete your task

