

**Title:** End-Point Assessment Material Developer

**Fee:** Competitive rate

**Responsible to:** EPAO Assurance and Delivery Officer

### **Job Summary**

Awarding UK is the end-point assessment service based within Bishop Grosseteste University.

This role will be responsible for the development of assessment material for end-point assessments. The content and format of the material will be prescribed by the relevant Assessment Plan for the apprenticeship standard being developed. This could include: multi-choice exam questions, scenario-based questions, starter questions for professional discussions, clarification questions for Q&A sessions or the creation of practical tasks to be undertaken under test conditions. Alongside the assessment material, developers will also prepare marking guidance, in line with the relevant Assessment Plan and grading criteria, for use by Assessors and Internal Quality Assurers (IQAs).

Successful candidates will attend an initial one-day workshop to introduce them to the required criteria and the format to be used for the material and marking guidance. During the workshop, tasks will be assigned to each Assessment Material Developer, and deadlines confirmed for completion. Following this, they will independently produce the required material and associated marking guidance.

### **Availability requirements**

Successful candidates will be required to attend a one-day workshop at Bishop Grosseteste University (BGU), Lincoln or other suitable location. Home-based writing will be undertaken immediately following this workshop, to be complete within 4 weeks. Awarding UK will then carry out testing on the material, and provide details of any further development work that is required in order to complete the work. Final development work post-testing, if required, is to be complete within a further 4 weeks.

### **Background / context**

Assessment material will relate to the required Knowledge, Skills or Behaviours criteria (KSBs) for the relevant apprenticeship standard. The Assessment Material Developer will also produce detailed guidance for use of the material, to aid Assessors and IQAs when marking the responses. The guidance will include examples of a “pass” answer, a “fail” answer, and a “merit” or “distinction” answer where relevant, as well as details of any specific elements that must be included in the answer in order to obtain each grade, using the grading descriptors detailed in the Assessment Plan.

### Detailed Responsibilities

1. Attend a one-day assessment material writing workshop before undertaking any development activity
2. Provide Awarding UK with a Conflict of Interest Declaration, and update this every six months and for the life of the assessment material, and additionally if any details change in between routine updates
3. Complete the allocated block of assessment material and associated marking guidance within the required time period
4. Ensure the questions and marking guidance are free from bias or stereotypes relating to the protected characteristics (as defined by Equality Legislation), and are easily accessible
5. Ensure the questions and marking guidance are clear, unambiguous and error-free, using command words which are appropriate to the level, context and subject of the assessment
6. Carry out additional development work on the questions and marking guidance as required, after initial review by Awarding UK
7. Maintain the highest level of integrity and quality standards
8. Ensure that all information provided to Awarding UK is accurate and up to date
9. Inform Awarding UK immediately of any changes that might affect the use of any assessment material still in use by Awarding UK
10. Ensure that all data is held securely within the Awarding UK system
11. Operate within the guidelines, procedures and regulations of Awarding UK and Bishop Grosseteste University as appropriate
12. Operate within Financial regulations, Diversity and Equality Policy, Race Equality Policy and other relevant policies

### Conflicts of Interest

Awarding UK end-point assessment is subject to regulatory requirements, one of which lays out the responsibilities of the organisation in relation to identifying and managing Conflicts of Interest. It is a requirement that all members of staff with responsibilities linked to EPA sign a declaration around Conflict of Interest. They are responsible for informing their manager of any potential or actual conflicts of interest that may occur whilst employed by BGU. Assessment Material Developers must re-submit a Conflict of Interest Declaration every 6 months for the lifetime of the Assessment Material.

### Contract

Awarding UK is the end-point assessment service within Bishop Grosseteste University. Your contract will be with Bishop Grosseteste University, and as such you will be required to follow policies, procedures and codes of practice for both Bishop Grosseteste University and Awarding UK.

**Person Specification – Assessment Material Developer**

	Essential	Desirable
<b>Education / Qualifications and Special Training</b>	<p>Relevant qualification in a subject relating to the relevant apprenticeship standard</p> <p>GCSE English minimum Grade C or equivalent</p>	
<b>Knowledge and Skills</b>	<p>Current and expert knowledge and understanding of the relevant sector, and of the apprenticeship role being assessed</p> <p>Significant knowledge and current expertise in developing assessment material and question writing</p> <p>Excellent written communication skills</p> <p>Ability to maintain accuracy under pressure and work to tight deadlines</p> <p>Proficient IT skills including MS Office suite</p>	<p>Knowledge and understanding of apprenticeships</p> <p>Knowledge and understanding of end-point assessment</p>
<b>Experience</b>	<p>A minimum of 2 years current experience in the relevant sector</p> <p>Experience within the last 3 years of developing assessment material</p>	<p>Experience within the last 3 years of working with students or trainees in a work-based environment</p>
<b>Personal Attributes</b>	<p>Self-motivated and conscientious with an enthusiastic and highly professional approach to work</p> <p>Highly organised with excellent time management skills</p> <p>Methodical approach, with an eye for detail and accuracy</p> <p>Ability to work independently using own initiative</p> <p>Ability to work under pressure</p> <p>Willing to undertake training as required, in line with the scope of the role as outlined</p> <p>Committed to contributing to the overall success of Awarding UK</p> <p>Willing to undertake travel to the development workshop</p>	