

Role Description

ROLE	Assessment Author
DIVISION	Assessment
VERSION	1.0
DATE	01/04/2018

ROLE PURPOSE

An Assessment Author is responsible for creating the content of IB assessment materials in line with specified guidance documents to meet IB specifications.

Depending on subject and component, original content may be required, third-party material may need to be sourced or a combination of both.

For language assessment materials, translations of the assessment material content into one of the three IB working languages may be required for some components and translating content into the target language of the assessment may be required for other components.

An Assessment Author will have various opportunities to amend and fine tune content up until content sign off. From this stage on, an Assessment Author may be required to respond to queries that arise during the finalization of the assessment materials.

TEAM STRUCTURE/ASSOCIATED PROCESSES

An Assessment Author works closely with IB staff during the whole publication process to revise and amend assessment content and respond to queries.

Depending on the subject, an Assessment Author may be asked by the IB to work independently or work as part of an authoring team working closely with other authors to review each other's work.

Most tasks can be completed online via our secure systems, but an Assessment Author may be required to participate in meetings during the assessment publication process. These meetings may be virtual or face-to-face.

ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>Production of assessment materials</p> <p>Create the content of assessment materials for allocated subject(s) in line with assessment requirements.</p>	<ul style="list-style-type: none"> • Produce high quality, error-free assessment material ensuring content is valid and appropriate, in line with specified guidance documents provided by the IB. • Formulate original questions and resources for the assessment in line with guidance provided by the IB. • Ensure content is on the curriculum. • Ensure content is of comparable assessment standard to previous assessments in terms of content and style. • Ensure no undue repetition of content used in previous assessments. • Ensure assessment content is correct. • Ensure grammar and spelling are correct. • If required, review questions and resources submitted by the authoring team, ascertaining their suitability for the assessment. • If required, provide translations of assessment materials.
<p>Inclusive assessment design</p> <p>Create universally designed assessment content that allows all students to access, engage with, and respond to assessment material in the most accessible manner possible.</p>	<ul style="list-style-type: none"> • Create content that is culturally sensitive. • Create content that is appropriate for candidates in the context of an examination. • Create content that avoids words or phrases which may not be universally familiar or are not directly relevant to the context. • Create content that avoids inadvertent bias or undue advantage by ensuring examples used in questions are widely understood. • Create content that does not require unnecessary and complex processing, that is not pertinent to the purpose of the question.
<p>Copyright</p> <p>Utilize and reference appropriate third-party materials where necessary.</p>	<ul style="list-style-type: none"> • Follow the IB’s guidelines on the selection and use of third-party material, to minimise issues for copyright clearance. • Provide complete and accurate source information if third-party material is used in its original form or adapted.



ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>Meetings</p> <p>Prepare for and attend virtual and/or assessment editing meetings to review and amend content, if required.</p>	<ul style="list-style-type: none">• Attend virtual meetings if requested by the IB.• Attend assessment editing meetings (virtual or face-to-face) if requested by the IB.• Complete preparation work prior to the meeting(s) to agreed deadlines.• Actively participate in discussions to improve and correct content.• Complete tasks arising from the meeting(s) to agreed deadlines.
<p>Responding to queries</p> <p>Respond quickly and clearly to any queries received from the IB.</p>	<ul style="list-style-type: none">• Respond to queries from the IB promptly at any point in the publication process.• Provide unambiguous answers, with reasoning where appropriate.• Ensure any amendments provided do not affect other content or associated materials and are consistent with the rest of the assessment and the guidance documents provided by the IB.
<p>Confidentiality</p> <p>Maintain the confidentiality of assessment content.</p>	<ul style="list-style-type: none">• Comply with the IB security policy to ensure the confidentiality of assessment material is not compromised.• Comply with the Assessment IB Educator Conflicts of Interest policy.• Use only the IB-specified secure system to send and receive any materials or information relating to assessments.• Inform the IB immediately of any potential conflicts of interest.
<p>Compliance with deadlines</p> <p>Complete work within agreed timeframes and respond promptly to all IB communications.</p>	<ul style="list-style-type: none">• Meet all agreed deadlines to ensure assessment materials are produced to a high quality and on schedule.• Inform the IB immediately of any delays or issues.• Ensure a timely response to IB communications.
<p>Professional development</p> <p>Actively work to improve knowledge, skills and performance through reflection and the completion of any necessary training and development to ensure that tasks are performed efficiently and effectively.</p>	<ul style="list-style-type: none">• Receive feedback positively and act upon feedback to ensure that tasks are performed effectively.• Complete any necessary training and development (virtual or face-to-face) as required by the IB to fulfil the role.• Request guidance and training (on assessment and house style specifications, assessment preparation processes or the role) if anything is unclear.

This list of accountabilities is subject to change and may vary depending on subject and component. It is designed to give an indication of the work involved with the role.

TIME COMMITMENT AND FEES

The amount of work and time periods when work will be required will vary depending on subject and component. As an indication however, there could be between one and three sessions in production within a one year period.

The rate of fees is dependent on the subject and component.

Fees are reviewed annually and the current fees will be disclosed before any work is commissioned.