

## Role Description

<b>ROLE</b>	Reviser
<b>DIVISION</b>	Assessment
<b>VERSION</b>	1.0
<b>DATE</b>	01/04/2018

### ROLE PURPOSE

A Reviser is responsible for ensuring the final translated assessment materials are an accurate reflection of the final English assessment materials.

A Reviser proofreads the translated assessment against the final English version to confirm it is an accurate translation, consistent with any IB guidance documents.

A Reviser also responds to any queries from the IB and provides a translation of any minor content changes made in the English since the material was translated.

Following this, a Reviser verifies that any amendments resulting from the revision stage have been made correctly.

### TEAM STRUCTURE/ASSOCIATED PROCESSES

A Reviser works independently, sending in their work for review by IB staff.

A Reviser works with English and translated materials that are at the end of production and should be ready for candidates. The translated content must provide candidates with a challenge equivalent to the English version.

### ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p><b>Quality assurance</b></p> <p>Advise on language errors in the assessment materials for allocated subject/s to ensure content is accurate.</p>	<ul style="list-style-type: none"> <li>• Identify any errors, omissions or deviations in the translation.</li> <li>• Identify any errors that affect the fluency of the translation.</li> <li>• Identify any errors that cause a variation in assessment standards between the English and the translation.</li> <li>• Identify any inconsistencies between subject-specific terminology and command terms with guidance documents provided by the IB.</li> <li>• Identify any areas where the formatting has caused issues with the content.</li> <li>• Identify if any English content incorrectly remains in the assessment materials.</li> </ul>

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p><b>Production of assessment materials</b></p> <p>Translate small amounts of the content of assessment materials for the allocated language in line with assessment requirements, if required.</p>	<ul style="list-style-type: none"> <li>• Provide an accurate translation of any minor updates to content requested.</li> <li>• Ensure the translated text is correct in terms of spelling, grammar and syntax.</li> <li>• Ensure the translated text is consistent with the guidance documents provided by the IB and with the existing text.</li> </ul>
<p><b>Style</b></p> <p>Ensure appropriate language style has been applied to assessment materials.</p>	<ul style="list-style-type: none"> <li>• Identify any deviations from the conventions of the target language in terms of grammar, style, typography or spelling, in conjunction with guidance documents provided by the IB.</li> </ul>
<p><b>Responding to queries</b></p> <p>Respond quickly and clearly to any queries received from the IB.</p>	<ul style="list-style-type: none"> <li>• Respond to queries from the IB promptly at any point in the publication process.</li> <li>• Provide unambiguous answers, with reasoning where appropriate.</li> <li>• 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.</li> </ul>
<p><b>Confidentiality</b></p> <p>Maintain the confidentiality of assessment content.</p>	<ul style="list-style-type: none"> <li>• Comply with the IB security policy to ensure the confidentiality of assessment material is not compromised.</li> <li>• Comply with the Assessment IB Educator Conflicts of Interest policy.</li> <li>• Use only the IB-specified secure system to send and receive any materials or information relating to assessments.</li> <li>• Inform the IB immediately of any potential conflicts of interest.</li> </ul>
<p><b>Compliance with deadlines</b></p> <p>Complete work within agreed timeframes and respond promptly to all IB communications.</p>	<ul style="list-style-type: none"> <li>• Meet all agreed deadlines to ensure assessment materials are produced to a high quality and on schedule.</li> <li>• Inform the IB immediately of any delays or issues.</li> <li>• Ensure a timely response to IB communications.</li> </ul>
<p><b>Verification of amendments</b></p> <p>Check any amendments requested during the revision task have been made correctly.</p>	<ul style="list-style-type: none"> <li>• Check amendments carefully and promptly.</li> <li>• Identify any errors in the amendments.</li> </ul>
<p><b>Feedback</b></p> <p>Provide feedback on the quality of the translation.</p>	<ul style="list-style-type: none"> <li>• Provide constructive feedback on the quality of the original translation to the IB in accordance with the feedback procedure.</li> </ul>

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p><b>Professional development</b></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"> <li>• Receive feedback positively and act upon feedback to ensure that tasks are performed effectively.</li> <li>• Complete any necessary training and development (virtual or face-to-face) as required by the IB to fulfil the role.</li> <li>• Request guidance and training (on assessment and house style specifications, assessment publication processes or the role) if anything is unclear.</li> </ul>

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 one or two sessions in production within a one year period.

The rate of fees is calculated per 1000 words, with a minimum payment equivalent to 1000 words if the word count falls below this figure.