

Role Description

ROLE	External Advisor (EA)
DIVISION	Assessment
VERSION	1.0
DATE	01/04/18

ROLE PURPOSE

An External Advisor is responsible for reviewing and evaluating the content of draft IB assessment materials to ensure they meet IB specifications.

An External Advisor produces a detailed report, in compliance with the latest IB guidelines, providing constructive feedback on the content, ascertaining its suitability for the assessment.

TEAM STRUCTURE/ASSOCIATED PROCESSES

An External Advisor works independently, submit their report for review by IB staff. As a result, an External Advisor may need to respond to queries during the report review.

An External Advisor works with drafts that are near the beginning of production and the role therefore plays an integral part in advising on any perceived issues with the content of assessment materials before content sign off.

ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>Evaluation of assessment materials</p> <p>Advise on the suitability of content of assessment materials, for allocated subject/s to ensure assessment requirements are met.</p>	<ul style="list-style-type: none"> • Produce a report, according to IB specifications, for all specified assessment materials. • Comment and advise on the suitability and accuracy of subject specific content as a subject matter expert. • Provide constructive feedback and suggestions for improvements to the assessment materials. • Identify any areas where assessment objectives or requirements have not been met. • Identify any areas where content is not on the curriculum. • Identify any potential variations in assessment standards compared to previous assessments. • Identify any issues with repetition of content used in previous assessments. • Identify any errors and perceived inconsistencies in the assessment materials. • Identify any grammatical and spelling errors in the assessment materials. • Identify any issues or improvements to clarity and accessibility of the assessment content.
<p>Inclusive assessment design</p> <p>Check assessment content is universally designed allowing all candidates to access, engage with, and respond to assessment material in the most accessible manner possible.</p>	<ul style="list-style-type: none"> • Identify any content that could be perceived as culturally insensitive. • Identify any content that could be perceived to be inappropriate for candidates in the context of an examination. • Identify any words or phrases which may not be universally familiar or are not directly relevant to the context. • Identify any content that causes inadvertent bias or undue advantage. • Identify any content that requires unnecessary or complex processing, that is not pertinent to the purpose of the question.
<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.

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<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 and any potential breach of security.
<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 requests for reports 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.