

Role Description

ROLE	Second Native Speaker (SNS)
DIVISION	Assessment
VERSION	1.0
DATE	01/04/18

ROLE PURPOSE

A Second Native Speaker is responsible for ensuring that the content of the final candidate-ready IB language assessment is free from spelling and grammatical errors.

A Second Native Speaker proofreads the question papers checking for spelling and grammatical errors in the final assessment and confirms that the authentic texts reproduced in the assessment match the original published texts. A Second Native Speaker produces a report detailing any errors that need to be addressed by the IB.

TEAM STRUCTURE/ASSOCIATED PROCESSES

A Second Native Speaker works independently, sending in their report for review by IB staff. As a result, a Second Native Speaker may need to respond to queries during the report review.

A Second Native Speaker works with materials that are at the end of production and should be ready for candidates.

ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>Quality assurance</p> <p>Advise on grammar and spelling errors for allocated subject/s to ensure content is accurate.</p>	<ul style="list-style-type: none"> • Produce a report, according to IB specifications, for all specified question papers. • Identify any errors in spelling or grammar. • Identify any errors where characters or words are not displaying clearly. • Identify any differences between the text produced in the assessment and the original published text.
<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.
<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 one or two reports needed 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.