

Role Description

ROLE	Assessment Language Reviewer
DIVISION	Assessment
VERSION	1.0
DATE	01/09/2020

ROLE PURPOSE

An Assessment Language Reviewer is responsible for ensuring that the content of the final candidate-ready IB language assessment is free from spelling and grammatical errors. An Assessment Language Reviewer may be asked to complete one of the following two tasks for a given set of examinations:

- [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.
- [Reviser](#) – ensures the final translated assessment materials are an accurate reflection of the final English assessment materials.

TEAM STRUCTURE/ASSOCIATED PROCESSES

An Assessment Language Reviewer works independently, sending in their report for review by IB staff. As a result, an Assessment Language Reviewer may need to respond to queries during the report review.

An Assessment Language Reviewer works with materials that are at the end of production and should be ready for candidates.

ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS - Second Native Speaker task

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.
<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.

ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS – Reviser task

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>Quality assurance</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"> • Identify any errors, omissions or deviations in the translation. • Identify any errors that affect the fluency of the translation. • Identify any errors that cause a variation in assessment standards between the English and the translation. • Identify any inconsistencies between subject-specific terminology and command terms with guidance documents provided by the IB. • Identify any areas where the formatting has caused issues with the content. • Identify if any English content incorrectly remains in the assessment materials.
<p>Production of assessment materials</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"> • Provide an accurate translation of any minor updates to content requested. • Ensure the translated text is correct in terms of spelling, grammar and syntax. • Ensure the translated text is consistent with the guidance documents provided by the IB and with the existing text.
<p>Style</p> <p>Ensure appropriate language style has been applied to assessment materials.</p>	<ul style="list-style-type: none"> • 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.
<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.

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<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>Verification of amendments</p> <p>Check any amendments requested during the revision task have been made correctly.</p>	<ul style="list-style-type: none"> • Check amendments carefully and promptly. • Identify any errors in the amendments.
<p>Feedback</p> <p>Provide feedback on the quality of the translation.</p>	<ul style="list-style-type: none"> • Provide constructive feedback on the quality of the original translation to the IB in accordance with the feedback procedure.

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.