

Role Description

ROLE	Assessment content developer
DIVISION	Assessment
VERSION	1.0
DATE	01/09/2020

ROLE PURPOSE

Assessment content developers are involved in the creation and fine tuning of assessments to ensure that they are fit for purpose. There are four tasks which an Assessment content developer can be asked to undertake for a given set of assessments. The four tasks are outlined below with a brief introduction to the work involved with that task. For more detailed information please click on the links to Sway presentations below:

- [Assessment Author](#) – sources or creates content for assessments.
- [External Advisor](#) – reviews and evaluates the content of draft IB assessment materials to ensure they meet IB specifications.
- [Standardizer](#) – reviews and evaluates the content of draft IB assessment (normally via translation), for language assessments, to ensure they meet IB specifications.
- [Scrutineer](#) – completes the final assessment as if they were the candidate, checking questions can be answered and markschemes are complete.

TEAM STRUCTURE/ASSOCIATED PROCESSES

An Assessment Content Developer 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 Content Developer may be asked by the IB to work independently or work as part of an authoring team working closely with other Assessment Content Developers to review each other's work.

Most tasks can be completed online via our secure systems, but an Assessment Content Developer 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 – Assessment Author task

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.
<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.



ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none">• 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.

ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS – External Advisor task

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



ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	the rest of the assessment and the guidance documents provided by the IB.
Confidentiality Maintain the confidentiality of assessment content.	<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.
Compliance with deadlines Complete work within agreed timeframes and respond promptly to all IB communications.	<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.
Professional development 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.	<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 – Standardizer task

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>	<p>When working in translation or the target language:</p> <ul style="list-style-type: none"> • Produce a report, according to IB requirements, for all specified assessment materials. • Comment and advise on 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 all errors and perceived inconsistencies in the assessment materials. • Identify any improvements to accessibility of the assessment content. <p>When working in the target language only:</p> <ul style="list-style-type: none"> • Identify any grammatical and spelling errors in the assessment materials. • Identify any issues or improvements to clarity and consistency of the language used. • Identify any issues with repetition of content used in previous assessments, if required.
<p>Inclusive assessment design</p> <p>Check assessment content is universally designed allowing all students 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.

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • 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 – Scrutineer task

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p>Quality assurance</p> <p>Advise on errors in the assessment materials for allocated subject/s to ensure content is accurate.</p>	<ul style="list-style-type: none"> • Produce a report, according to IB requirements, for all specified assessment materials. • Identify any issues that may prevent candidates from answering questions. • Identify any errors in the markscheme, or alternative answers that could be accepted. • Identify any errors in spelling or grammar. • Identify any errors where characters or words are not displaying clearly.
<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 suggested 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 publication processes or the role) if anything is unclear.

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.