Job Description

The role

Title:	Technical Reviewer
Responsible to:	Assessment Operations Manager

Main role:

The Technical Reviewer would be responsible for checking final drafts of assessments as part of the Validation Panel, particularly from a technical, arithmetic and practitioner perspective. Assessment validation and being able to sign assessments off as 'fit for purpose' is one aspect of the overall Quality Assurance (QA) processes associated with assessment

Duties and responsibilities:

- To review final draft assessments prior to validation meetings and provide comment and feedback on the same to the Validation Panel, particularly from technical, arithmetic and practitioner perspectives.
- Reviews should be made with the following criteria in mind:
  - o Is each assessment a fair, valid, transparent and reliable test of the learning outcomes of the relevant unit's syllabus?
  - o Can the assessment be completed by the average candidate in the time allowed for an exam or within the recommended word count for an assignment?
  - o Is the mark scheme consistent with and a fair representation of the questions/tasks set and a reasonable way to allocate marks given the nature of questions/tasks set?
  - o Is the assessment a reasonable test in terms of the target audience (technical knowledge and application) and given the level of the qualification (academic)?
  - o Are the calculations included within the questions/tasks appropriate for level; feasible with the information provided and within the time available; and are the worked answers accurate?

Note: It is not the purpose of the Validation Panel to rewrite questions/tasks rather to determine whether what is presented for validation is fair, valid, transparent and reliable in terms of assessing the learning outcomes of the respective unit(s), so it is important that a technical check, particularly in terms of calculations has been carried out ahead of validation whenever possible.

- To act as an advocate for ACT and its qualifications, particularly from an assessment perspective.