



Item Writer/Reviewer – Item Writing

- ◆ **Key stage 1 National Curriculum (English reading; English grammar, punctuation and spelling; and Mathematics and Science).**
- ◆ **Key stage 2 National Curriculum (English reading; English grammar, punctuation and spelling; Mathematics and Science).**
- ◆ **Professional Skills Tests for Prospective Teachers (Literacy and Numeracy)**

An Item Writer/Reviewer is responsible for creating/reviewing:

- questions, items or tasks;
- marking instructions;
- commentaries, texts and rationales, where appropriate;

which conforms to the Standards Testing Agency's (STA) requirements.

The role involves working with an Education Consultant, other Item Writers/Reviewers and SQA teams to ensure consistent application of standards and subject specific integrity of decision-making in relation to content.

These activities will be co-ordinated by an Education Consultant and staff from SQA's Contract Operations Team. It is intended that the work packages allocated to each Writer/Reviewer will allow them to produce them in their own time, whilst meeting SQA requirements for submission to STA.

Outline of duties

- ◆ Produce and review new question(s)/item(s)/task(s) and marking instructions in accordance with the item specification and guidance from the Education Consultant.
- ◆ Ensure question(s)/item(s)/tasks(s) and marking instructions are of a suitable standard in terms of validity, reliability, accuracy, content, degree of difficulty, spelling and grammar.
- ◆ Review, refine and amend the items as a result of informal trialling, expert review, or any other feedback provided.
- ◆ Identify sources and copyright requirements for submission along with question(s)/item(s)/task(s) and marking instructions by specified dates.

- ◆ Classify items according to the item type, content and cognitive domains from the test framework and where appropriate, provide evidence for its classification.
- ◆ Ensure activities are concluded by specified dates and assist in ensuring resources are used effectively and efficiently.
- ◆ Make recommendations where appropriate to SQA for improvements to systems, processes and procedures etc.
- ◆ Item Writers may be asked to undertake additional activities. These activities will attract additional payment and could include the following:
 - Informally trialling items with appropriate age range / ability groups to derive qualitative data on item performance.

Selection criteria

Successful candidates must:

- ◆ have expertise in one or more of the following areas:
 - Key stage 1 National Curriculum (English reading; English grammar, punctuation and spelling; and Mathematics and Science).
 - Key stage 2 National Curriculum (English reading; English grammar, punctuation and spelling; Mathematics and Science).
 - Professional Skills Tests for Prospective Teachers (Literacy and Numeracy)
- ◆ be able to demonstrate creative ability to generate assessment items.
- ◆ be able to communicate and engage professionally, confidently and effectively with other appointees and SQA staff both orally and in writing.
- ◆ be able to work professionally and co-operatively with other appointees and SQA staff.
- ◆ be able to demonstrate good forward planning and time management skills and adhere to deadlines.
- ◆ have a home computer or laptop with broadband internet connection and a private e-mail address.

It would be advantageous if they are working in, or have access to, a school for informal trialling of the materials produced.

Key Performance Measures for Item Writer/Reviewer

Performance will be measured against the accomplishment of the duties specified within individual contracts, within the prescribed timelines and to the required standard.