

Assessment (Question Paper and Marking Instruction) Production Process



Item Banking

- **Item Writing** - Items are written by Item Writers according to an item specification, using item templates.
- **Item Checking** - The content of the item is checked for validity, reliability, accuracy etc by Item Checkers.
- **Item Banking** - Items are then banked under overall guidance from the PA/QM.
- These stages in the process are completed electronically in the ContentProducer software.
- **Output** - appropriately populated item bank.
- **Completion** - by end of August, year prior to exam diet.

Assessment Creation and Review

- **Assessment Creation** - Assessments (question paper and marking instructions) are created by the PA using the ItemBank software.
- **Formatting** - The question paper is in a format as close as possible to being candidate-ready.
- **Assessment Review** - The assessment is reviewed for balance, cohesiveness, layout etc by QP Reviewers and approved by the PA/QM at, or after the assessment review meeting.
- These stages in the process are completed electronically using the ItemBank software with hard copies issued for the assessment review meeting.
- **Output** - reviewed assessment approved.
- **Completion** - by end of October, year prior to exam diet.

Question Paper Validation

- **Validation** - The question paper is validated by the QP Validator to ensure it is of the correct standard and is fit for purpose.
- **Validation Review** - The PA and the QM review the QP Validator's comments and make any necessary amendments based on these. At this stage the marking instructions will also be issued for amending along with the question paper.
- This stage in the process is completed using hard copies.
- **Output** - validated assessment approved.
- **Completion** - by mid January, year of exam diet.

Final Read

- **Final Read** - The assessment undergoes a final read by the QM before being signed off.
- This stage in the process is completed using hard copies.
- **Output** - question paper ready for bulk printing and marking instructions ready for exam diet procedural programme.
- **Completion** - by early February, year of exam diet.

Final Print Check

- **Final Print Check** - A final check of the bulk printed question paper is carried out by the PA and the QM.
- This stage in the process is completed using hard copies.
- **Output** - question paper approved for the exam.
- **Completion** - by early March, year of exam diet.