Practitioner role descriptors

Purpose

To provide you with information about the roles available to enable you better understand how we work with practitioners.

Qualification Content

Qualification Writer: You'll be responsible for contributing to qualification development discussions. This could take the form of initial scoping discussions to help us determine what subject content we could include, or more in-depth discussions about specific content once the development has progressed. You'll need to attend development meetings which will be held remotely. The length of the meetings can vary, and we'll work with you to agree on dates and times based on your availability. This will involve providing subject matter expertise within a group discussion, including responding to others' feedback on your ideas and work. Some additional writing work outside of these formal development meetings may also be requested of you, however, this will be agreed if the need arises.

Qualification Reviewer: You'll be responsible for remotely reviewing subject content which has already been produced through the writing process. The exact content to be reviewed will be discussed with you and we'll work with you to agree on dates/times for the work to be completed. You'll review the content in full and provide your feedback by way of tracked change amendments or comments on the document(s). Activity should include a full review of the specified content, based on your subject expertise and technical knowledge. You'll also need to complete a reviewer checklist (which we'll provide) to confirm your review of the materials and provide any overarching feedback you may have.

Assessment Content

Assessment Writer: You'll be responsible for contributing to assessment development meetings, to provide subject and assessment expertise on the design of the assessment structure. Outside of development meetings, you'll write valid, reliable, and fit-for-purpose sample assessment materials, based on the principles and practices of assessment writing with the support of your Lead Assessment Developer. It's likely that

you'll have responsibility for the development of one sample assessment, although you may be asked to contribute to the development of others. You'll collaborate effectively with Assessment Reviewers, Scrutineers and Lead Assessment Developers to amend content in response to feedback.

Assessment Reviewer: You'll be responsible for contributing to assessment development meetings, to provide subject and assessment expertise on the design of the assessment structure. Outside of development meetings, you'll review the work of the Assessment Development Writers to ensure that valid, reliable, and fit-for-purpose assessments are developed, based on the principles and practices of assessment writing with the support of your Lead Assessment Developer. It's likely that you'll have responsibility for reviewing one sample assessment, although you may be asked to review others. You'll collaborate effectively with Assessment Development Writers and Lead Assessment Developers as required.

Assessment Scrutineer: You'll review final or near-final versions of assessments, taking them as a student would, to check that they're logical, clear and allow students to give full answers. You'll then review those assessments alongside the mark schemes and provide commentary on any issues or discrepancies. It's likely that you'll have responsibility for scrutinising one sample assessment, although you may be asked to scrutinise others. You'll collaborate effectively with Assessment Development Writers and Lead Assessment Developers as required.

Learning Resource Content

Learning Resource Writer: You'll be responsible for actively contributing to the initial writing of learning resource content. To enable you to do this, we'll provide you with a framework of our requirements alongside the associated qualification. Writing activity will predominantly take place remotely, however, occasionally we may request your attendance at a development session.

Learning Resource Reviewer: You'll be responsible for remotely reviewing written learning resource content based on your subject expertise and technical knowledge. This may also include a review of spelling, punctuation, and grammar. You'll be required to complete a reviewer checklist and provide any overarching feedback you may have.

End-point assessment (EPA) Content

EPA Writer: You'll be responsible for actively contributing to EPA product development discussions. This could take the form of initial scoping discussions, or more in-depth discussions of specific content once the development has progressed. You may be required to attend development days and provide subject matter expertise within a group discussion. Additional writing work outside of these formal development days may also be requested of you; however, this will be agreed as/when the need arises.

EPA Reviewer: You'll be responsible for remotely reviewing content which has already been produced through the writing process. You'll be required to review the content in full and provide your feedback. Activity should include a full review of all content, based on your subject expertise and technical knowledge. You'll also be required to complete a reviewer checklist to confirm your review of the materials and provide any overarching feedback you may have.

Accredited Content

Customised Qualification Reviewer: You'll be responsible for remotely reviewing a Customised Qualification application form to ensure that it has sufficient content to be accredited by NCFE. The exact content to be reviewed will be discussed with you and we'll work with you to agree on dates/times for the work to be completed. You'll review the content in full and provide your feedback by way of a review form. Activity should include a full review of the specified content, based on your subject expertise and technical knowledge. You'll also need to complete a reviewer form (which we'll provide) to confirm your review of the materials and provide any overarching feedback you may have.

Product Assurance

External Proofreader:
You'll be responsible for remotely reviewing spelling, punctuation and grammar, and/or house style in qualification and assessment materials that have been produced through the qualification/assessment development process. The exact materials needing

review, and the type of review required, will be discussed with you and we'll work with you to agree on dates/times for the work to be completed. You'll review the materials in full and provide your feedback by way of a Proof and Amends (P&A) Tracker.