



Job Description: Assessment Officer

Permanent

Full time

Location: Sale – Blended Approach

Salary: £18-24k

Reports to: Assessment Team Leader

Line Management Responsibilities: No

Overview

As a regulated Awarding Organisation and a recognised End Point Assessment organisation, assessments play an important role in how we deliver our service. We are at the cutting edge of awarding, recently being the first EPAO in the country to assess apprentices across three of the brand new, trailblazer standards. Our regulated qualifications continue to grow in popularity and as a result we are looking to expand our team.

The individual in this role undertakes to ensure that we follow the processes we have in place to develop and maintain compliant, relevant, valid, and fit for purpose assessments. They will also be responsible for ensuring the accurate and timely booking and marking of exams, issuing of results and undertake remote invigilation responsibilities as required.

Accuracy, attention to detail and a drive for perfection are essential qualities for any one undertaking this role. It is a great introduction to working in awarding for a driven individual looking to develop a career and presents potential for development. This individual will be given the opportunity to undertake qualifications relating to assessment, as well as gain invaluable hands on experience working in the fastest growing awarding organisation in England.

Key responsibilities

- Producing exam papers in line with specifications and monitoring progress of papers through design and sign off process.
- Producing and maintaining assessment materials to facilitate the delivery of EPA assessments or assessments for TQUK's regulated qualifications. This may also include the production of assessment materials for TQUK's centres.
- Administering the providing of exam papers to centres and EPA customers in line with TQUK procedures and using TQUK exams system.
- Marking exams and sending out results.
- Monitoring performance of exams at paper and item level and reporting findings to Assessment Team Leader.
- Undertaking remote invigilation of exams taken by learners on TQUK's remote exams system.
- Manage question banks for regulated and EPA assessments, reviewing, refreshing and retiring questions as required, for live and mock assessments.
- Engaging subject expert question writers, managing ongoing contracts and work commissions.
- Where appropriate this role may specialise to work closely with the Resource Coordinator and TQUK EPA Assessors on EPA Resources, produce and review MCQ questions or focus on review and analysis of question banks etc
- Supporting candidates through assessments with the production of guidance documents and providing email and phone support where required
- Following TQUK operational procedures to administrate details of candidates, assessments, results and additional payments for audit and analysis

Other responsibilities

- Develop and maintain an understanding of TQUK internal processes and of the wider educational landscape
- Maintain in depth knowledge of TQUK products and services

- Maintain awareness of the impact of own role on TQUK's regulatory compliance and appropriate actions to take in case of issues.
- Support the Assessment Team Leader with activities related to assessment involvement qualification development and maintenance of TQUK's portfolio of qualifications.
- Work with the Marketing team to influence the visual appearance of TQUK examination products and associated paperwork.
- Managing Assessment Email inbox.
- Handle incoming enquiries and complaints relating to TQUK assessments.

Key requirements

- Minimum grade C GCSE maths and English or equivalent.
- No formal work experience required, we recruit on attitude!

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a 'can do, will do' attitude
- Be well motivated, enthusiastic and able to work on your own initiative
- Be able to have fun!
- Work well with others
- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business