

Item Writer (ESOL)

PURPOSE OF THE JOB

- To produce high quality test items for all language skills (Speaking, Listening, Reading and Writing) in accordance with specified commission schedules.
- To review and revise item submissions, ensuring that final versions meet specifications and quality standards, and are original and appropriate.

PREREQUISITES

FORMAL QUALIFICATIONS

- A first degree (or equivalent) or teaching certificate
- A relevant and recognised ESOL teaching qualification

EXPERIENCE AND CURRENT KNOWLEDGE

Applicants should have:

- two to three years of recent EFL/ESOL teaching experience and experience of language testing and assessment.
- excellent writing and editing skills in a range of different genres in both spoken and written mediums

SKILLS AND ATTRIBUTES

Applicants need to demonstrate:

- responsiveness to all written and/or oral feedback
- excellent time management skills and adherence to tight deadlines
- accurate record keeping and organisation of file systems
- proficiency in Microsoft Word

TRAINING

Each item writer must complete a training course, either synchronous or asynchronous online or face-to-face. This course will usually include activities ranging from familiarisation to the CEFR, familiarisation to a specific exam's construct, evaluation of previously items to constructing items. All activities are completed before any content is commissioned. Item writers will need to undertake refresher item writing training courses at regular intervals.

Description of work

- Item Writers will be retained by Trinity as independent self-employed contractors.
- Item Writers will be commissioned to produce or review and revise a specified number of testlets (reading and/or listening texts accompanied by a number of items) according to the needs of the company.
- Item Writers will receive a commission brief which will outline the requirements of the commission.
- Written and spoken texts and items must be submitted for review with answer keys and/or sample answers.
- Written and spoken texts are reviewed following the Trinity guidelines and review instruments.
- All items are reviewed following the Trinity guidelines and formal review instruments.
- Items must be submitted within the specified work schedule.
- Following an initial review process items will be accepted or rejected. Item writers may need to rework and resubmit texts and/or items depending on the rejection reason.
- Item Writers may be invited to attend feedback meetings, where their own items are discussed.
- Item Writers must submit items and sample answers in the required format.
- Item writers are asked to submit their own work or review already submitted work on a weekly basis

PAYMENT

- Item Writers will receive a fixed daily rate for training and meetings.
- Item Writers are paid on an item-by-item basis, the item fees depend on the text and/or item requirements. More time-consuming to construct items are paid at a higher rate than the less time-consuming items.
- Item Writers are paid separately for the review and revision stages on an item-by-item basis.
- Item Writers are paid on or after the submission of accepted content.
- Different fees apply for rejected content.

SAFEGUARDING AND PROTECTION

Trinity College London is committed to safeguarding and protecting the children and young people with whom we work. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.

EQUAL OPPORTUNITIES

It is Trinity's policy to work towards a varied and representative group of Item Writers with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for Item Writers.

APPLYING FOR THE ROLE

To apply for the role of Item Writer, please email your curriculum vitae along with samples of your work to the Technical Content Team (tc@trinitycollege.co.uk)