

NCUK

THE UNIVERSITY CONSORTIUM

**International Year One- Business
Moderators, Assessment Developers and
Paper Reviewers
Candidate Information Pack**

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Job Advert

Role: Moderators, Assessment Developers and Paper Reviewers - International Year One Business Modules

Fees: Competitive

Location: Home-based

NCUK is recruiting experienced academic staff to produce and review assessments, exams and coursework, and moderate completed student work for our International Year One Business modules. We offer competitive fees and a high level of flexibility to allow you to balance this with your existing commitments. Successful completion may result in an annual contract for work.

A role summary, responsibilities and person specification are given at the end of this document.

NCUK is a unique organisation. A consortium of leading international universities, NCUK provides overseas students with guaranteed access to universities through our pathway qualifications. More than 40,000 students have successfully progressed to NCUK Universities worldwide by completing our qualifications. Our qualifications combine the highest of academic standards with exceptional language, study and cultural skills, and are currently delivered in more than 30 different countries across four continents. NCUK is a trading subsidiary of the Northern Consortium, a registered educational charity.

How to apply

Please apply by submitting your CV to academicvacancies@ncuk.ac.uk as soon as possible with a short covering message highlighting how your experience and skills meet the requirements of the job description and person specification. Your CV should be in Microsoft Word or PDF Format.

Applications will close once the post has been filled – please apply as soon as possible to avoid disappointment.

What we do

NCUK develops and maintains academic qualifications that prepare students for entry to university. The company also provides university application support services which assists NCUK students in progressing to university following the completion of their course.

NCUK licences delivery of its academic qualifications to Delivery Partners, and we currently have 100+ Delivery Partners across 30+ countries. NCUK's Delivery Partners have an average of around 30 students and our largest partnership, the Sino British College (SBC) in Shanghai, has over 1500 students registered on NCUK qualifications.

Academic Qualifications

NCUK currently offers the following qualifications:

- The NCUK International Foundation Year (IFY) is a modular qualification that prepares students for first-year entry to a wide range of bachelor degree courses. Students take a combination of three modules appropriate for their intended degree course and one of NCUK English for Academic Purposes for proof of English where needed.
- The NCUK International Year One (IYOne) in Business, Engineering and Law are first-year undergraduate degree level equivalent qualifications that articulate into the second year of selected undergraduate degree courses at NCUK Universities. The IYOne can be combined with the IFY to form a 2+2 study programme.
- The NCUK International Year Two (IYTwo) in Business is a second-year undergraduate level equivalent qualification that articulates into the third year of Business undergraduate degree courses at select NCUK Universities. The IYTwo in Business can be combined with the IFY and IYOne to form a 3+1 study programme.
- The NCUK Master's Programme (MP) provides specialised English for Academic Purposes (EAP) training and an introduction to the research skills needed for success at Masters level.

NCUK Universities

NCUK has developed partnerships with a 45+ universities worldwide, including the original 10 founder members of the Northern Consortium as well as additional universities in the UK, Australia, New Zealand, Canada, the USA, the Caribbean and Malaysia. These NCUK Universities are the primary progression destinations for students completing NCUK qualifications.

In addition to these universities further agreements are in place with other international universities.

NCUK Staff

NCUK employs approximately 50 permanent staff and buys in services from around 75 external contractors, particularly for academic development and examination activities.

Most of the staff are based in the UK, predominantly in Manchester, with a small team based in a representative office in Beijing, China as well as other members of staff being situated in various locations in the Asia region

JOB DESCRIPTION

As a Moderator you will review assessments completed by NCUK students to ensure that marking has been completed in a fair and consistent manner across NCUK's global network of delivery partners. You will also conduct training with training with teachers across NCUK's network of Study Centres when required.

As an Assessment Developer, you will develop assessments for a module or modules to the specification provided by NCUK, based on the module syllabus also provided by NCUK.

As a Paper Reviewer, you will work with the Assessment Developer to ensure that all assessments meet NCUK's standards, and that all assessment content is within a given syllabus.

Your job description does not define or limit your duties and you may be required to carry out other work within your abilities, either for your professional development or the business needs.

Review Arrangements

Over time the nature of the job may change. Consequently, NCUK will expect to revise this job description from time to time and will consult with the job holder at the appropriate time

Role:	Moderator	
Role Summary:	<p>The Moderator reviews completed and marked assessments, ensuring the standards of marking are consistently applied against given mark schemes and across delivery centres worldwide.</p> <p>Whilst moderation is currently conducted remotely, it is preferable for Moderators to be based in the UK as moderation may take place in NCUK's Manchester Office at various points in the year.</p>	
Responsibilities:		
<ul style="list-style-type: none"> ⇒ Moderate candidates' examinations and assessments to: ⇒ Judge whether they have fulfilled the objectives of the programme and reached the required standard; ⇒ Ensure that justice is done to the individual student and that the standard of the award is maintained; ⇒ Ensure compliance with the approved regulations. ⇒ Summarise findings for each delivery centre in a Moderator's Report. ⇒ Attend relevant Module Board meetings, normally held at the end of the academic year. ⇒ Participate, as required, in any reconsideration of decisions about individual candidates made during the Moderator's period of office. 		
Person Specification:		
<i>This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.</i>		
Academic qualification at degree level relevant to the module	Essential	
At least 5 years of teaching experience in undergraduate year 1 (Level 4)	Essential	
Qualification in teaching or similar	Desirable	
Experience of delivering GCSE and A level teaching in related modules	Desirable	
Experience of external examining with the university sector or moderation in the awarding organisation sector	Essential	
Experience of working in international collaborative programmes and teaching international students	Desirable	
Experience of online teaching and communication platforms	Essential	
Competence in Microsoft Word	Essential	
The ability to prioritise and meet deadlines	Essential	
Awareness of quality assurance processes in Higher education	Desirable	
A record of attention to detail, thoroughness and fairness	Essential	

Role:	Assessment Developer	
Role Summary:	The Assessment Developer writes the initial drafts of assessments and plays the lead role in developing the final version of the assessment materials.	
Responsibilities:		
<ul style="list-style-type: none"> ⇒ Write the coursework tasks and mark scheme (where relevant) for the required number of versions according to NCUK's assessment writing guidelines. ⇒ Write the exam question paper and mark scheme for the required number of versions according to NCUK's assessment writing guidelines. ⇒ Ensure questions are written to the standards of the level of the qualification. ⇒ To ensure that there is appropriate coverage of the syllabus and the questions meet the specific learning outcomes by documenting this through a question paper matrix. ⇒ Send the drafts of assessment materials to the Paper Reviewer for approval. ⇒ To produce second draft of assessments and prepare for workshop (where relevant) with the Paper Reviewer. ⇒ To produce final version of materials taking into account all corrections and revisions during the workshop (where relevant). ⇒ To submit the final materials to specified deadlines. 		
Person Specification:		
<i>This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.</i>		
Academic qualification at degree level relevant to the module	Essential	
At least 3 years of teaching experience in undergraduate year 1 (Level 4) or similar	Essential	
Qualification in teaching or similar	Desirable	
Experience in writing assessments at a similar level	Essential	
Experience of working in international collaborative programmes and teaching international students	Desirable	
Competence in Microsoft Word	Essential	
The ability to prioritise and meet deadlines	Essential	
Awareness of quality assurance processes in Higher Education	Desirable	

Role:	Paper Reviewer	
Role Summary:	The Paper Reviewer reviews the drafts of assessments, ensure the standards are appropriate to the qualification and sign-off the final version of the assessment materials.	
Responsibilities:		
<ul style="list-style-type: none"> ⇒ Review the coursework for the required number of versions according to NCUK's assessment writing guidelines. ⇒ Review the exam question paper and mark scheme for the required number of versions according to NCUK's assessment writing guidelines. ⇒ Ensure questions are written to the standards of the level of the qualification. ⇒ Review the question paper matrix to ensure a fair balance of the syllabus and the questions meet the specific learning outcomes. ⇒ Review second draft of the assessments in an online workshop (where relevant) session with the Assessment Developer. ⇒ To sign off final version of materials during the workshop (where relevant). ⇒ To ensure all timescale and deadlines are adhered to. 		
Person Specification:		
<i>This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.</i>		
Academic qualification at degree level relevant to the module		Essential
At least 5 years of teaching experience in undergraduate year 1 (Level 4)		Essential
Qualification in teaching or similar		Desirable
Experience in writing assessments in a similar level		Essential
Experience of working in international collaborative programmes and teaching international students		Desirable
Competence in Microsoft Word		Essential
The ability to prioritise and meet deadlines		Essential
Awareness of quality assurance processes in Higher education		Desirable

OUR VISION

To be the outstanding provider of University pathway programmes and placement services

OUR MISSION

NCUK provides the highest quality university pathway programmes and placement support to our business partners and a well-qualified, diverse supply of students to our

OUR VALUES

QUALITY

To deliver the highest standards throughout our products, services and communications.

INTEGRITY

To build trust and respect through fairness, honesty, equality and cultural awareness.

INNOVATION

To overcome obstacles and drive effective, efficient delivery with a creative approach.

COLLABORATION

To work together, building successful, lasting partnerships.