

NCUK

THE UNIVERSITY CONSORTIUM

Assessment Assistant

Candidate Information Pack

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ADVERT AND HOW TO APPLY

Role: Assessment Assistant (2 positions)

Salary: £10.90 per hour

Location: Manchester/Homebased

Contract: Temporary (12 weeks) – to start in June

Hours: Casual

NCUK has an exciting opportunity for 2 individuals to join our Assessment Delivery Team as Assessment Assistants. A fantastic way to gain valuable academic experience, the successful candidates will work with the Assessment Delivery Team, who manage the assessment (logistics, marking, moderation, results processing and digital assessment platform) operations and services. You will assist in the delivery of high-quality assessments, their moderation and results processing throughout the summer.

What we offer

In joining us, we offer the below benefits:



How to apply

Please apply by submitting your CV to vacancies@ncuk.ac.uk 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.

We positively encourage applications from disabled people, women, young people, Veterans and serving British regular or reserve Armed Forces Personnel, the LGBT community and the BME community.

The closing date for applications will be **2 May 2023**.

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 65 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.

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 university partners.

Our Values

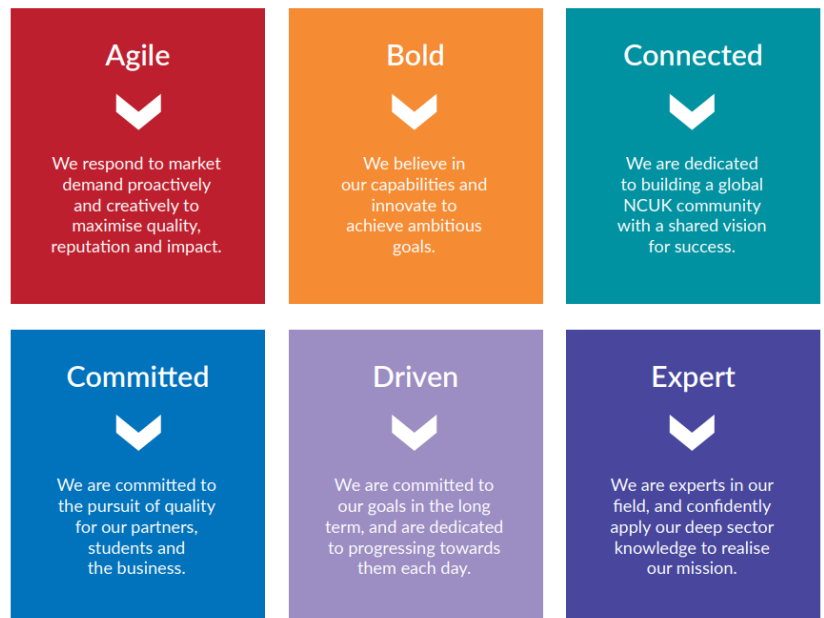
Our values underpin our organisation and our people.

They are a part of who we are and how we work – both individually and as a company.

Through our values we give our customers the best levels of service and the best experiences.

They enhance our working lives and we actively promote these across the business.

We all hold each other to account and have a responsibility to support each other in promoting and demonstrating these values every day.



JOB TITLE	Assessment Assistant
DEPARTMENT	Academic
REPORTS TO	Assessment Delivery Manager
LOCATION	Manchester/Homebased

JOB PURPOSE

To support the general activities of the Assessment Delivery Team and Student Support as required.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

1	To assist in the operation of moderation activities and examination boards e.g. <ul style="list-style-type: none">• EAP sample and alternative answer marking• Technical support for moderators• Remote proctoring tasks
2	Data entry and collation for results analysis
3	To assist in the printing and dispatch of transcripts and certificates to delivery partners.
4	To proof-read and format documents.
5	Undertake such other duties as may be deemed necessary from time to time within the assessment functions.

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.