



NCUK

THE UNIVERSITY CONSORTIUM

International Foundation Year
Assessment Developer / Paper Reviewer
Candidate Information Pack

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Job Advert

Role: International Foundation Year Assessment Developers / Paper Reviewers

Fees: Competitive fixed fee per assessment

Hours: Flexible, short-term consultancy

Location: Flexible, with attendance at one meeting in Manchester, UK

Are you skilled in setting assessments for international foundation years or other FHEQ level 3 (A-level equivalent) qualifications? NCUK is recruiting experienced academic staff to set exams and coursework assessments starting early Summer 2018. We offer competitive fees and a high level of flexibility to allow you to balance this with your existing commitments.

NCUK is unique in higher education. We are a consortium of leading universities dedicated to giving international students guaranteed access to universities worldwide and helping them succeed when they get there. Our qualifications are recognised by our own universities and by universities internationally, and, far more than other qualifications, they prepare students to hit the ground running.

As an Assessment Developer, you will write the coursework and produce the exam paper and marking scheme. As a Paper Reviewer, you will review and quality assure draft assessments and provide final sign-off. For either role, you will be excellent at delivering to deadlines, experienced in teaching, writing assessments and examining students in the subject at this level (FHEQ 3), and ideally hold a teaching qualification.

The Modules we are currently recruiting assessment developers for are:

- Biology (2 people)
- Physics (2 people)

The Modules we are currently recruiting paper reviewers for are:

- Business Studies
- Government & Politics
- Society & Politics
- International Relations

Payment is made based upon an agreed fee with expenses being paid for attendance at NCUK meetings.

How to apply

Please send your CV with a short covering letter to vacancies@ncuk.ac.uk. Your covering letter should include:

- The role(s) and module(s) you would like to be considered for
- an overview of your experience teaching in similar subject areas at this level
- an overview of your experience in setting coursework and exams in similar subjects at similar levels

Application deadline

Sunday, 20 May 2018

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What we do

NCUK develops and maintains academic qualifications that prepare students for entry to university. The company also provides a university admission or 'placement' service which supports NCUK students in progressing to university following their course.

NCUK franchises delivery of its academic qualifications to delivery partners, and we currently have over 50 delivery partners across 19 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 pathway programmes.

NCUK currently has delivery partners in the following countries:

- | | | |
|-------------|------------|------------------|
| • China | • Malta | • South Korea |
| • Colombia | • Malaysia | • Taiwan |
| • Hong Kong | • Myanmar | • Thailand |
| • India | • Nigeria | • Uganda |
| • Ireland | • Pakistan | • United Kingdom |
| • Japan | • Peru | |
| • Kenya | • Qatar | |

Academic Pathway Programmes

NCUK currently offers three pathway programmes:

- 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 Pre Masters Programme (PMP)* provides specialised English for Academic Purposes (EAP) training and an introduction to the research skills needed for success at Masters level.
- The *NCUK International Year One programmes (IYOne)* in Business and Engineering are first year undergraduate degree level equivalent programmes 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.

History of the Northern Consortium and current group structure

The Northern Consortium was created in 1987 by a set of northern UK universities to collaborate in the delivery of educational programmes on a transnational basis, and to support the progression or 'placement' of students from those programmes into UK universities. The Consortium operated initially as a department of UMIST, and was active predominantly in Malaysia.

The founding universities established a Charity in 1993 with the charitable purpose of the advancement of education.

In 1999 the Northern Consortium became active in China and, in 2003, established a wholly-owned operating subsidiary, NCUK, to support its commercial operations.

That structure: a Charity founded by UK universities, with a wholly-owned operating subsidiary, remains today. Within the Group:

- The Northern Consortium is responsible for fulfilling its charitable objects and public interest obligations. It does this both directly (through, for example, the provision of scholarships) and indirectly (through the operation of NCUK in delivering educational programmes);

- NCUK operates commercially both to fulfil the charitable objects and public interest obligations of the Northern Consortium, and to raise funds for the Northern Consortium.

Since 1987, the Northern Consortium and NCUK have supported over 30,000 students in their progression to a UK university.

NCUK Universities

NCUK has developed strong relationships with 16 UK Universities, including the majority of the founder members of the Northern Consortium. These NCUK Universities are the primary progression destinations for students completing NCUK programmes:

- | | |
|------------------------------|--------------------------------------|
| • Aston University | • Leeds Beckett University |
| • University of Birmingham | • Liverpool John Moores University |
| • University of Bristol | • University of Manchester |
| • University of Bradford | • Manchester Metropolitan University |
| • University of Huddersfield | • University of Salford |
| • University of Kent | • Sheffield Hallam University |
| • Kingston University | • University of Sheffield |
| • University of Leeds | • Queen Mary, University of London |

In addition to these universities further recognition agreements are in place and being developed with Universities in the UK, USA and Australia.

NCUK Staff

NCUK employs a team of approximately 35 permanent staff and buys in services from around 75 external contractors, particularly for academic development and examination activities.

Most of the staff team is based in our UK Office in central Manchester, with a small team based in a representative office in Beijing, China.

ROLE TITLE	International Foundation Year - Assessment Developer
DEPARTMENT	Consultant to Academic Directorate
LOCATION	Flexible consultancy role

ROLE PURPOSE

To develop examinations and/or coursework assessments and marking schemes, writing initial drafts and playing the lead role in developing the final version of assessment materials.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

1	Write the coursework task and mark scheme for the required number of versions according to NCUK's assessment writing guidelines.
2	Write the end-of-semester 1 test and exam question paper and mark scheme for the required number of versions according to NCUK's assessment writing guidelines.
3	Ensure questions are written to the standards of the level of the programme.
4	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.
5	Send the drafts of assessment materials to the Paper Reviewer for approval.
6	Produce second draft of assessments and prepare for workshop with the Paper Reviewer (where relevant).
7	Produce final version of materials taking into account all corrections and revisions during the workshop (where relevant).
8	Submit the final materials to specified deadlines.

ROLE TITLE	International Foundation Year – Paper Reviewer
DEPARTMENT	Consultant to Academic Directorate
LOCATION	Flexible consultancy role

ROLE PURPOSE

To develop examinations and/or coursework assessments and marking schemes, reviewing initial drafts, ensuring standards are appropriate to the programme and signing-off the final version of assessment materials.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

1	Review the coursework and end-of-semester 1 test for the required number of versions according to NCUK's assessment writing guidelines.
2	Review the exam question paper and mark scheme for the required number of versions according to NCUK's assessment writing guidelines.
3	Ensure questions are written to the standards of the level of the programme.
4	Review the question paper matrix to ensure a fair balance of the syllabus and that the questions meet the specific learning outcomes.
5	Review second draft of the assessments in a face-to-face workshop session with the Assessment Developer (where relevant)
6	Sign-off final version of materials during the workshop (where relevant)
7	Ensure all timescale and deadlines are adhered to

QUALIFICATIONS	ESSENTIAL (✓)	DESIREABLE (✓)
Educated to degree level in a relevant field	✓	
A recognised teaching qualification		✓
EXPERIENCE	ESSENTIAL (✓)	DESIREABLE (✓)
Experience of examination/ coursework assessment design and item/question writing in a similar qualification	✓	
Experience of teaching on FHEQ level 3 programmes		✓
Experience of working in international collaborative programmes / teaching international students		✓
SKILLS / KNOWLEDGE	ESSENTIAL (✓)	DESIREABLE (✓)
Competence in Microsoft Word and any specialist software required by the module	✓	
Excellent attention to detail and thoroughness	✓	
Ability to meet strict deadlines	✓	
PERSONAL QUALITIES OR STYLE	ESSENTIAL (✓)	DESIREABLE (✓)
High levels of personal integrity	✓	
A commitment to delivering high quality work	✓	

Our Vision

To be the outstanding provider of UK university pathway programmes and placement services.

Our Mission

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

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.