



Pharos University in Alexandria
The English Language Centre

Job Description

Testing Unit Assessment Specialist

Position Title: Testing Unit Assessment Specialist

Unit: Testing Unit

Centre: English Language Centre

Campus Location: 1st floor- Social Studies and Humanities Building

Reporting Line:

Reports to: Head of Testing Unit

ELC Director

ELC Assistant Director



ROLES AND RESPONSIBILITIES

- attend coordinators' checkpoints and meetings with teachers and follow up with updates on calendar and aims.
- prepare the first draft of the assigned tests according to the syllabus specification ensuring the validity, reliability and level of difficulty is consistent with the level.
- set questions and / or items with answer keys as specified by ELC Testing Unit
- provide full details of source material used in tests, quizzes or exams.
- submit assigned tests within the agreed time-scale and in the format required.
- document revised versions of the tests following feedback from the Head of the Testing Unit.
- attend, where necessary, a review meeting at which the revised draft of the assessment material is evaluated and edited as necessary so it is fit for purpose
- carry out all these duties in line with ELC instructions and schedules.
- teach up to 5 hours a week plus more if required for emergency cover.
- revise supplementary material when requested.