

Job Description: CIPS Assessment Author

The Chartered Institute of Procurement & Supply

The Chartered Institute of Procurement and Supply (CIPS) is the leading independent global body representing the Procurement and Supply profession with a global membership of over 60,000 in more than 150 countries. CIPS is connected with a broad range of individuals associated with the profession including senior business people, high-ranking public servants and leading academics. The focus for CIPS is on enhancing the capability and profile of the profession through education, qualifications, training and external affairs activities. CIPS is a UK based, not for profit, organisation with a royal charter, and CIPS exists for the public good of the profession. Procurement and Supply has a major impact on the effectiveness, efficiency and profitability of any organisation, and CIPS offers a 'one stop shop' for Procurement and Supply excellence in People, Processes and Performance. CIPS has local offices in the UK, Australia and New Zealand, Africa, the Middle East and the USA.

Classification Information

Detail	Description
Job title	Assessment Author
Contract Type	Assessment Consultant
Departments	Professional Development
Reports to	Assessment Development Manager
Key Relationships	Assessment Development Manager; Assessment Development Lead; Qualification Verifier; Senior Standards Verifier; Assessment scrutineer
Rate of Pay	Competitive

Job Summary

Responsible and accountable for the development of assessments, and associated marking schemes where required, which are fit for purpose and adhere to CIPS assessment specification, guidance and timescales, ultimately ensuring that the standard and integrity of CIPS assessments is recognised globally.

Authors are required to have a very high standard of written English, with an understanding of language accessibility to avoid the unintentional use of irrelevant features in developing assessment items.

Key Responsibilities

CIPS Assessment authors are responsible and accountable for:

Writing assessment items, and associated marking schemes where required, that are fit for purpose. Questions must be:

- To specification: Reflect the assessment specification, qualification level and associated level descriptors
- Valid: Reflects the module content, learning objectives and assessment criteria
- Accurate: Are accurate, grammatically correct, free from error and free from ambiguity
- Accessible: Must not discriminate against any group of candidates, must be free from colloquialisms or unnecessary barriers for learners
- Timely: Ensuring items are submitted to CIPS on time using the CIPS assessment platform
- Secure: Ensuring the security and confidentiality of all assessments is maintained

Authors will be required to maintain continuing professional development (CPD), at their own expense, in the context of CIPS chartered professional status (or equivalent with prior agreement of the Assessment Development Manager).

Person Specification

Qualifications & Assessment Experience Professional practitioner experience: qualifications & institute membership	Desirable	Essential
Member or Fellow of the Chartered Institute of Procurement & Supply (MCIPS/FCIPS)		✓
Chartered Professional		✓
Other professional institute membership credentials	✓	
Honours degree qualification or equivalent		✓
Masters level qualification or equivalent	✓	
Assessment or verification qualification(s) (e.g. D32 -36, A / V Awards)	✓	
Teaching qualification(s) (e.g. PGCE)	✓	
Procurement and supply practitioner experience		✓
Demonstrable procurement and supply teaching/lecturing/assessment experience	✓	
Demonstrable assessment development experience, with CIPS or other awarding body	✓	
Other	Desirable	Essential
Member or Fellow of the Chartered Institute of Procurement & Supply (MCIPS/FCIPS)		✓
Secure access to broadband internet connection		✓
Individual and private e-mail address		✓
High level of IT literacy		✓

Demonstrable knowledge of and experience in the global education environment	✓	
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Conflict of interest

A conflict of interest occurs when an individual or an organisation is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. For example, a conflict of interest exists when an individual is involved in the delivery of CIPS qualifications and development and/or marking of CIPS assessments.

All members of the CIPS assessment team are required to declare all conflicts of interest and to ensure that this information is current.