

Assessment Lead - School of Medicine and Dentistry - Grade I

Job Description

Purpose

Assessment Lead for the School and to ensure the production, delivery and review of all assessments for undergraduate and postgraduate programmes in line with internal, professional body and international licensing requirements for health education and training.

To support School engagement with the professional bodies it works with and to monitor and report on the progress of Course Teams in meeting the quality assurance requirements of those bodies.

To contribute to the academic development, course management, teaching, research development and knowledge transfer within the School.

Chairing relevant committees

Duties

1. Ensuring the School follows an evidence-based approach to assessment and delivering high-quality assessment practice, working collaboratively with all course and academic leads, across all programmes of study
2. Developing a clear assessment strategy for each course that fulfils the needs of regulatory bodies working collaboratively with academic and course leads and to support the monitoring and reporting of progress on the requirements and action plans set by professional bodies.
3. Working with course and module leads, ensuring the constructive alignment of individual assessments with learning outcomes and teaching (developing assessment blueprints)
4. Representing the School with internal and external stakeholders on issues relating to assessment.
5. support ongoing engagement with external examiners for all programmes
6. Manage the use of assessment software in the School, ensuring the availability of sufficient quantity and quality of assessment material through the uploading of items to the item banks (IDEAL, NBME, Tortora) and examinations software (Maxinity) and tagging to learning outcomes by module teams.
7. Oversee the engagement with the external item bank managers as the Assessment Lead for the School and providing briefing and training for academic colleagues on the use of the item banks
8. Ensuring the physical and digital security of all assessment materials and maintaining the integrity of the assessment banks and collaborate with course lead, academic leads and admissions lead to manage the production, preparation and standard setting of assessments.

9. Ensuring assessment materials for all programmes are produced in line with good practice and development of the agreed house style.
10. Conducting, presenting and reporting psychometric analysis of the table of results for each assessment to internal and external stakeholders and producing performance indicators for each assessment item to enable informed decision-making by the Assessment and Admissions Sub-Committees on future assessments.
11. Conducting the audit of the assessment process on completion of each annual cycle to ensure continuous improvement and enhancement including Quality assurance of assessment
12. To assist in the preparations for professional body visits.
13. Liaising and collaborating with University Services and other Schools to ensure strategic development of assessment policy and procedures
14. Any other duties relevant to the role and commensurate to the level of the post as directed by the Senior Management of the School.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Extensive experience working on assessment in an HE academic (or equivalent) environment. (Application/Interview)
- Experience of assimilating, manipulating and interpreting complex quantitative data to support decision-making. (Application/Interview)
- Experience of working with staff at all levels (Application/Interview)
- Good honours degree (or equivalent) in a relevant subject (Application)
- Professional teaching qualifications or membership of the HE Academy. (Application)
- Higher Degree, or working towards a higher degree in related area of study. (Application)
- Proficient with using MS Excel and other analytical software with ability to produce and manage datasets and undertake advanced data analysis and reporting. (Application/Interview)
- Ability to think logically and interpret and apply complex information with an ability to present complex statistical reports clearly and simply and communicate these to both technical and non-technical audiences. (Application/Interview)
- Excellent organisational skills (Application/Interview)
- High level of verbal and written communication skill (Application/Interview)
- Ability to define priorities and work flexibly and effectively under pressure to meet demanding deadlines. (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working on an HE programme with professional body requirements. (Application/Interview)
- Knowledge of University Academic Regulations and procedures (Application/Interview)
- Familiarity with assessment software. (Application/Interview)
- Experience of teaching in higher education (Application/Interview)
- Statistics/data management or professional qualification (Application)
- Active member of appropriate Professional/Learned Societies (Application)