



Education Development Fund
Nile International Education System Unit
Job Vacancies

The Nile International Education System Unit announces a number of vacancies for qualified candidates in the fields of Test Production, Test Operations, and Educational Assessment in the following subjects: Arabic, Social Studies, English, Math, Science, and ICT.

Suitable and interested candidates are requested to send their Curriculum Vitae (CV's) together with a cover letter in English specifying the title and code of the job applied for highlighting how their qualifications and expertise would serve that job. CV's and cover letters in Arabic will **ONLY** be accepted from candidates applying for assessment positions in the subjects of Arabic and Social Studies. Only Short-listed candidates will be contacted and requested to complete a pre-requisite task, attend an interview and submit reference letters.

CVs and cover letters should be sent as two separate documents to the following email address with the job code in the subject line of the email: jobs@mail.nes.edu.eg.

Title: Assessment Specialists (Arabic, Social Studies, English, Math, Science and ICT)

Code: EAS – 0717

Reporting to: Head of Assessment and Examination

Closing Date: 6 May, 2017

Job Purpose:

A team of assessment specialists will be selected for each subject. Each assessment specialist will take rotating roles and responsibilities under one or more of the following purposes:

- Building teachers' capacity in formative assessment and coaching them into developing and administrating formative assessment tools;
- Leading schools to analyze and utilize formative assessment results for enhancing teaching and learning;
- Assisting in building a mechanism for communicating formative assessment results with parents, students and other stakeholders;
- Leading teams of trained test writers in the subject of specialty to produce question papers providing ongoing coaching and development for test writers;
- Providing quality assurance for produced tests and marking schemes in light of quality assessment standards.
- Supervising exams marking session and participating in the grading panel
- Reviewing test specifications and specimen question papers for the subject of specialty, providing proposed changes to better measure learning outcomes.
- Taking part in the annual meetings for exam series review and actively contributing to the review of the guidelines for test production, test administration, marking and grading.
- Assisting in the strategic planning for scaling up the work of the Assessment and Examination Unit

Roles and Responsibilities:

Formative Assessment

- Train NIES teachers in the concepts and principles of formative assessment, coaching, mentoring and assisting them in designing formative assessment tools throughout the academic year in line with the learning outcomes for the specific year/stage.
- Coach, mentor and assist NIES teachers in analyzing/marking students' responses on formative assessment
- Organize meetings with teachers (and other stakeholders if needed) to interpret results of formative assessment and plan needed actions in light of such results to enhance teaching and learning.
- Assist in working out a mechanism for communicating formative assessment results with parents, students and other stakeholders
- Assist schools in preparing periodical reports on students' performance based on results of formative assessment
- Assist teachers and schools in conducting in-depth analysis of formative assessment results and how these results could feed into forecasting students' performance on summative assessment.
- Build the capacity of NIES teachers to prepare students for summative assessment

Test Writing

- Participate in the selection of test writers, revisers and setters
- Manage a team of test writers in the subject of specialty to produce one or more question papers for an exam series in light of test specifications and standards for quality assessment.
- Ensure that question papers and key documentation are produced efficiently, in line with procedures, on time and to the highest standards of quality and accuracy.
- Provide performance appraisal for test writers commissioned for a particular exam series and recommend performance areas that need improvement.
- Rotate the roles of test-vetter and quality assurance assessor to enhance the development of the commissioned tests.
- Chair QPEC and other editing meetings for the commissioned tests

- Approve final tests for print
- Participate in exam series review meetings and other planning and evaluation meetings to compile issues and risks in the test writing process
- Participate in reviewing test specifications and in the production of specimen question papers

Marking and Grading

- Commission marking panels
- Lead standardization session and supervise the work of the marking panels
- Take appropriate procedures to ensure accuracy and consistency of marking that includes re-marking samples of scripts to report on the consistency of marking.
- Participate in the grading panel for a given exam series
- Ensure that marking, grading, results and appeals procedures and responsibilities are carried out accurately and effectively

Strategic Planning

- Participate in planning meetings within the assessment and examination unit for reviewing exam series and embarking on a new one
- Assist in identifying and planning needed changes to NIES assessment to improve the measurement characteristics of NIES assessment.
- Proposing needed changes in the guidelines of any of the assessment tiers (i.e. test writing, quality assurance, test production, test operations, marking, grading, results, appeals) to enhance the efficiency and effectiveness of the assessment process in a way that serves the reputation of NIES assessment.
- Contribute to the Risks and Issues Registers and the continuous improvement initiatives which arise from them.
- Contribute to the management and escalation of incidents which could have an adverse effect on learners, teachers and other stakeholders
- Work collaboratively with Curriculum and Professional Development manager to identify areas for teacher development, syllabus review and assessment-related developments.

Knowledge, Skills and Experience:

- A university degree in the subject of specialty. Post-graduate qualification in assessment, teaching or related area is desirable.
- Knowledge of educational assessment, assessment-related process and procedures is preferable
- At least 7 year teaching experience (Teaching to different years and stages is desirable).
- Experience in teaching different curriculum series in the subject of specialty is preferable
- Experience in developing and marking formative and summative assessment in the subject of specialty (developing and marking formative and summative assessment tools for different years and stages is preferable)
- Experience in training teachers in the subject of specialty
- English proficiency in teaching the following subjects; English, Science, Math, and ICT. (for Arabic and Social studies, ability to understand English is preferable)
- Ability to engage with technology and advanced ICT skills
- Skills in leading and managing teams with a clear focus on deliverables
- Management, organizational and planning skills
- Highly developed verbal and written communication skills
- Ability to understand, interpret and explain basic statistics
- Proactive, flexible, adaptable and able to identify and resolve issues

Exams Production Specialist

Vacancy Code: EPS_0817

Reporting to: Production and Operations Manager

Closing Date: 6 May, 2017

Job Purpose

- Accountable for commissioning, orienting and managing test production teams
- Managing test production process and trouble shooting for possible delays, inefficient or incomplete deliverables
- Ensuring complete production of assessment materials to agreed schedule and quality standards
- Contributing to the strategic planning of the Assessment and Examination Unit

Roles and Responsibilities

Accountability for Test Production Teams

- Assist in commissioning test production teams from trained pool of test writers for all question papers required for different subjects and years, assigning a test writer, reviewer, and a vetter for each question paper.
- Manage contract-signing process with the test production teams including confidentiality agreements, copyright forms as well as other signing procedures for the secure handling of assessment materials.
- Dispatch all needed documents, specifications, and materials to test production teams to enable them draft question papers.
- Communicate key deadlines with all test production team members and ensure their approval of the established deadlines.

Management of Test Production Process

- Assist in monitoring test production schedule in light of agreed schedules alerting test production teams to any delays or incomplete submission.

- Assist in getting draft question papers to be reviewed, vetted and quality assured following NIES security guidelines
- Ensure all QPEC meetings are organised in time and conducted in the most secured manner as per NIES security guidelines.
- Coordinate with Art work designer/s and typesetters for all questions papers produced for a given exam series
- Assist in coordinating editing and proofreading meetings to produce approved-for-print question papers for all exams produced for a given exam series
- Collecting and archiving different versions of Question Papers

Ensuring Complete Production of Assessment Materials

- Ensure all assessment materials are complete in time to allow for timely copying and despatching to exam centres.
- Closely coordinate with Operations Specialist to start the copying and despatching of exam papers to examination centres.
- Coordinate with Central Control Unit (CCU) for archiving principal examiner reports and any other reports regarding different issues related to the questions papers during marking or grading sessions.

Contributing to the Unit Strategic Planning

- Participate in the planning meetings within the assessment and examination unit for reviewing exam series and embarking on a new one
- Contribute to the Risks and Issues Registers and the continuous improvement initiatives which arise from them.
- Contribute to the management and escalation of incidents which could have an adverse effect on learners, teachers and other stakeholders
- Propose needed changes in the production process, procedures and guidelines in a way that would enhance the efficiency and effectiveness of test production

Knowledge, Skills and Experience

- A university degree in a relevant field
- A track record in a management position demonstrating creativity, accountability, successful team leadership and development.
- Good knowledge and understanding of NIES examinations process.
- Good knowledge and understanding of the Ministry of Education Examination system and assessment regulations
- Ability to engage with technology and advanced ICT skills
- Excellent communication and presentation skills.
- Accurate writing and proofing skills with good command of English Language.
- Analytical and problem solving skills.
- Ability to negotiate effective outcomes when appropriate.
- Ability to handle confidential/sensitive material and issues.
- Takes control and exercise leadership.
- Initiates action, gives direction and takes responsibility for own work
- Enthusiastic, motivating, inquisitive, methodical, thorough, focussed, able to develop creative strategies and new approaches.
- Confident, self-reliant, and able to work under pressure and deliver to tight time frames
- Has a positive approach to challenges and change.

Exams Operations Specialist

Vacancy Code: TOS_0917

Reporting to: Production and Operations Manager

Closing Date: 6 May, 2017

Job Purpose

- Coordinating with exams centres on all exam entry and preparation issues
- Assisting in preparing for exams administration
- Managing all processes related to the preparation of exams materials
- Managing dispatching of exams materials to and from exams centres
- Contributing to the strategic planning of the Assessment and Examination Unit

Roles and Responsibilities

Coordination with Exams Centers

- Guide and inspect exam centers on all guidelines related to exams preparation.
- Review candidates' registry, medical evidence, access arrangements and any other required records.
- Guide and follow up with exam officers for staff orientations in all exam centers
- Attend and assist in orientation sessions held by exam officers to exam centers staff
- Assist in inspecting exam centers during examinations

Preparation of Assessment Materials

- Assist in preparing exam materials for the print shop
- Participate in all processes related to the printing and packing of exam materials
- As required, manage activities associated with the upload of assessment materials for electronic release

Preparation for Exam Administration

- Assist in preparing exams timetable
- Archive candidates' exams applications
- Review forecast grades submitted by exams centers
- Assist in developing class rosters and any other documents required for exams administration
- Review exam-day reports
- Provide Central Control Unit with requested information

Dispatching to and from Exams Centers

- Manage the distribution of exam materials to exam centers.
- Follow-up exam centers in dispatching exams for marking

Contributing to the Unit Strategic Planning

- Participate in the planning meetings within the assessment and examination unit for reviewing exam series and embarking on a new one
- Contribute to the Risks and Issues Registers and the continuous improvement initiatives which arise from them.
- Contribute to the management and escalation of incidents which could have an adverse effect on learners, teachers and other stakeholders
- Propose needed changes in the operations process, procedures and guidelines in a way that would enhance the efficiency and effectiveness of test operations.

Knowledge, Skills and Experience

- A university degree in a relevant field
- A track record in a management position demonstrating accountability and discipline,
- Ability to engage with technology and ICT skills
- Ability to handle confidential/sensitive material and issues.
- Effective team leadership/management.
- Takes control and exercise leadership.
- Initiates action, gives direction and takes responsibility for own work