

## Assessment Item Writing Coordination Office: Role Description

The Office is primarily responsible, throughout the academic year, for the organisation, administration and evaluation of the examinations listed below, for the publication of results, and-where required-for forwarding official results to the School's Student Affairs for transmission to the relevant bodies.

### Examinations

- Proficiency Exam (held more than once if required)
- Placement Exam
- Quiz
- Midterm
- Final Exam
- Make-up Exam

### Duties of the Coordinator

1. Work in cooperation with the Curriculum and Materials Development Coordination Office and the heads of the item-writing teams during the preparation phase of the examinations, ensuring the necessary coordination.
2. Follow the annual teaching programme (syllabus).
3. After each examination, share with the relevant Vice Director statistics showing the extent to which skills have been learned and other examination-related analytics.
4. Ensure an equitable distribution of tasks within the Office and be accountable for the timely completion and quality of all work undertaken.
5. In addition, in cooperation with the officers named above, ensure the orderly workflow and coordination of the Office's activities; supervise the work carried out and provide oral or written updates to the relevant Vice Director.
6. All officers within the Office are responsible for the activities conducted and their outputs.
7. Publish examination-related announcements on the SFL website and keep the sample examinations on the School website up to date.
8. Work in coordination with the Vice Directors and Student Affairs during the formation of the academic calendar.

## Responsibilities of Office Staff

9. During the academic year, organise, administer, evaluate and announce the results of all examinations listed above.
10. Prepare complete lists of students who will take the examinations and assign them to the classrooms where they will sit; arrange the necessary invigilator assignments for the conduct of these examinations. In periods of distance education, perform the equivalent procedures via the Education Support System (EDS).
11. Submit examinations-other than quizzes-to the relevant Vice Director for preliminary review at least one week before the examination date; if necessary, revise the examinations in line with feedback provided by the relevant Vice Director.
12. After preliminary approval, complete the final content and formatting checks of the examinations prior to printing, and ensure their reproduction, filing and distribution before the examination. In periods of distance education, perform the equivalent procedures via EDS.
13. Resolve any issues that may arise during the conduct of examinations. In periods of distance education, carry out the equivalent procedures via EDS.
14. Announce examination results via the Pusula Information System (PBS) and verify the marks entered by instructors.
15. Review and respond to petitions concerning appeals against examination results.
16. Prepare separate level lists for day and evening classes based on Final Exam results, and share these lists with the relevant Vice Director.
17. Share the approved day and evening level lists with the Education Support Coordination Office.
18. Complete in full and on time all tasks assigned by the Coordinator.
19. Record meetings held within the Office and report the decisions taken to the relevant Vice Director.