

Question Writing, Review & Approval

Terms of Reference

A: INTRODUCTION

1. Cskills Awards Question Writing, Review and Approval requirements are established to ensure our exam questions are fit for purpose and consistent with occupational and regulatory requirements.
2. Question writing and reviews are required at different stages of question development and will be drawn together as and when required to reflect the needs of particular projects and/or products.
3. Reviews will take place face to face (where possible) to facilitate the confidentiality aspects of the terms of reference (Section D).

B: REQUIREMENTS

4. As part of the work undertaken, writers and reviewers will be asked to use their understanding of the learner to ensure any considerations driven by equality and diversity are reflected in the product being reviewed (refer to the Cskills Awards Equality of Opportunity and Diversity Product Development Policy).
5. As a Question Author you confirm that: -
 - a. You have the relevant occupational competence (as pre-defined by Cskills Awards) and have provided the required evidence of this.
 - b. Where question author competence (as pre-defined by Cskills Awards) also exists, evidence of this will have also been provided.
6. Attending a question review session, you confirm that you either possess the relevant occupational competence or question author competence (see Cskills Awards, Author Competency – Quality Assurance for the definitions of these) requirements.
7. Question reviews will be attended by 2 occupational experts and 1 competent writer as a minimum (as defined in Cskills Award work instructions) and will not exceed 4 members (excluding Cskills representation) unless there is good reason.

C: PROCEEDINGS

8. All question authors or attendees of question reviews (with the exception of Cskills Awards personnel) will be required to sign these Terms of Reference prior to carrying out any work of agreement with Cskills Awards.
9. Question authors/reviewers will submit their work to the requirements as outlined in any additionally agreed terms/contracts with Cskills Awards.
10. Question Reviews will be chaired by a representative from Cskills Awards. They will act in a consultative, facilitating and project leadership role for the group.
11. The Chair will be responsible for ensuring that the business of the meeting is conducted in a courteous and professional manner and for and matters of dispute, the chairperson's decision will be final.
12. Attendees will review and approve all material as requested during the course of the meeting.
13. A record of the proceedings will be documented and kept for future reference and audit purposes.

D: CONFLICTS OF INTEREST, INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

- 14. It is the duty of all contractors, Product Development Group members, Question Authors and Moderators carrying out work on behalf of Cskills Awards to disclose any actual, potential or perceived conflict of interest. Conflicts of interest should be reported to the Cskills Awards staff managing the work immediately, for example where you are working with other awarding organisations.
- 15. Attendees will not acquire any right, title or interest in the Intellectual Property Rights of the product or questions they are involved with.
- 16. By accepting these Terms of Reference, you agree not to advertise or publically announce the work being undertaken in association with this engagement without the prior consent of Cskills Awards.
- 17. Attendees shall treat all information they see as confidential and shall not disclose Cskills Awards confidential information to any other party without prior written permission from Cskills Awards.
- 18. No material (or copies thereof in any format, including electronic) relating to the review/approval process may be removed/transferred out of the parameters of this work requirement and all material relating to this process (including the questions themselves) must be returned to a Cskills Awards representative before the meeting is concluded.

E: AGREEMENT TO THE TERMS OF REFERENCE

Author/Reviewer For:

Author/Reviewer Name:

Signed:

Date: