

## Terms of Reference: Consultant – Test Development

The **Education Testing Council (ETC)** has been established by Higher Education Commission (HEC), primarily as a testing service, with the mandate to administer a uniformed and standardized tests for the purpose of admissions into higher education programs, scholarships as well as employment. ETC is aimed at developing of effective and efficient instrument, applying the latest technologies, for measurement of the candidates' knowledge, skills and aptitude, and it aspires to be a globally recognized testing and assessment service provider under the patronage of HEC.

<b>Job Title</b>	: <b>Consultant – Test Development</b>
<b>Reports to</b>	: Chief Executive Officer (CEO) – ETC
<b>Station</b>	: Islamabad
<b>Tenure</b>	: One (01) year (extendable subject to performance and need of the organization)
<b>Salary</b>	: Market Competitive

### Job Description:

The responsibilities of *Consultant – Test Development ETC* include:

- i. Organizing the Committees of Courses for different Tests
- ii. Identification and Training of Test item writers
- iii. Test items writing, their review/moderation and analysis
- iv. Development of question bank observing standardized processes
- v. Development & printing of question papers on demand of Test Administration Department
- vi. Proposing relevant rules and operational procedures for confidentiality/secretcy of question bank and papers

Moreover, the candidates is expected to have pragmatic insights into worldwide assessment trends in context of high stakes testing and capable to undertake planning, organizing and execution of:

- i. meaningful assessment framework for the ETC to ensure reliable and valid means of assessment
- ii. ways and means to depart from conventional to modern techniques and procedures of assessment
- iii. development of training material and capacity building program for key stakeholder (like paper setters, supervisory and evaluation staff)
- iv. transparent, safe and cost-effective large-scale administration and evaluation of tests with effective supply-chain management
- v. analysis and reporting of results
- vi. propose relevant rules and operational procedures to ensure transparency and confidentiality of the whole testing processes
- vii.** any other task assigned by CEO – ETC