

Terms of Reference: Consultant – Test Administration

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.

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

Job Description:

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

- i. Call of applications for different Tests, scrutiny and registration of eligible candidates
- ii. Establishment of test centers & issuance of admit card to the registered candidates
- iii. Appointment of supervisory staff & their training
- iv. Dispatch of testing material & its collection back from test centers
- v. Evaluation/marking of answer scripts & declaration of results
- vi. Issues of correction of particulars of candidates, appeals, rechecking & issuance of duplicate result card, etc.
- vii. Result analysis, reporting and publishing of examiners' reports
- viii. Suggest innovation in processes of test administration and evaluation
- ix. Propose rules and operational procedures regarding test administration
- x. any other task assigned by CEO Education Testing Council

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)

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- 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