



# Improving the Quality of Education by Introducing Examinations at the End of Secondary Education



This project is funded by the European Union

## Terms of Reference

### Junior Coordinator of Working Groups for General Subjects

#### 1. Project Background

The project Improving the Quality of Education by Introducing Examinations at the End of Secondary Education aims to support the development of a modern and efficient education system in the Republic of Serbia which should contribute to building a knowledge-based society.

The purpose of the project is to prepare the education system to implement the final examinations at the end of secondary education in the Republic of Serbia, as a contribution to improvement of the quality of education and higher participation in higher education.

The results to be achieved are:

1. The education system of the Republic of Serbia is prepared for the implementation of final examinations in secondary education.
2. Higher education institutions are prepared for a new way of enrolment of students.
3. Increased understanding of the public about the relevance of introducing final examinations in secondary education and its benefits for society.

Specifically, for the result 1, sub-component 1.4 Support for the establishment of working groups in charge of preparing final examination items, consists of the following activities:

Activity 1.4.1. Prepare a document which defines: the number and structure of professional teams for the preparation of final examination items and rules of procedure (tasks, work plan, the composition of expert teams, remuneration, criteria for selecting members of expert teams, timelines etc.).

Activity 1.4.2. Develop the Code of Professional Ethics which lays down the standards of integrity, professionalism and confidentiality in the operations of the working group members.

Activity 1.4.3. Conduct the public call for the selection of working group members, in cooperation with the Project Partner (criteria defined, public call published, and working group members selected), for the following subjects:

- a) General subjects (Serbian language, Mother tongue - 8 languages of national minorities, Mathematics, Foreign languages, History, Geography, Physics, Chemistry, Biology, and Serbian as a non-mother tongue)
- b) Vocational subjects
- c) Arts subjects.

Activity 1.4.4. Conduct a public call for the selection of working group members in charge of developing standards of achievement and competencies for the subjects for which standards of achievement have not been developed yet.

In sub-component 1.5 Development and delivery of final examination items, instruments, manuals and materials on the content and procedures of final examinations, the activities below are relevant for this assignment:

Activity 1.5.1. Development of final examination items for subjects listed under 1.4.3 in cooperation with the established working groups.

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Activity 1.5.2. Development of standards of achievement and competencies for subjects listed under 1.4.4. in cooperation with the established working groups.

Activity 1.5.3. Prepare, print and disseminate manuals aimed at teachers for each subject.

### 2. Reference document

Terms of Reference of the Project: EuropeAid/138188/DH/SER/RS, Improving the Quality of Education by Introducing Examinations at the End of Secondary Education.

### 3. Terms of Reference Relevance

The assignment will contribute to the achievement of the planned result of the component 1 by providing expertise and coordination in the 7 activities above.

### 4. Assignment objective(s)

The assignment objective is to implement the activities 1.4.3 – 1.4.4 and 1.5.1 – 1.5.3 and cooperate with the Senior Expert for Examination Items Development on the implementation of activities 1.4.1 – 1.4.2.

### 5. Main Tasks/Activities

The Junior Coordinator of Working Groups for General Subjects will be engaged in the following activities:

#### Sub-component 1.4

- Contribute to developing the Governance Framework and the Code of Professional Ethics
- Public call announcement on internet (project portal, partners' websites, social media) and print media
- Establishing of selection commission
- Collection of applications
- Review of applications and selection of a wider group of candidates
- Selection of working group members in cooperation with the Project Partner and with strong involvement of representatives of the IQE and IIE
- Announcing the final list and informing relevant stakeholders and the wider public

#### Sub-component 1.5

- Carry out induction of working group members (including training on Code of Ethics, governance procedures, etc.)
- Contribute to developing and agreeing process for item development with Project Partner (and in collaboration with IEQE and IIE)
- Communicate tasks to working groups
- Organize periodic coordination meetings with working group representatives
- Contribute to designing item bank structure (content/knowledge/cognitive process) for each bank and item formats that include all relevant information about each item
- Coordinate the development of items nested in the prepared structure
- Coordinate reviewing items and establishing agreement around each item in each respective working group
- Coordinate secure item storage
- Coordinate drafting subject manuals, consultations with potential users and preparing final drafts
- Coordinate publishing and dissemination to pilot schools
- Coordinate review after piloting and dissemination nationwide.

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### 6. Related Outputs

The Junior Coordinator of Working Groups for General Subjects shall produce the following deliverables:

- Selected members of all working groups for general subjects
- Examination items for general subjects developed, reviewed and stored
- Manuals for teachers of general subjects developed, reviewed, published and disseminated

### 7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period March 2019 to December 2021, up to 144 working days in sub-component 1.4 and up to 160 days in sub-component 1.5. The number of days is subject to extension as needed.

### 8. Reporting

The expert will deliver monthly reports in the English language on every last workday of the month s/he worked, with attached all written deliverables. The report will be attached to the expert's draft timesheet.

### 9. Expert profile

A Junior Non-Key Expert with the following qualifications, skills and experience is required for this task:

#### *Qualifications and skills*

- University degree, or equivalent 3 years of relevant general professional experience following secondary education (in addition to the required years of General professional experience);
- Excellent communication, reporting and teamwork skills
- Good writing and editing skills in Serbian and in English
- Fluency in written and spoken Serbian and English
- Computer literacy

#### *General professional experience:*

- A minimum of 5 years of general professional experience in education

#### *Specific Professional Experience:*

- A minimum of 2 years in the area of learning assessment and/or education quality assurance
- Experience in coordinating education reform activities
- Experience in a similar project would be considered an advantage

#### *Specific requirements for the assignment:*

1. Participating in the WGs for development of examination items for at least two examinations
2. Coordinating at least five working groups in the field of education

Experts must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

### 10. Evaluation of work

The expert's performance will be assessed by Key Experts 2 and 3, the Team Leader and the Beneficiary's representative.

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