

Requirements for Copywriter Role

1. The Assignment:

LoveMyTest is in need of content for its school assessment platform lovemytest.com and is engaging freelance Copywriters to add content for this purpose. Copywriters **need not** develop questions of their own, but add questions and answers developed by other developers in to the system. Copywriters need to abide by the terms and conditions and follow the requirements, guidelines and processes shared from time to time.

2. Profile of the Copywriter:

Minimum 12th pass preferably in science is required. Candidate should have basic computer operation skills and should be able work with MS office/other word processing applications. They should have a technical bent of mind to handle typing, copying, formatting, using equation editors, using PDF readers/writers and handling images that may be required to add along with questions.

3. Work from home:

This is a work from home assignment for which the Copywriter needs to have a computer with internet connection and necessary word processing software. The required content from the references will be entered by the Copywriter online into a system provided by lovemytest.com in the correct format.

4. Timelines:

Timelines will be shared at the time of giving individual topic assignments. In case of any difficulty in meeting the dates, Copywriter should inform in advance and reschedule the dates. Request for change in schedules or discontinuation won't be acceptable mid way, unless there is an emergency.

5. Quality

5.1 Question should be of categorized in different difficulty levels based on the following criteria:

- Easy - Direct questions, check the knowledge, remembrance
- Medium - Check the understanding, solve, apply, explain, analyse, numerical, need to solve/workout to get the answers.
- Difficult - thought provoking, critical thinking, indirect

5.2 Mark the questions Taxonomy of six levels of [Blooms Taxonomy](#).

- Knowledge/ Remember (Level 1 of Blooms Taxonomy)
- Understanding (Level 2 of Blooms Taxonomy)
- Application (Level 3 of Blooms Taxonomy)
- Higher Order Thinking -HOT (Level 4 of Blooms Taxonomy)
- Evaluation (Level 5 of Blooms Taxonomy)
- Skill based/Creative (Level 5 of Blooms Taxonomy)

5.3 Mark questions which are similar and should not be repeated in a question paper as "SIMILAR"

5.4 Mark questions from the textbook Exercises as 'Textbook Exercise' Questions

5.5 Do not repeat questions which are already added.

5.6 Questions should be added without spelling mistakes and punctuation errors.

5.7 If any errors are found in the content, it should be shared with lovemytest team and suggestions should be taken on what to do with such content.

5.8 If there are images found in the question they should be added following the [Development Process](#).

5.9 Question marks should be added to all questions starting in interrogative forms like what, who, which, when, why, how, where etc. Question marks not required for questions starting with state, define, describe, elaborate, write etc.

5.10 Correct Answers/ solutions needs to be added from the references for all questions.

5.11 Hints are not mandatory and can be skipped.

- 5.12 Add one space after every comma and full stops.
- 5.13 Give one space before and after operators like +, -, =, >, < etc.
- 5.14 Start every question and sentence in capital letters.
- 5.15 Use the questions from the given references only. If you are using questions from any other references, pls share it with lovemytest team and take approval, before going ahead.

6. Types of questions:

Following are the types of questions available in the system. Copywriters can add questions in relevant categories based

1. Multiple Choice questions. (MCQs) (1 mark, 1 sentence)
2. TRUE or FALSE(T&F) (1 mark, 1 sentence)
3. Fill in the blanks (FIB) (1 mark, 1 sentence)
4. Very Short Answer questions (VSA) (1 mark, 1 sentence)
5. Match the following (MTF) (2-3 marks)
6. Short Answer questions (SA) (2-3 marks, 2-4 sentences)
7. Long Answer questions (LA) (4 marks, 5-8 sentences/steps, 60-100 words)
8. Multi questions /Comprehension/ reference (5 marks, 5+ sentences)
(Multi: Questions with one stem and multiple sub questions)
9. Draw/Label –questions with relevant images/geometry/maps (4 marks, 1 picture)
10. Essay/Very Long answer (8-15 sentences/steps, 100-150 words)

You can refer to the latest guidelines given to the content developers from the below link. It may not be 100% applicable for the Copywriters as the questions they are referring would be as per the guidelines. In case of any doubt, contact the lovemytest team for clarifications.

<http://www.lovemytest.com/instructions/guidelines.pdf>)

7. Copyrights and Nondisclosure:

- 7.1 The usage right of the added content will be with Lovemytest.com. All rights to use the content in any which form will be with lovemytest.com or its assigned representatives or partners.
- 7.2 The copywriter will not use the same content for any other purpose or sell it to any other companies or educational institutions or share with anybody else.
- 7.3 Copywriter will not disclose or transfer the knowledge of the systems & processes or share such information with any third parties, individuals, companies.
- 7.4 Login access given to the system is for individual use and should not be shared with others.

8. Payment Terms:

- 8.1 Pricing will be per question added. It will be an average pricing per question entry irrespective of the type of question. Exact amount will be shared once the selection process is complete.
- 8.2 Pricing is based on an average effort required for all types of questions, hence need to ensure all types of questions are included in every topic proportionate to the guidelines or as per the reference content provided.
- 8.3 Payments would be processed online on a monthly basis by the 7th of every month for all the questions approved by the 30th of previous month.
- 8.4 Meeting the terms and conditions agreed here is a pre-requisite for processing payments.

Additional Information:

More information about the content development requirements can be found from the link:

<https://lovemytest.com/instructions/>