LOVE MY TEST Assessment Solutions

Requirements for Content Reviewer role

1. **The Assignment:**
   LoveMyTest is in need of content for its school assessment platform lovemytest.com and is engaging freelance content writers and reviewers to develop assessment content for this purpose. Selected content reviewers need to abide by the following terms and conditions and follow the requirements, guidelines and processes shared from time to time

2. **Profile of the Content Reviewer:**
   Minimum graduation required in respective subjects with School content development and review experience. They should have excellent English language writing skills. They should know basic computer operations and should be able work with MS office/other word processing applications.

3. **Work from home:**
   This is a work from home assignment for which the reviewer needs to arrange a computer with internet connection and necessary word processing software. The required content will be entered by the reviewer online into a system provided by lovemytest.com.

4. **Timelines:**
   Timelines will be shared at the time of giving individual topic assignments. In case of any difficulty in meeting the dates, reviewer should inform in advance and reschedule the dates. Request for change in schedules mid way to assignments won't be acceptable.

5. **Reviewer responsibilities:**

   5.1 Reviewers should go through the questions developed by and check for the various quality issues mentioned below or covered in the guidelines document. They should either approve the questions or give their feedback to the developer. Developer will fix the issues and re-submit the questions which need to be verified and approved. Minor issues can be fixed by the reviewers themselves without sending back to the developers.

   5.2 Check for accuracy of content. The content should be factually correct. Check that the developer has used correct definitions, terms and terminology. Any numerical problems should be checked for correct calculations. Software codes should be functional.

   5.3 Check for originality of content. No plagiarism allowed. Developer should not copy questions from text books, other publications or from online resources as it is. Generally check availability of the content verbatim on Google search.

   5.4 Check that the questions cover the important points in the chapter and avoid the trivial and unimportant points.

   5.5 Check that the number of questions is as per the guidelines. There should be easy, moderate and difficult questions and questions in different cognitive levels as specified in guidelines.

   5.6 Check that the difficulty levels and cognitive levels are marked correctly. Since the cognitive levels were introduced lately, some question may not have the levels marked. Reviewers should be able to mark them from the drop down box without going to edit mode.

   5.7 Check that the answers are given appropriately as per the guidelines provided. Answers should not be written casually, in one word etc. For example short answer questions should be answered in 3-4 sentences. Paragraphs should not be copy pasted from the text book as it is, developer should modify it appropriately or remove unwanted lines suit the requirements of the question.

   5.8 Check that the questions do not repeat the same question across multiple types of questions. Some people have used the same questions in MCQs, FIBs, T&F as well as very short answers.

(Question papers may be set automatically by the system, where in the same question may get picked from different categories which will result in duplication of the questions.)

5.9   Check equations are made correctly using equation editors and the guidelines given for it are followed. Sometimes the equations become very tiny because of use of fractions, which should be enlarged.

5.10   Check that the images are small in size but any text given in it should be readable. Guidelines given for images should be followed.

5.11   Check sufficient number of questions are created by the developer as per the given guidelines.

5.12   Check the use correct English grammar, sentence structures and formatting

     5.12.1   Ensure no spelling mistakes.

     5.12.2   Check all sentences start with capital letters,

     5.12.3   Correct use of article 'a', 'an', the. Many a time developers miss articles.

     5.12.4   Check proper punctuations are used.

     5.12.5   Give a space after every comma and full stop and no space before them.

     5.12.6   Check question marks are given at the end of every interrogative questions (starting with what, where, when, how, which, why etc.)

     5.12.7   No space required before the question mark.

     5.12.8   No double spacing within question or answers.

     5.12.9   Give one space before and after operators like =, + , - , x , > , < etc.

     5.12.10   Check consistency in using capital letters (eg: in Match the following some lines start in capitals while others are in small)

6. Copyrights and Nondisclosure:

The copy right of the developed 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. The reviewer 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. Reviewer will not disclose or transfer the knowledge of the systems & processes or share such information with any third parties, individuals, companies. Login access given to the system is for individual use and should not be shared with others.

7. Payment Terms:

7.1   Pricing will be per question reviewed. 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.

7.2   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.

7.3   Meeting the terms and conditions agreed here is a pre-requisite for processing payments.

I hereby agree to abide by the above terms and conditions for developing the assessment content for lovemytest.com testing platform.

Additional Information:

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

https://lovemytest.com/instructions/