

telc GmbH is the developer and distributor of fifty standardised language tests, which are currently available in 10 different languages. Our certificates have been developed in accordance with the standards set up by the Council of Europe and are therefore recognized in twenty European countries. A telc certificate can be a determining factor for secondary school qualifications, university entrance, occupational careers and naturalization.

We are currently looking for freelance item writers to strengthen our team:

Item Writers for Standardised English Examinations (m/f)

Your job:

Your main responsibility will include writing items for telc examinations at various CEF levels. You will assume responsibility for researching topics, requesting copyright permission of the articles used and proofreading material. We are looking for people who are interested in working with telc on a long-term, freelance basis – people who enjoy creative writing within the framework that standardised language testing necessitates.

Your profile:

You have solid experience in teaching English to young learners, university students or business professionals. Additionally, you are familiar with the competence levels of the CEF. Your strengths include being able to work independently and communicate effectively. You are detail-oriented and are able to meet deadlines. You are either a native English speaker or have a C2 level command of English. Experience in test item writing is beneficial, but not mandatory. Training will be provided.

Your training:

In order to ensure that you become familiar with telc procedures, all potential item writers are asked to attend a telc item writing workshop. Please note: this workshop is not free of charge. It is possible, however, to be reimbursed later on, provided that certain criteria are met. For more information, please refer to our website: www.telc.net/writingworkshop.

Our offer:

We offer a pleasant working environment in a rapidly growing company which currently employs nearly 60 people. We have a flat hierarchy and operate in accordance with effective and efficient procedures. Please send us a comprehensive application including your availability.

telc GmbH

Reference: Item Writer

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