

Roles and Responsibilities

Assessors

Internal Quality Assurer

&

Awarding Body Coordinator

The Role and Responsibilities of the Assessor

1. The Role of the Assessor

The primary role of the assessor is to assess candidates' performance and/or related knowledge in a range of tasks and to ensure that the competence and/or knowledge demonstrated meets the required standards and learning objectives. Assessors therefore need to have occupational expertise in the areas to be assessed. They will be required to update their expertise by being involved in continuous professional development activities.

2. The Responsibilities of the Assessor

Assessors are responsible for:

- Making initial contact with the candidate and maintaining regular contact throughout the programme
- Carrying out an Induction which includes an initial assessment with the candidate before commencing the programme and establishing the correct award and level to be undertaken
- Ensuring that the candidate is aware of current legislation relating to them and all concerned with their assessment especially equal opportunities and health and safety
- Ensuring that the candidate is aware of their own responsibility with regards to the collection of evidence and taking into account any accreditation of prior learning or achievement
- Explaining the assessment process fully to the candidate and others involved
- Following the guidance issued by both the Centre and the AWARDING BODY with regards to assessment practice and completion of all assessment documentation and records.
- Conducting various forms of assessment to meet the learning objectives and AWARDING BODY standards
- Ensuring that all evidence towards meeting the learning objectives and standards of the particular AWARDING BODY qualification is recorded and maintained in line with requirements
- Assessing evidence of candidate's competence against the AWARDING BODY standards and learning objectives within the qualification
- Making sure that assessment decisions are matched against the appropriate level
- Providing candidates with prompt, accurate and constructive written and oral feedback
- Managing the assessment procedure from planning through to making and recording assessment decisions
- Ensuring validity, authenticity, currency and sufficiency of evidence produced by candidates

- Maintaining accurate candidate assessment and achievement records which can then be subjected to internal verification
- Keeping the Internal Verifier and Programme Manger up to date with regards to candidate progress
- Confirming with the candidate when they have demonstrated competence and completing the required documentation
- Agreeing new assessment plans when evidence is insufficient to meet competence
- Making themselves available for discussion with those involved in the assessment process, including the internal and external verifiers and the Programme Manager
- Attending regular standardisation meetings (a minimum of two per year) within the Centre to ensure consistency with other assessors
- Demonstrating commitment to equality of opportunity and any other anti-discriminatory practice
- Ensuring that anyone else involved in the assessment process gives their consent, especially where this may mean intrusion into areas of privacy and confidentiality
- Ensuring maintenance of confidentiality of sensitive information

Internal Verifier roles and responsibilities

- He will facilitate and support assessors to meet on a regular basis
- He will assist assessors in the standardisation of assessment evidence and sharing of best practice
- He will sample assessment evidence according to the internal verification policy
- He will countersign evidence as confirmation of verification
- He will complete internal verification reports and summary sheets
- For regulated qualifications only, to maintain a CPD record and make this available to AWARDING BODY's external quality assurance staff on request
- He will contribute to the centre's review of policies, procedures, learning and assessment material and resources
- He will participate in any assessment appeal as indicated in the centre appeals procedure
- He will participate in any complaint as indicated in the centre complaints procedure
- He will attend and participate in any visits by AWARDING BODY quality assurance staff, as required • He will be aware of the risk of malpractice and act according to the centre procedure.

Awarding Body coordinator roles and responsibilities

- He is the first point of contact between the centre and AWARDING BODY
- He will ensure policies and procedures are in place to support the quality assurance process

- He will ensure that policies and procedures are reviewed regularly and updated in line with current AWARDING BODY guidance and with centre decisions

- He will ensure that the most current version of all documentation is used
- He will enable internal verifiers and assessors to meet on a regular basis
- He will support the sharing of best practice amongst assessors and internal verifiers . He will liaise between AWARDING BODY quality assurance staff and assessors/internal verifiers when AWARDING BODY quality assurance staff wish to visit

- He will circulate the subsequent quality assurance report to appropriate personnel

- He will ensure that any required actions and development points identified in a quality assurance report are discussed and acted upon within agreed time scales.

- He will ensure all data passed on by IVs and assessors is processed and submitted to AWARDING BODY within according to the centre's data management policy.

- He will ensure relevant centre staff check for Unique Learner Number (ULN) of new candidates.

- He will notify AWARDING BODY of any changes that may affect centres ability to meet quality assurance criteria including:
 - Change of premises
 - Change of Head of Centre or AWARDING BODY Coordinator
 - Change of name of centre or business
 - Outcome of internal/external investigations
 - Removal of centre and/or qualification approval by another awarding body
 - Lack of appropriate assessors or internal verifiers