

Job Description

JOB TITLE:

Accredited Assessor

REPORTING TO:

Accreditation Manager

COMPANY OBJECTIVE:

To provide high quality assessment services to clients at a competitive price

JOB HOLDER'S OBJECTIVES:

You, the Accredited Assessor must:

- Effectively assess agreed elements of our accredited programmes (relevant to your areas of expertise) using the assignment materials provided and to the schedule agreed.
- Provide detailed written feedback to learners that affirms achievement and identifies any additional requirements, perhaps also to deliver telephone tutorials to mutually acceptable schedules.
- Provide specific feedback and information to partners, associates and colleagues on programme delivery and assessment.
- Work with others to ensure the standardisation of assessment practice and outcomes

We further expect that you will:

1. Make yourself thoroughly familiar with the requirements of the awarding body with regard to your role (which is only summarised here) and the requirements for proper assessment according to the qualification standard(s).
2. Become sufficiently competent in the use of our FlexiLearner and EOS learner management systems.
3. Maintain continued professional and subject-matter competence and demonstrate this through the provision of annual CPD statements.
4. Assess evidence of learner competence/capability only against the relevant qualification standards, assessment criteria or mark schemes.
5. Ensure that learners are assessed only after they have been registered with the relevant awarding body. I.e., checking the learner has a registration number against their profile on FlexiLearner.

6. Engage with required Internal Quality Assurance (IQA) activities, including training, ongoing internal and external sampling, and standardisation, to ensure you are applying marking schemes consistently and accurately.
7. When assessing learner submissions, ensure that learners' evidence is valid, authentic, sufficient, reliable and current:
 - a. valid - it can be easily interpreted and addresses the competencies being assessed;
 - b. authentic - you have taken reasonable steps to check it is the student's own work;
 - c. sufficient - it covers all required assessment criteria in enough depth (obeying the relevant command verbs);
 - d. reliable - the evidence can be trusted to be a proper reflection of learner understanding or activity;
 - e. current - the work is an accurate reflection of the learner's current understanding or skill.

NB: if the design of the assignment is such as to make it difficult for you to offer these assurances, then you must bring that to our attention immediately.

8. Complete assessment in a timely fashion, and record assessment decisions using the mark-sheets provided. Whilst we will keep the formal assessment records, you are strongly advised to maintain your own records for the periods specified by the awarding body in case there is any requirement for them to be produced.
9. Maintain accurate and verifiable learner assessment and achievement records. This means completing the marksheet in full, with enough feedback for the IQA team to understand your reasoning for the grade awarded and for the learner to get value from your comments; plus of course, the learner's name, registration number, date of submission, date of marking, your signature, etc!
10. Respond to any feedback, improvement actions or adjustments as the result of external verification or moderation; in particular, to sign and return IQA feedback forms. We must have a full audit trail to be able to evidence that our processes are being followed.
11. Conform to the expectations regarding conflict of interest, confidentiality, invoicing etc., agreed in our Contract for Services.

You must adhere to the general standards expected by:

- Conducting yourself in a professional manner
- Representing yourself to learners and clients as being an Accredited Assessor of Cherith Simmons Learning and Development rather than on your own behalf.
- Adhering to the programme content and material provided which have been approved by our accrediting bodies
- Adhering to Health and Safety requirements at all times
- Adhering to equal opportunity policies at all times
- Adhering to company I.T policies
- Being aware that behaviour which is deemed in any way disrespectful to other members of staff or participants will be viewed seriously

In return, you may reasonably expect that we will:

- provide appropriate training, support and/or development opportunities to enable you to meet your responsibilities
- respond to any concerns or issues you may raise, including those that highlight errors on our part, or that make your work more difficult than strictly necessary
- pay you in a timely fashion!

CONDITIONS

- Remote working only (e.g., home based)
- Travel to company offices for occasional meetings [time and expenses will be paid]
- Must provide own IT equipment, PC/laptop, internet connection etc.