ARC Training Services
Assessor Role

Supporting Excellence

Awarding Organisations require centres to appoint assessors to carry out internal assessment.

Qualifications Assessor Role

The primary role of assessors is to assess learners' performance and/or related knowledge in a range of tasks and to ensure that the competence/knowledge demonstrated meets the requirements of the standards/syllabus.

Assessors must therefore have occupational expertise in the competences/syllabus areas to be assessed. Assessors will be required to maintain their expertise by undertaking continuous professional development activities.

For qualifications that require internal quality assurance, assessors should hold appropriate assessor qualifications or equivalent as approved and specified by the regulatory authorities within the required timescale of commencing their role. Assessors not holding the appropriate qualifications must always have their assessment decisions checked and countersigned by a qualified assessor.

Assessors are responsible for:

- Making themselves regularly available to learners.
- Ensuring that each learner is aware of his/her responsibility in the collection and presentation of evidence.
- Agreeing and recording assessment plans with each learner.
- Fully briefing learners on the assessment process.
- Following assessment guidance provided by City & Guilds or other Awarding Organisation and the centre.
- Observing learners' performance in the workplace and/or in simulated situations (where permitted), and/or conducting other forms of assessment in accordance with the qualification requirements.
- Ensuring that assessment of performance by observation is unobtrusive, carried out with integrity and not compromising dignity.
- Judging the evidence and recording the assessment decisions against the standards.
- Providing learners with prompt, accurate and constructive feedback.
- Managing the system of assessment from assessment planning through to making and recording assessment decisions.
- Assessing evidence of learner competence against the national standards of occupational competence within the qualification.

- Ensuring validity, authenticity, currency and sufficiency of evidence produced by learners.
- Maintaining accurate and verifiable learner assessment and achievement records.
- Confirming that learners have demonstrated competence/knowledge and have completed the required documentation.
- Agreeing new assessment plans with learners where further evidence is required.
- Making themselves available for discussion with the Internal Quality Assurer/ Qualification Manager and/or External Quality Assurer.
- Demonstrating commitment to anti-discriminatory practice and equal opportunities.
- Ensuring that any member of the public (clients/service users) involved in the assessment gives informed consent, especially if there is any risk of intrusion into areas of privacy and/or confidentiality.
- Ensuring maintenance of confidentiality for sensitive information.

The Assessor will:

- Liaise with the learner's manager, trainers and internal quality assurance personnel.
- Work closely with the learner to identify opportunities for gathering evidence.
- Ensure that evidence is assessed in a safe, fair, valid and reliable manner.
- Use the centre documentation and recording systems.
- Contribute to standardisation arrangements to ensure assessment decisions are consistent and in line with others.
- Provide up to date information on assessment to the centre.