

Role and Responsibilities of the Assessor

Role of the assessor

The role of the assessor is to make an informed judgement about the range of evidence a learner may produce to demonstrate their competence to meet the assessment criteria.

To maintain objectivity, assessors should not be the specific programme tutor. Where this is not possible, centres must apply to CYQ for approval.

Responsibilities of assessor(s)

1. Carrying out assessments in accordance with CYQ assessment specifications and assessment documentation
2. Ensuring evidence provided by learners is sufficient to meet CYQ requirements.
3. Providing feedback to the learner about performance and achievement.
4. Devising and agreeing an assessment action plan with the learner as appropriate.
5. Completing all relevant assessment forms and returning them to the IV/Centre Contact.
6. Providing feedback to the IV.
7. Upholding the standards of the award.

CYQ requirements

It is a requirement that centres provide CYQ with the following:

- List of named assessors with signatures
- Details of all assessors' qualifications and experience (CVs)
- Copies of all relevant certificates
- Clear specification of the assessment roles and responsibilities
- A well planned assessment process from induction to final assessment day plan



(assessment materials are available from CYQ)

- A valid and reliable assessment of knowledge and skills that is appropriate to the CYQ syllabus and aligned to the national standards
- Evidence of Assessor/IV meetings to review and standardise assessment practice to meet national standards

Please note: CYQ provide assessment and internal verification materials (additional fee). CYQ also offers standardisation of delivery and assessment practice training days. This training is available to centres free of charge

- Centre policy and practice in relation to fair assessment provision for any individual assessment needs of learners

Please note: For assessors working towards the A1 Assessor Award or the CYQ Level 3 Certificate in Assessing in the Active Leisure Sector, a timescale of 18 months will be allowed for achievement of this qualification after registration is validated.