



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 internal quality assurer/Centre Contact
6. Providing feedback to the internal quality assurer
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

Continued overleaf



- 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/internal quality assurer meetings to review and standardise assessment practice to meet national standards

Please note: CYQ provide assessment and internal quality assurance 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 an assessing qualification, a timescale of 18 months will be allowed for achievement of this qualification after registration is validated.

Conflict of interest

Centres must ensure that any assessment of learners (including internal quality assurance sampling) is not undertaken by any person who has a personal interest in the result of the assessment. Where an assessment by such a person cannot be avoided, CYQ will make arrangements for the relevant part of the assessment to be subject to scrutiny by another person.