

## **Appendix 1**

### **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 requirements of the ILM 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 ILM with regards to assessment practice and completion of all assessment documentation and records.
- Conducting various forms of assessment to meet the learning objectives and ILM standards
- Ensuring that all evidence towards meeting the learning objectives and standards of the particular ILM qualification is recorded and maintained in line with requirements
- Assessing evidence of candidates competence against the ILM 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 Manager 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 any one 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