

## Assessor roles and responsibilities

Your main role will be to plan and carry out assessments according to the qualification requirements, or those of any other criteria you will be assessing. You might also need to teach, train or coach your learners if required. This might take place off the job, for example, in a college or training workshop, or on the job, for example, if you are assessing an apprentice at work. You should communicate with others who have an interest in your learner's progress, such as their supervisor at work.

If you are already employed as an assessor, you should have a job description which outlines your roles and responsibilities. However, you might be freelance or work for an agency and not have anything specific to follow. Working towards a recognised assessment qualification, or ensuring you are meeting the National Occupational Standards (NOS) for assessors will help make sure you are doing what you should.

Your roles and responsibilities might include the following:

- attending meetings, exhibitions, award ceremonies and presentation events
- checking the authenticity of any witness testimonies
- coaching learners as required
- completing and maintaining safe and secure records
- countersigning other assessors' judgements (if they are not yet qualified and you are)
- following relevant policies and procedures
- giving constructive, supportive and developmental feedback to your learners regarding progress and achievement
- identifying and dealing with any barriers to fair assessment
- implementing internal and external quality assurance action points
- inducting new learners i.e. introducing them to the organisation, the facilities and staff, and what will be assessed
- liaising with others involved in the assessment process
- making judgements based on the assessment requirements
- negotiating and agreeing assessment plans with learners
- making best use of different types and methods of assessment
- providing statistics to managers and others
- reflecting upon your practice and maintaining your professional development
- responding to any appeals made against your assessment decisions
- reviewing learner progress
- standardising practice with other assessors
- supporting learners with special assessment requirements and dealing with sensitive issues in a supportive manner
- teaching, training or coaching learners
- working towards relevant assessment qualifications or standards.