

## **ROLES AND RESPONSIBILITIES – ASSESSMENT AND VERIFICATION**

### **Roles – Assessor**

The role of the assessor is to make informed judgements about work produced by learners to demonstrate their competence and knowledge to meet the assessment criteria as laid down by the awarding organisation, against the unit/module(s) being undertaken, or against any other accepted criteria.

Their responsibilities include:

- Carrying out assessments in accordance with awarding organisation or regulator specifications and guidelines, and correctly completing all awarding organisation and centre documentation, normally through the Virtual Learning Environment (VLE).
- Ensuring evidence provided by learners is sufficient to meet awarding organisation learning outcomes and assessment criteria or other accepted criteria.
- Ensuring learners have completed the correct assignments against the specified criteria for the course on which they are enrolled or registered
- Providing objective feedback to the learner about their performance and achievement which is focused on how they could improve, utilising appropriate documentation and methods (including awarding organisational documentation).
- Working with the centre to agree assessment plans for learners
- Upholding the standards of the unit and qualification
- Contributing to the overall quality assurance of training and assessment by liaison with internal and external verification personnel
- Contribution to standardisation activities
- Contribution to continuous improvement activities, generating ideas for improvement
- Maintaining their own assessment practice to meet current and emerging guidelines
- Maintaining their own occupational expertise to ensure currency of knowledge, skills and competence
- Adhering to all TBS guidelines and ensuring that an appropriate audit trail is maintained for all learner communication – through the VLE.

### **Roles – Internal Verifier**

The role of the internal verifier (IV) is to monitor the work of assessors, to ensure that they are applying the assessment criteria consistently throughout all assessment activities, to offer feedback and guidance to assessors, and to ensure appropriate allocation of learners and activities to assessors.

Their responsibilities include:

- Ensuring that assessors follow the assessment guidelines, policies and documentation provided, including ensuring assessment has been carried out against the correct criteria
- Advising and supporting assessors to assist them in interpreting and applying the assessment criteria
- Planning and sampling assessment activities, methods and record to monitor consistency of assessment decisions
- Providing assessors with prompt, accurate and constructive feedback on their assessment decisions and practice
- Actively exploring and disseminating good practice in the assessment process
- Ensuring that the Equality, Diversity and Inclusion Policy, Plagiarism Policy and any other relevant policies, are upheld through all activities
- Liaising with assessors, learners and verifiers to implement the quality assurance requirements
- Ensuring that candidate records and assessment documentation are completed in a timely manner
- Participating in standardisation activities and monitoring the completion of actions resulting from this activity
- Supporting the effective implementation of the IQA Strategy
- Contribution to continuous improvement activities, generating ideas for improvement
- Maintaining their own assessment and verification practice to meet current and emerging guidelines
- Maintaining their own occupational expertise to ensure currency of knowledge, skills and competence.
- Adhering to all TBS guidelines and ensuring that an appropriate audit trail is maintained for all learner communication – through the VLE.

### **Role – Lead Internal Verifier**

The Managing Director acts as Lead Internal Verifier for The Business School (UK) Ltd. The additional responsibilities of this role are:

- Actively monitor and manage assessor and IV performance
- Plan, implement and monitor formative and summative internal verification and standardisation – identify sampling requirements based on risks as stated within IQA Strategy
- Support assessors who are not qualified in achieving their qualification
- Ensure all assessors and internal verifiers maintain their occupational, assessment and verification competence
- Give feedback to assessors and verifiers based on their performance, including feedback to learners and IQA feedback to assessors
- Communicate with assessors and verifiers, including outcomes of external verification and audit activities

- Ensure all activity is maintained within the Quality Management System and other tracking software
- Ensure that The Business School (UK) Ltd has access to appropriate assessors and verifiers to meet commitments and awarding organisation requirements
- Act as the final arbitrator in the case of Appeals against Assessment Decisions
- Develop, implement, monitor and maintain relevant policies.

The focus within The Business School (UK) Ltd for internal verification is high standards for the planning and monitoring of assessment throughout a programme, promoting excellent practice and ensuring that internal verification activities form part of the overall programme plan and quality of The Business School (UK) activities.

Reference should be made to the IQA Policy to ensure that all requirements are met.