

## Training of Assessors and Assessor Trainers

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### QCF 5.2b

#### QCA ref: 5.2 Aim:

The training of assessor trainers will ensure that all trained assessors can demonstrate the professional knowledge and skills to assess at the specified level to the criteria presented in the INGOTs.org handbook.

#### Essential aspects:

All assessor trainers must

- be able to demonstrate that they have a firm grasp of the criteria at the level designated
- demonstrate a good working knowledge of the INGOTs.org handbook and the operation of the INGOTs web site.
- be able to demonstrate sound communication skills such that they can convey unambiguously, the requirements of assessors
- project confidence to others in their professional levels of competence related to IT and its assessment.

#### Desirable aspects:

Assessor trainers should

- be confident to compare and examine samples of work and/or observe candidates at work and make judgements about this work, communicating the judgements clearly to colleagues
- have a high capacity to motivate others and provide positive leadership in relation to the certification.
- understand the relationship between self-assessment, peer assessment and the final judgement of the assessor in making the awards.
- be aware of where they can get additional support eg from the Technical Manager, Senior Account Manager, Chief Executive, Chief Moderator and Director of Administration.
- be able to direct assessors to the resources available on the website that are optionally available to support their work and make them aware that any contributions that are to be shared with others are welcome.

#### Procedures for ensuring assessor competence

There is no definitive method since the circumstances will vary considerably. What matters is that the assessor has the ability and credibility to make sound judgements at the level at which they are assessing. A suitable approach would be to ask the potential assessor to demonstrate that they possessed relevant skills to match the criteria in the handbook. Carry out some joint assessment work with the potential assessor and check that they make sound judgements. Examine the evidence that the potential assessor has professional experience in relevant similar fields such as assessing National Curriculum levels or assessing course work in similar examination work.

#### Example training course for assessors

##### Overview

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There is an on-line course to support assessor training [here](#) [2]

- Overview of the INGOT assessment scheme using the Moodle on-line course (1 hour)
- Assessing to the criteria
- Assessors read the relevant criteria in the hand book and the guide for assessors. (30 minutes)
- Question and answer session on the criteria with discussion directing candidates to provide further evidence before they can be certificated. (30 minutes)
- Review of typical work that would be appropriate for moderation and standardisation (30 minutes)

### Using the web site

Demonstration of making awards and using the management facilities on the certification web site (30 minutes)

### Security issues and professional responsibility

Question and answer session on the importance of password security and sensible measures to reduce the chances of passwords being misused. Guidance on the procedures for communicating with the Awarding Body, making reasonable adjustments, appeals and authenticating certificates. (1 hour)

Item to be checked	Achieved
Familiarity with the handbook	
Personal competence against the assessment criteria	
Confidence in making judgements against the criteria	
Understanding of procedures for disputes and enquiries	
Understanding the process of moderation and standardisation	
Understanding how to contact the Account Manager	
Understanding the principles of assessment to promote learning	

## Monitoring of performance

The Principal Assessor in the Centre will:

- be responsible for the performance of the Assessors in the Centre and will answer directly to the Account Manager.
- meet at least annually with the Assessors and any other assessor trainers in the Centre to discuss the Centre's internal quality assurance procedures and to resolve any outstanding issues related to the needs of assessors.
- ensure assessment is subject to the Quality Assurance procedures agreed with The Learning Machine and posted in the Centre Account on the web site.

Assessors and Assessor Trainers will keep examples of student work to demonstrate their understanding of the criteria and to discuss this at visits by the Account Manager.

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**Source URL:** <https://theingots.org/community/node/5496>

### Links

[1] <https://theingots.org/community/node/5485>

[2] <http://theingots.org/moodle/course/category.php?id=22>