

Role Descriptors for Assessment Professionals

INTRODUCTION

While it is unlikely that Assessment Bodies will necessarily use these job titles nor have individuals in each of these roles, it is expected that the described responsibilities would be covered by post-holders, as appropriate. These role descriptors capture the functions required for carrying out high quality assessment practice.

HEAD OF ASSESSMENT

JOB ROLE: The Head of Assessment takes the lead in an assessment/certifying body for its assessment policy and practice. Given the responsibilities and accountabilities held, this is a senior role reporting to the CEO/MD equivalent. The role is both inward and outward facing as the job-holder is also responsible for meeting norms set down by national policy with regard to assessment.

(It is understood that the individual fulfilling this role may also be responsible for business development and external stakeholder engagement as well as other senior management accountabilities)

KEY RESPONSIBILITIES

1. Set up, implement and be responsible for assessment policy & practice
2. As appropriate, implement and manage RPL practice in line with national policy guidelines
3. Work with others to embed the values and best practice associated with effective, high quality assessment practice
4. Exercise oversight of assessment reporting, recording, analysis and evaluation
5. Fulfil the self-evaluation requirements with regard to the QA audit process and be the point of contact within the NQAF
6. Establish and maintain key links with external stakeholders, including existing and potential customers and employers/employer representative bodies
7. Commit to on-going professional development with respect to the developing Indian Skills Development System and the implications for Assessment Policy & Practice
8. Set and maintain the highest level of personal integrity in exercising leadership & management functions
9. Set security/confidentiality norms and ensure these are adhered to at all times
10. Be the final arbiter of candidate appeals/complaints

LEAD ASSESSOR

JOB ROLE: The Lead Assessor is charged with ensuring the delivery of assessments and the professional judgments made by Assessors are consistent, of high quality and in line with expected standards of performance. The Lead Assessor therefore plays a key role in the induction, on-going training and development of Assessors. The Lead Assessor will liaise directly with employers and industry acting as an advocate for the NSQF and in seeking validation for the Assessment Body's selected approach to assessment. The Lead Assessor will carry out assessments him/herself in order to maintain currency and credibility. In carrying out the role of Assessor, the Lead Assessor will provide a role model for others.

KEY RESPONSIBILITIES

1. Recruit, induct, train and monitor the work of Assessment personnel
2. Provide advice, guidance and support to Assessment personnel
3. Engage in assessment practice

4. Manage assessment reporting, recording, analysis and evaluation procedures
5. Implement and manage the standardization procedures for pre- and post- assessment
6. Commit to on-going professional development with respect to the developing Indian Skills Development System and the implications for Assessment Policy & Practice
7. Set and maintain the highest level of personal integrity within and outside the work place
8. Adhere to the security/confidentiality norms with respect to assessment practice

ASSESSMENT COORDINATOR

JOB ROLE: The Assessment Coordinator is responsible for the effective and efficient delivery of all functions associated with the design, development, delivery and reporting of assessments. This is an operationally-focused role and requires a project management approach. The Assessment Coordinator will develop and maintain effective working relationships with the employing body's external and internal customers: certificating bodies (eg SSCs) and TPs as well as with Assessment Professionals - employed or contracted. The Assessment Coordinator will support the Head of Assessment in fulfilling the self-evaluation requirements of the NQAF.

KEY RESPONSIBILITIES

1. Set up systems and practice which support the timely design, development, delivery and reporting of high quality assessments
2. Plan, schedule and coordinate the work of Assessors
3. Manage assessment reporting, recording, analysis and evaluation procedures
4. Act as the operational point of contact with external and internal customers
5. Commit to on-going professional development with respect to the developing Indian Skills Development System and the implications for Assessment Policy & Practice
6. Set and maintain the highest level of personal integrity within and outside the work place
7. Adhere to the security/confidentiality norms with respect to assessment practice

ASSESSMENT DESIGNER

JOB ROLE: The Assessment Designer plays a critical role in the assessment lifecycle by determining at the outset that the assessment strategy is fit for purpose with regard to the Qualification File and that the assessment tools to be developed and deployed assess what is intended to be measured and recorded as successful learning outcomes. The job holder is also required to provide guidance documentation for Assessment Developers in their development of the specified assessment tools. The Assessment Designer will provide guidance on what contingencies might be required in the event of the stipulated approach to assessment being put at risk. As an assessment professional, the Assessment Designer will make a considerable contribution to the advancement of assessment expertise by engaging in regular validity & reliability reviews.

KEY RESPONSIBILITIES

1. Design assessment strategies in line with the purpose of the standards/competences to be developed, measured and recognized
2. Liaise with key stakeholders, eg employers, HE, to secure support for the proposed approach to assessment
3. Prepare assessment sampling frameworks and guidance for the development of assessment tools
4. Give guidance on contingency arrangements that come into play if scheduled assessments are put at risk
5. Review the reported outcomes of the assessment of candidates and report actual and perceived anomalies, as appropriate
6. Respond to candidate complaints/appeals by reviewing data and providing reports in line with organizational requirements

8. In line with organizational policy, undertake periodic reviews/evaluations of the performance of selected assessment tools in order to improve the validity and/or reliability of same
9. Commit to on-going professional development with respect to the developing Indian Skills Development System and the implications for Assessment Policy & Practice
10. Set and maintain the highest level of personal integrity within and outside the work place

ASSESSMENT DEVELOPER

JOB ROLE: The Assessment Developer plays a key role in assessment by developing tools in line with the specified assessment strategy. The job holder is required to provide comprehensive guidance documentation for use by Assessors, TPs and candidates to ensure the delivery and reporting of assessments are in accordance with expectations. As an assessment professional, the Assessment Developer will make a considerable contribution to the advancement of assessment expertise by engaging in regular validity & reliability reviews.

1. Develop assessment tools in line with the given frameworks and guidance, seeking and responding to feedback/critique by independent reviewers
2. Develop guidance materials required by Assessors, TPs and candidates
3. Adhere to security/confidentiality norms with respect to assessment practice
4. Provide mandatory documentation for use by Assessors with respect to each assessment tool, including standardized reporting mechanisms
5. Carry out contracted work within the specified timelines
6. In line with organizational policy, undertake periodic reviews/evaluations of the performance of selected assessment tools in order to improve the validity and/or reliability of same
7. Commit to on-going professional development with respect to the developing Indian Skills Development System and the implications for Assessment Policy & Practice
8. Maintain the highest level of personal integrity within at all times

ASSESSOR

JOB ROLE: The Assessor's role is a front line role dealing directly with candidates. The Assessor is responsible for making professional judgments of candidate performance in line with the required standard. In arriving at the judgment, the Assessor is expected to use own professional competence and the acquired skills of assessment to ensure the decision is correct and can withstand scrutiny.

KEY RESPONSIBILITIES

1. Be fully cognizant of the standards (NOS) and contents of the qualification (QF) being assessed
2. Assist in preparing the assessment environment and the candidates for assessment
3. Adhere to the guidance and procedural framework laid down by the employing body when carrying out and reporting on the outcomes of the assessment
4. Maintain confidentiality of information at all times: while engaged in training and standardization, during and post the live assessment sessions
5. Make professional judgements of candidate performance on the basis of observed demonstration of skills, application of knowledge & understanding and in line with the required standard of performance
6. Manage the assessment session in such a way to avoid undue advantage/disadvantage being given to candidates
7. Ensure all assessment requirements are completed before dismissing candidates and leaving the assessment environment
8. Complete and return the assessment report to the employing organization in line with specified timelines
9. Commit to on-going professional development with respect to the developing Indian Skills Development System and the implications for Assessment Policy & Practice
10. Set and maintain the highest level of personal integrity within and outside the work place