

The Dream Assessor

The role of the Assessor is to support the candidate and to make informed judgements about the range of evidence the candidate has produced, which should demonstrate their competence to meet the assessment criteria as detailed in the NCFE Qualification Specification.

Assessors should be suitably qualified and be committed to developing their CPD.

The list below identifies many of the specific activities and the support which should be demonstrated by an Assessor.

- ◆ The Assessor must ensure they have an up to date NCFE Qualification Specification to assist them in the delivery of the qualification before starting delivery.
- ◆ The Assessor should decide on the assessment methods to be used throughout the delivery of the qualification and document this. These should help the candidates demonstrate their skills, knowledge and understanding to help them provide the necessary evidence. A broad range of assessment methods can also make the qualification more engaging and enjoyable for the candidates.
- ◆ A planned programme outline should also be devised to show how they intend to deliver the qualification and as a benchmark to track progress.
- ◆ A timetable should be created to highlight when teaching will take place.
- ◆ The Assessor and Internal Moderator should work together to create a sampling strategy for internal moderation to take place and plan in dates when sampling can take place.
- ◆ The Assessor may be responsible for inducting the candidates onto the programme. If so this should include discussing relevant policies and procedures, carrying out an initial assessment, discussing reasonable adjustments and special considerations and any additional requirements, discussing whether RPL is appropriate and ensuring that they have signed a statement declaring that their work will be their own.

- ◆ The Assessor should explain to the candidate before the programme commences the content and requirements of the programme so that the candidate is fully aware of their responsibilities. Together they should agree timescales for completion. They can use a candidate action plan and unit feedback document to record the units the candidates will complete and how they will be assessed.
- ◆ It's essential that that the Assessor reviews the candidate's progress and provides them with regular feedback, both verbal and written which **must** be documented. The Assessor should set an action plan for the candidate to work through and should give specific deadlines to help the candidate complete the course by the deadline. The Assessor should also review any reasonable adjustments and special considerations during the course of the programme.
- ◆ The Assessor and Internal Moderator should hold regular standardisation meetings and document the minutes.
- ◆ The Assessor should keep up to date with any changes made to NCFE processes or procedures, and the content of the NCFE Qualification Specification.
- ◆ The Assessor should be included in the external moderation visit and ensure any past actions have been carried out.
- ◆ The Assessor should assist in carrying out actions or recommendations following the external moderation visit.

NCFE has created several documents to help you in the preparation and delivery of our qualifications. These documents are not mandatory and can be adapted to suit your needs. These documents can be found [here](#) on our website.