

Explain the responsibilities of the assessor essay sample

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An assessor has many responsibilities not only towards the learner. An assessors' first and foremost responsibility is to build a solid foundation for a good working relationship with the learner and make them feel comfortable.

The role of the assessor is to assess the learner's knowledge and performance in a range of tasks. This includes ensuring the learner has demonstrated competence and knowledge in the assessment to the standard of criteria.

An assessor would also:

Discuss and agree the appeals procedure with the learner;

Identify and discuss with the learner any recognised prior learning; Identify any particular assessment needs and ensure these are annotated on an assessment plan; Discuss and ensure confidentiality, equality and diversity and health and safety; Carry out assessments in accordance with the awarding organisation's requirements in a fair and objective manner; Work with other assessors and ensure the standardisation of their practice;

Countersign other assessor' decisions when qualified to do so; Plan assessment schedules in cooperation with the learner;

Provide initial, formative and summative assessment;

Produce and maintain records to provide an auditable trail; Review learner progress which will include different methods of feedback; Attend standardisation meetings; Check the validity and authenticity of evidence and witness testimonies; Work towards continual professional development; Support learners with special assessment needs and deal with these in a professional manner; Provide a positive and enthusiastic experience in order

for the learner to achieve their aim; The evidence provided must be assessed against the National Standards and a decision made. The Assessor must also make an assessment against the principles: Valid, Authentic, Current and Sufficient

4. Identify the regulations and requirements.

I am assessing for Vocational Training and Qualification (VTQ), which is an accredited centre for various awarding bodies.

VTQ require assessors to:

Plan assessment - an assessor would meet with a learner and develop an assessment plan agreeing suitable assessment methods, setting or adjusting target dates and following the guidelines set by VTQ. Judge evidence -

Consider recognised prior learning

Verify signatures

Follow the awarding bodies guidelines on evidence

Understand the National Standards

Make assessment decisions

As well as carrying out the responsibilities as described in the previous question, an assessor must also follow their organisation's policies and procedures relating to:

access and fair assessment;

appeals and complaints;

copyright and data protection;

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equal opportunities;

equality and diversity;

health and safety.

All learners and assessors alike have a right to these, as they are part of UK legislations.

The Disability Discriminations Act (1995)

An Act to make it unlawful to discriminate against disabled persons in connection with employment, the provision of goods, facilities and services or the disposal or management of premises; to make provision about the employment of disabled persons; and to establish a National Disability Council.

Health and Safety at Work Act (1974)

An Act to make further provision for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work, for controlling the keeping and use and preventing the unlawful acquisition, possession and use of dangerous substances, and for controlling certain emissions into the atmosphere; to make further provision with respect to the employment medical advisory service; to amend the law relating to building regulations, and the Building (Scotland) Act 1959; and for connected purposes.

Data Protection Act (1998 and 2003)

An Act to make new provision for the regulation of the processing of

information relating to individuals, including the obtaining, holding, use or disclosure of such information.

Copyright, Designs and Patents Act (1988)

An Act to restate the law of copyright, with amendments; to make fresh provision as to the rights of performers and others in performances; to confer a design right in original designs; to amend the Registered Designs Act 1949; to make provision with respect to patent agents and trade mark agents; to confer patents and designs jurisdiction on certain county courts; to amend the law of patents; to make provision with respect to devices designed to circumvent copy-protection of works in electronic form; to make fresh provision penalising the fraudulent reception of transmissions; to make the fraudulent application or use of a trade mark an offence; to make provision for the benefit of the Hospital for Sick Children, Great Ormond Street, London; to enable financial assistance to be given to certain international bodies; and for connected purposes.

Freedom of Information Act (2000)

An Act to make provision for the disclosure of information held by public authorities or by persons providing services for them and to amend the Data Protection Act 1998 and the Public Records Act 1958; and for connected purposes.

Children's Act (2004)

An Act to make provision for the establishment of a Children's Commissioner; to make provision about services provided to and for children and young people by local authorities and other persons; to make provision

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in relation to Wales about advisory and support services relating to family proceedings; to make provision about private fostering, child minding and day care, adoption review panels, the defence of reasonable punishment, the making of grants as respects children and families, child safety orders, the Children's Commissioner for Wales, the publication of material relating to children involved in certain legal proceedings and the disclosure by the Inland Revenue of information relating to children.