

Task profile

Associate type: Principal Moderator for T Level qualifications

Managed by: Associate Management team

Contracted Days: As per supply of services

Task purpose

- Produce and submit relevant assessment materials and participate in all stages of the production process until sign off
- Monitor and support an allocated team of Lead/ Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback and processes
- Contribute to the development and delivery of Lead/ Moderator and Provider training, updates, standardisation sessions and sampling/advisory activities
- Develop standardisation materials to support Provider marking activity
- Support the Associate Management team with the recruitment, selection and training of new Moderators
- Produce Principal Moderator reports, reporting on trends and issues identified by moderators, Providers and moderator sampling
- Support moderation activity - conduct and document qualification moderation and advisory activities with Providers, in line with quality assurance guidelines for City & Guilds T Level qualifications
- Prepare for and participate in awarding activities to ensure standards of assessments are maintained over time.

1. Assessment Production

Key Contracted Responsibilities

Prepare for and participate in the setting meeting(s) for Occupational Specialism(s).

Produce and submit assessment materials for allocated assessments

Working in collaboration with the Chief Examiner, review and respond to City & Guilds feedback, Revisor and/or Scrutineer reports amending assessment materials, where necessary

Attend and participate in Assessment Material Evaluation Committee (AMEC) meetings

Sign-off all allocated assessments at relevant stages of production

Measures:

- Meetings are prepared for and attended as requested
- Assessment materials are submitted within the agreed timescale, have considered previous versions, and test/assessment record are updated accurately to show coverage of content.
- Feedback from City & Guilds, revisor and/or scrutineer reports are responded within agreed timescales and in line with City & Guilds assessment writing training and guidance
- Security of assessment materials, scripts or evidence are maintained at all times in line with City & Guilds guidance and policies.

2. Standardisation and consistency of the Moderators

Monitor and support an allocated team of Lead/ Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback and processes

Measures:

- Support provided to Lead/ Moderators on quality assurance / marking and moderation activities in line with City & Guilds practice and regulatory arrangements
- Lead/ Moderator risk monitored and managed- moderator activity sampled according to City & Guilds guidance
- Feedback provided within agreed timescales, in order to improve quality of moderation activity within the moderation window
- Lead/ Moderators standardised to ensure that marking, quality assurance practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
- Support standardisation activities so it does not delay moderation activity
- Contribute to the annual moderation review process
- Document Lead/ Moderator risk, sampling activities, outcomes and SMART action planning as appropriate

3. Development and delivery of training and briefings

Contribute to the development and delivery of Lead/ Moderator and Provider training, updates, standardisation sessions and sampling/advisory activities.

Develop standardisation materials to support Provider marking activity.

Measures:

- Lead/ Moderator and Provider training, Moderator updates, standardisation sessions prepared and delivered as required
- Standardisation training materials support and facilitate the standardisation process for moderators and Providers
- Quality assurance, advisory/support activities and materials are created and delivered as required
- Materials are accurate, well written and align to City & Guilds policies and best practice

4. Recruitment, selection, training and monitoring of CPD

Support the Associate Management team with the recruitment, selection, training and CPD monitoring of Moderators.

Measures:

- Feedback provided on person specification and skills profile for Moderators within subject area
- Feedback provided on the suitability of potential candidates for Moderators as required
- Support provided with the recruitment and training of new Moderators as required
- Coaching and mentoring support provided to new and existing Moderators, as required
- Annually review Lead/ Moderator CPD activities

5. Reporting and feedback

Produce Principal Moderator reports for Providers, quality teams and Moderators; reporting on trends, issues identified through Provider standardisation and moderation process, including guidance to improve quality of activity.

Measures:

- Reports compiled with data and intelligence from Moderators and moderation process
- Reports identify quality improvement activity
- Reports are accurate, concise and well-written
- Reports are produced and distributed within agreed timescales
- Feedback regarding Provider Visit Reports are submitted to Lead/ Moderators within 2 working days
- The Moderator Feedback to Provider Reports are submitted to City & Guilds within the agreed timescales
- Awarding reports are produced and provided to the Qualification Development and Assessment team prior to the Awarding meeting
- Generic Provider reports are produced annually for publication on the website by end September

6. Quality assurance moderation, sampling and advisory activities

Where appropriate, moderate Provider marking - conduct and document moderation, quality assurance and advisory activities with Providers.

Measures:

- Quality assurance activity (e.g. sampling, remark of occupational specialism assignments) carried out as per moderator guidance
- Occupational specialism assignments moderation activity to be completed within the agreed timescales

- Relevant feedback on Provider marking / QA to be gathered during the moderation phase Provider risk monitored – where relevant feedback provided to the Principal Moderator / City & Guilds quality teams
- Guidance and feedback provided by Principal / Lead Moderator to be applied to all quality assurance activity
- Visiting Moderation activity is carried out as early as possible within the Provider's assessment window

7. Awarding/Standard Setting & Reporting

Review and analyse any statistical data with the support of City & Guilds staff.

Prepare commentary for the awarding panel on the performance of the assessment and recommend preliminary mark ranges for the judgemental grade boundaries.

Prepare for and participate in the awarding meeting.

Compile a report on the performance of the assessment material.

Advise on queries and enquiries concerning the assessment material as requested by City & Guilds.

Participate in meetings related to the subject and/or assessment at the request of City & Guilds.

Measures:

- Commentary for awarding & Qualification Reports are accurate, professional, concise and completed within the agreed timescale
- Meetings are prepared for and attended as requested
- Phone calls and emails from City & Guilds and/or Chair/Chief Examiner(s) are responded to within 2 working days during key marking and awarding periods
- Security of assessment materials, scripts or evidence are maintained at all times in line with City & Guilds guidance and policies.

8. CPD, training and standardisation

Participate in training and standardisation activities to ensure continued improvement and consistent performance as a moderator. Keep up to date with any relevant changes to City & Guilds products, services and systems.

Measures:

- Attend and participate in all training and relevant moderation standardisation activities
- Maintain and submit, as requested, CPD records, in line with City & Guilds and regulatory requirements
- Keep up to date with any changes to relevant City & Guilds products, processes services and IT systems required for the role - through training, standardisation activities, webinars, Associate updates, website and email correspondence

LIMITATIONS

Principal Moderators must not be involved in moderation activity in Providers where they have an established link.

Principal Moderators must not be involved in the delivery of Provider training events if they have been involved in a substantial part of the development of the external test and are likely to know the content of the test.

Principal Moderators must complete and submit a Conflict of Interest declaration form to outline any potential conflicts. This must be updated whenever circumstances change.