

T Level Moderator

Task profile, version 1.0

Task profile

Consultant type:	T Level Moderator
Monitored by:	T Level Principal Moderator
Managed by:	Associate Manager
Contracted Days:	As per supply of services

Task purpose

- Moderate Provider marking - conduct and document moderation, quality assurance and advisory activities with centres, in line with quality assurance guidelines for T Levels
- Provide advice and guidance to Providers: on moderation and marking of the internally assessed, externally moderated assessments
- Produce Provider reports and feedback on quality of marking / assessment, collection of evidence, issues identified through the moderation process, best practice
- 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

Key Contracted Responsibilities

1. Moderate Provider marking

Moderate Provider marking - conduct and document moderation, quality assurance and advisory activities with providers

Measures:

- Quality assurance activity (e.g. sampling, remark of internally marked assessments) carried out as per moderator guidance
- Moderation activity to be completed annually
- Relevant feedback on Provider marking / QA to be gathered during the moderation phase and to contribute to reports
- Provider risk monitored – where relevant feedback provided to the Principal/Lead Moderator/ City & Guilds Quality team
- Guidance and feedback provided by Principal/Lead Moderator to be applied to all quality assurance activity
- Visiting Moderation activity (if required) is carried out as early as possible within the centre's assessment window

2. Provider advice and guidance

Provide advice and guidance to providers on moderation and marking of the internally assessed, externally moderated / validated assessments

Measures:

- Supply Provider support and guidance on quality assurance related queries when requested
- Provide feedback to the Principal/Lead Moderator as requested
- Advice and guidance is accurate and aligns with City & Guilds policies and guidance on best practice
- Respond to associated phone calls and emails from City & Guilds, centres and Principal/Lead Moderators within 2 working days

3. Reporting

Produce reports and feedback for City & Guilds and provider on: quality of marking / assessment, collection of evidence, issues identified through the moderation process, best practice

Measures:

- Reports are produced for all Providers assigned – to include information on marking quality, QA processes, associated trends and where appropriate recommendations for improved practice
- Visiting moderation reports (where required) are completed and submitted within 2 days of visit taking place
- Feedback reports (to providers and City & Guilds) are accurate, professional and concise

4. 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
- Complete standardisation activities within agreed timescales
- Maintain and submit, as requested, CPD records, in line with City & Guilds and regulatory requirements
- Ensure any personal action plans are achieved, within timescales and to required standards
- 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

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

Moderators must not be involved in any moderation or external marking of any assessments where they are assigned as the provider's TQA.

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.

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