

Principal Moderator	
Role Overview	Responsible for the overall standard of an assessment
1. Training	
1.1 Attend, participate and engage in all training activities as requested	
2. Assessment Production	
2.1	Prepare for and participate in the initial scoping/meeting (s) of assessment if applicable
2.2	Produce/draft assessment materials adhering to assessment specification/assessment strategy for allocated assessments
2.3	Working in collaboration with the Chief Examiner, review and respond to City & Guilds feedback, Revisor and/or Independent Reviewer reports amending assessment materials, where necessary
2.4	Sign-off all allocated assessments at relevant stages of production
2.5	Prepare for and lead Assessment Material Evaluation Committee (AMEC) meetings as required
3. Standardisation	
3.1	Develop standardisation materials to support centre/Provider marking activity
3.2	Identify and prepare standardisation materials to support moderator standardisation activity
3.3	Lead the moderator standardisation activity, ensuring it is effective, and a standard agreed across all associates
3.4	Lead the moderator standardisation activity for any Review of Moderation as needed.
3.5	Confirm which moderators have effectively completed standardisation
4. Moderation	
4.1	Sample Moderation Team Lead/Moderator activity
4.2	Document Moderation Team Lead/ Moderator sampling activities, outcomes and SMART action planning as appropriate and escalate
4.3	Monitor progress of moderation team and ensure timely completion of moderation within the specified deadlines
4.4	Where appropriate, carry out marking of a sample of learners' assessments for an allocation of centres/providers and produce relevant reports, within specified timelines
4.5	Report any suspected malpractice issues to City & Guilds immediately, in line with the malpractice policy
5. Awarding and post-results	
5.1	Prepare for and participate in awarding activities and post awarding activities when requested.
5.2	Produce a report for the awarding meeting on the performance of the assessment and the cohorts

5.3	Prepare for and participate in the review of marking meeting, as required recommending grade boundaries including final grade boundaries
6. Associate support	
6.1	Provide support, feedback and mentoring to Lead/ Moderators on moderation activities
6.2	Maintain regular contact with Moderators to provide updates
6.3	Complete performance monitoring of moderation team and appropriate feedback/support/action planning/escalation
7. Advice to City & Guilds	
7.1	Support the Associate Management team with the recruitment, selection, training and annual review activities
7.2	Provide advice to City & Guilds on all aspects of the assessment
7.3	Provide reports for centres/providers, quality teams and Moderators; feeding in to reports on trends, areas for improvement and best practice, issues identified through the moderation process.
7.4	If requested, support with ROMS, appeals, complaints and investigations
7.5	Inform and escalate to City & Guilds any Centre/Provider queries, risks, issues and concerns in a timely manner
8. Communication	
8.1	Inform City & Guilds immediately if unable to complete allocated work, including capacity concerns
8.2	Respond to phone calls and emails within 2 working days

All duties must be carried out in accordance with City & Guilds procedures and instructions.

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