

Independent Reviewer	
Role Overview	Reviews assessment final materials for industry context and validity
1. Assessment Production	
1.1	Review the final draft of the assessment materials, working through the assessment from a subject matter expert perspective, to ensure the assessments: <ul style="list-style-type: none"> • provide a context that is valid within the industry • can be assessed and achieved in the time allowed • have sufficient guidance to be achieved in learners' settings • meet the requirements of the specification content
1.2	Provide feedback on findings from review of the materials
1.3	Respond to any requests for further clarification on findings
1.4	Attend meetings and training as required
2. Communication	
2.1	Respond to phone calls and emails within 2 working days
2.2	Inform City & Guilds immediately if unable to complete allocated work

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