

Moderator	
Role Overview	Conduct and document moderation activities
1 Training	
1.1	Attend, participate and engage in training activities as requested
1.2	Maintain and submit, as requested, CPD records
2. Standardisation	
2.1	Complete pre standardisation activity in advance of the meeting
2.2	Attend, participate and engage in standardisation activities
2.3	Complete post standardisation activity within timelines
3 Moderation	
3.1	Carry out marking of a sample of learners' assessments for an allocation of centres/providers and produce relevant reports, within specified timelines
3.2	Acknowledge and follow all advice and guidance provided by City & Guilds and Principal Moderator /Team Lead
3.3	Complete all required documentation
3.4	Feedback to the Principal/ Moderator Team Lead / City & Guilds any risks identified during marking activity
3.5	Report any suspected maladministration and malpractice issues to City & Guilds immediately, in line with the malpractice policy
4 Communication	
4.1	Respond to phone calls and emails within 2 working days
4.2	Inform City & Guilds immediately if unable to complete allocated work
4.3	Inform and escalate to City & Guilds PM/Team Lead any risks, issues or concerns in a timely manner
5 Advice to City & Guilds	
5.1	If requested, support with Reviews Of Marking (ROMs), appeals, complaints and investigations
5.2	Maintain and submit, as requested, CPD records during the annual review

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

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