Moderator	
Role Overview	Conduct and document moderation activities with centres/providers

1. Standardisation

1.1	Attend, participate and engage in training and standardisation activities
1.2	Maintain and submit, as requested, CPD records

2. Moderation

2.1	Carry out centre visits, if required, as early as possible within the assessment window
2.2	Apply advice and guidance provided by City & Guilds and Principal/Lead Moderator
2.3	Contribute relevant feedback on centre/provider marking during the moderation activity
2.4	Feedback to the Principal/ Lead Moderator/ City & Guilds any risks identified during moderation
2.5	Provide advice and guidance to centres/providers on moderation and marking of the internally assessed, externally moderated / validated assessments
2.7	Produce timely, accurate reports and feedback for City & Guilds and centres/providers within 2 days of visit

3. Communication

3.1	Respond to phone calls and emails within 2 working days
3.2	Inform City & Guilds immediately if unable to complete allocated work

4. Advice to City & Guilds

4.1	If requested, support with appeals, complaints and investigations

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

Moderators must not be involved in moderation activity in centres where they have an established link.
Moderators must not be involved in the delivery of centre training events if they have been involved in the development of assessment materials.
Moderators must not be involved in any moderation or external marking of any assessments where they are assigned as the provider's TQA (T-levels only).