

Principal Moderator	
Role Overview	Responsible for the overall standard of an assessment
1. Assessment Production	
1.1	Prepare for and participate in the scoping and/or setting meeting(s) of assessment if applicable
1.2	Participate in the production of assessment materials for allocated assessments
1.3	Working in collaboration with the Chief Examiner, review and respond to City & Guilds feedback, Revisor and/or Scrutineer reports amending assessment materials, where necessary
1.4	Attend and participate in Assessment Material Evaluation Committee (AMEC) meetings as required
1.5	Sign-off all allocated assessments at relevant stages of production
2. Standardisation	
2.1	Co-ordinate and lead the moderator standardisation activity
2.2	Develop standardisation materials to support centre/Provider marking activity
3. Moderation	
3.1	Sample Lead/Moderator activity
3.2	Document Lead/ Moderator risk, sampling activities, outcomes and SMART action planning as appropriate
3.3	Provide advice and guidance to centres/providers on moderation and marking of the internally assessed, externally moderated / validated assessment
3.4	Where appropriate, moderate Provider/centre marking - conduct and document moderation, quality assurance and advisory activities with Providers/centres
4. Awarding and Post-results	
4.1	Prepare for and participate in awarding activities, when requested.
4.2	Produce a report for the awarding meeting on the performance of the assessment
4.3	Prepare for and participate in the review of marking meeting, as required
5. Associate support	
5.1	Provide support, feedback and mentoring to Lead/ Moderators on quality assurance / marking and moderation activities
5.2	Make regular contact with Moderators to provide updates
6. Advice to City & Guilds	
6.1	Support the Associate Management team with the recruitment, selection, training and CPD monitoring of Moderators
6.2	Provide advice to City & Guilds on all aspects of the assessment

6.3	Provide reports for centres/providers, quality teams and Moderators; feeding in to reports on trends, issues identified through centre/provider standardisation and moderation process, including guidance to improve quality of activity
6.4	If requested, support with appeals, complaints and investigations
7. Communication	
7.1	Inform City & Guilds immediately if unable to complete allocated work
7.2	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 where they have an established link.

Principal Moderators must not be involved in the delivery of centre training events if they have been involved in the development of assessment materials.