



ESB Assessor Appointment and Training

Policy

1. It is ESB policy to appoint, train and maintain a national cohort of assessors consistent with the range of assessment programmes, geographic spread of centres and number of candidates, allowing for peak time bookings.
2. Assessor numbers are kept to a minimum consistent with meeting the above requirements and giving equitable opportunities for deployment – on the basis of approximately 230-250 candidates p.a. per assessor (80 assessors currently retained).
3. Assessors are appointed on the basis of qualifications, relevant experience in relation to specialisms required, demonstrable assessor skills and availability for an average minimum of two days a week.
4. The assessor panel is refreshed by an annual trainee programme (average 15 trainees p.a.).
5. All trainee assessors must follow and successfully complete an induction and training programme before being accepted on the assessor panel.
6. All established assessors sign an annual letter of agreement, subject to continued need and satisfactory performance. They follow an annual training programme and are observed, moderated and appraised on a triennial basis.
7. Ten percent of all reports written are moderated and appraised against agreed performance standards.
8. All assessors and trainees complete a Conflict of Interest Form annually, to ensure that no assessor is sent to a centre where they have taught or have been a Governor in the past three years, or have any close family member who has done so.

Procedures

Trainee Assessors

Selection

1. Electronic applications are made via email or the website, written applications by form or letter and CV.
2. All completed applications are acknowledged by Head Office.
3. Applications are read by the Chief Examiner.
4. Chief Examiner and Examinations Manager consider vacancies on panel in relation to selection criteria, location and specialism(s).
5. Short listed applicants who meet the criteria are invited for interview in autumn or spring; those who do not are notified.
6. Following interview, the Chief Examiner completes a report on each applicant.
7. Successful applicants are invited to induction training.
8. Unsuccessful applicants are thanked and notified.

Training

1. The 2-day induction training is run by the Chief Examiner, supported by the Examinations Manager and syllabus specialists including Moderators. Each trainee is allocated to a Moderator mentor, who acts as their personal contact and trainer throughout the training period. Induction provides an initial opportunity for trainees to meet key ESB training and administrative personnel, and includes:
 - ESB history, ethos and philosophy;
 - Administrative details;
 - Syllabus range;
 - General criteria;
 - Discussion of video extracts of ESB in action.

2. Trainees complete an availability form. Following the induction meeting, a programme is organised for each trainee where he/she is invited to observe assessors at work.
3. Each trainee shadows assessors to observe and practise, both completing reports and carrying out the assessment.
 - a. Trainee writes sample reports on some/all candidates observed. These are returned to mentor with parallel reports from presiding assessor and a report on the trainee
 - b. Mentor examines all reports and returns both sets to trainee with detailed feedback giving comments on the reports; mentor completes summary report for each observation
 - c. When marks and remarks match and are in line with ESB criteria and in line with the presiding assessor then mentor forwards recommendation and summary to Chief Examiner, who invites trainee to join panel¹
 - d. If reports are not acceptable at any stage, the matter will be discussed with trainee and suitable action agreed – either further training undertaken, or training may be terminated in case of serious and persistent mismatch
 - e. Trainees who turn down more than two invitations to observe on days when they have offered availability may have their training terminated.
4. If a trainee has a complaint about training, this is addressed initially to the Chief Examiner and if not resolved then to the Chairman of the Academic Board.

Established Assessors

Deployment

- 1 The Chief Examiner's annual review of the current assessor panel is followed by an annual contract letter to each selected assessor, established or newly trained, inviting him/her to join the assessor panel for the coming session and detailing the individual's specialisms as held on ESB's database. Two copies are provided for signature, one to be returned to head office. Assessors are also asked to complete an annual availability chart and are asked to update as applicable.
- 2 Deployment is made on the basis of availability, specialisms required and the location of centre and assessor. The examinations booking database displays the specialisms of each assessor for efficient cross-referencing. Assessors are allocated to centres by the Examinations Manager or Admin support. (Acceptance or refusal of each invitation to assess is held on an annual database report).
- 3 Assessors who have confirmed an invitation to assess are required to ensure contact with the centre prior to assessment to confirm arrangements and answer any queries.
- 4 Assessors must comply with all ESB requirements for the assessment of candidates and for completion and return of all appropriate documentation to complete and record the outcomes for each assessment session.

Training

- 5 The annual training programme for all assessors is mandatory, and covers the different areas of accredited assessments. Prior to the training days, each assessor must complete a standardisation training exercise based on a DVD training disk, returning his/her marks to Chief Examiner. These are used for defining workshop groupings for Training sessions. Other training elements include:
 - Chief Examiner and Moderator review of procedures and outcomes for assessments highlighting specific areas for monitoring/debate/good practice oral and written;
 - Discussion of Standardisation exercise and results;
 - Administrative and syllabus updates;
 - Current education/regulatory issues;
 - Summary of ESB activities;

¹ Number of observation sessions will depend on trainee's experience, capability and sector range to be covered. It is usually expected that trainees will average 3-5 visits, over a training period of approximately 3 months.

Other Attendance

- 6 Further selective training and standardisation experience is gained through involvement at demonstration days, workshops at annual conference, contribution of specific projects, work on syllabus development panel, as a member of the Moderator /Appraiser Team, etc.

Monitoring

- 7 Monitoring of assessor standards is achieved by:
- The appraisal programme (includes on-site moderation visit);
 - Evaluation of written reports for individual candidates
 - Standardisation of results between assessors when two or more are assessing at the same centre on the same day(s);
 - Comparison of reports from presiding assessor and trainee as part of trainee programme;
 - Evaluation report from centre following an assessment session.