

Task profile

Associate type:	Moderator - Technicals
Monitored by:	Principal Moderator
Managed by:	Associate Quality Team
Contracted Days:	As per supply of services

Task purpose

- Moderate centre marking - conduct and document moderation, quality assurance and advisory activities with centres, in line with quality assurance guidelines for Technicals
- Provide advice and guidance to centres: on moderation and marking of the internally assessed, externally moderated / validated assessments and Employer Involvement
- Produce City & Guilds and centre reports and feedback on: quality of marking / assessment, collection of evidence, issues identified through the moderation process, best practice
- Participate in training and standardisation activities to ensure continued improvement and consistent performance as a moderator. Keep up to date with any relevant changes to City & Guilds products, services and systems

Key Contracted Responsibilities

1. Moderate centre marking

Moderate centre marking - conduct and document moderation, quality assurance and advisory activities with centres

Measures:

- Quality assurance activity (e.g. sampling, remark of synoptic assessments, validation of unitised assessments and employer involvement) carried out as per moderator guidance
- Synoptic moderation activity to be completed by end of June
- Unitised assessment and Employer Involvement validation to be completed within 3 weeks of submission
- Relevant feedback on centre marking / QA to be gathered during the moderation phase and to feed reports
- Centre risk monitored – where relevant feedback provided to the Principal/ Lead Moderator / City & Guilds Quality Delivery team
- Guidance and feedback provided by Principal / Lead Moderator to be applied to all quality assurance activity
- Visiting Moderation activity is carried out as early as possible within the centre's assessment window

2. Advice and guidance

Provide advice and guidance to centres on moderation and marking of the internally assessed, externally moderated / validated assessments

Measures:

- Provide centre support and guidance on quality assurance related queries when requested
- Provide advice or feedback to the territory office, Quality team and PM on moderation specific queries, when requested
- Advice and guidance is accurate and aligns with City & Guilds policies and guidance on best practice
- Respond to associated phone calls and emails from City & Guilds, centres and Principal Moderators within 2 working days

3. Reporting

Produce reports and feedback for City & Guilds and centre on: quality of marking / assessment, collection of evidence, issues identified through the moderation process, best practice

Measures:

- Formative reports are produced for all centres assigned – to include information on marking quality, QA processes, associated trends and where appropriate recommendations for improved practice
- Visiting moderation reports are completed and submitted within 2 days of visit taking place
- Moderation feedback reports are completed by Mid-August
- Feedback reports (to centres and City & Guilds) are accurate, professional and concise

4. CPD, training and standardisation

Participate in training and standardisation activities to ensure continued improvement and consistent performance as a moderator. Keep up to date with any relevant changes to City & Guilds products, services and systems

Measures:

- Attend and participate in all training and relevant moderation standardisation activities
- Complete standardisation activities within agreed timescales
- Maintain and submit, as requested, CPD records, in line with City & Guilds and regulatory requirements
- Ensure any personal action plans are achieved, within timescales and to required standards
- Keep up to date with any changes to relevant City & Guilds products, processes services and IT systems required for the role - through training, standardisation activities, webinars, Associate updates, website and email correspondence

LIMITATIONS

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 a substantial part of the development of the external test and are likely to know the content of the test.

Moderators must complete and submit a Conflict of Interest declaration form to outline any potential conflicts. This must be updated whenever circumstances change.