



Level Verifier Services for the Certificate in Treasury (CertT and/or CertICM)

The Services:

To the extent requested in writing by ACT, the Supplier (**you**) will provide the following Services in relation to the Applicable ACT Qualifications(s)/Unit(s):

- review (remotely) the assessments written by the Senior Assessors (SA) associated with his/her qualification to ensure that the academic standard is consistent with the level being studied and the assessment burden is approximately equal from one unit to another across the level to the agreed amount e.g., achievable within the designated exam time or the word allocation and recommended study hours. The review process should be between the Level Verifier (LV) and SA until the LV is satisfied that the relevant standards have been met and the assessments and their marking schemes are fit for purpose and can be submitted for final formatting and validation prior to publication
- review coverage of the syllabi for each unit of the Certificate qualifications to ensure coverage over assessment sessions
- attend standardisation meetings (remotely)
- review (remotely) the marking of scripts across the level to ensure that the standard is on a par across the level and between markers (this must include any scripts marked by SA). Work with the SAs to investigate any inconsistencies and discuss appropriate action together. Any recommendations for moderation must be investigated sufficiently before the Moderation Meeting so that any discussion and decision at the meeting can be supported with appropriate evidence
- provide a report on each assessment session at the Moderation Meeting (face to face or remotely) on behalf of the SAs. If however, there are issues in connection with one or more of the units, the SA may be asked to attend as well
- monitoring the performance of the SAs at his/her level and take appropriate action if individuals do not align their approach to the standards agreed or if there is deviation from the relevant policies and procedures. Post-exam session reports to be provided to the ACT on the SA's performance.
- where volumes are low and SA's mark all scripts; the LV needs to support with reviewing a larger sample of scripts to ensure marking has been completed fairly and consistently
- assist with the recruitment and selection of SAs and their teams as necessary
- assist with updating the syllabus and its assessments to ensure that they are kept up to date and meet the needs of the different markets that ACT seeks to serve
- act as an advocate for ACT and its qualifications, particularly from an assessment perspective.