

Senior Assessor Services

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

- Writing the assessments and marking schemes (using the online template and in the format required by the ACT) and submitting them by an agreed deadline to the Level Verifier (Level Verifier) for review, editing and feedback. The assessments and marking schemes should then be amended and submitted for further review. This process continues until the Senior Assessor (Senior Assessor) and Level Verifier agree that each assessment and its marking scheme are fit for purpose, in the required format and can be submitted to the ACT for final formatting and validation. The final submission date is set by the ACT and the supplier is expected to submit the final submission no later than the scheduled date.
- Writing specimen papers (using the provided template) and submitting them by an agreed deadline to the Level Verifier for review, editing and feedback. The assessments and marking schemes should then be amended and submitted for further review. This process continues until the Senior Assessor and Level Verifier agree that each specimen paper and its marking scheme are fit for purpose, in the required format and can be submitted to the ACT for final formatting and validation.
- Once the assessment (live or specimen) has been loaded onto Surpass, the Senior Assessor will be required to complete a final sign-off of the exam, by checking the exam on Surpass.
- Senior Assessors shall cover 60-70% of the relevant Qualification's syllabus in each assessment and cover 100% of the relevant Qualification's syllabus over a series of four consecutive assessments. In the development process, it should be noted which Learning Outcomes (LOs) each aspect of the assessment is seeking to test so that coverage can be tracked over time. The LOs need to be referenced in the required format in the marking scheme.
- A detailed marking scheme, developed alongside the assessment, will be used as the basis of standardisation. (Any modifications as a consequence of standardisation need to be documented and a final version of the marking scheme circulated with the scripts for marking and held on file for QA purposes).
- Each exam paper and mark scheme needs to be provided to the ACT for use as a past paper, as per the agreed timetable in Schedule 5, after the exam has been held. This copy needs to have taken into account any issues identified during the exam, and therefore needs to be amended and finalised, and sent through to the ACT, at an agreed deadline.
- Standardising the marking process, with the help of a team of assessors (as determined by the number of scripts being submitted and the turnaround time for marking). This should be done virtually, however if the team is a newly formed team, there may be the option to have a face-to-face meeting initially (this will need to be agreed with the ACT). The Senior Assessor is required to ensure the final marks for any Items used during standardisation are correct.
- If candidate numbers are very low, it may be that the marking is only undertaken by the Senior Assessor, with a review by the Level Verifier.
- Moderating the scripts of the assessment team that he/she is responsible for so that, following adequate sampling and investigation, any Assessor moderation (which might apply if an assessor had been overly harsh or lenient) is carried out prior to the marks

being submitted and noted within the moderation report. Depending on the outcome of this moderation, SAs should review further scripts if they are concerned over the marking of an Assessor, and flag this with the ACT. In the case of significant marking issues, it may be necessary for the scripts to be remarked by the SA.

- Moderating the scripts of the assessment team that he/she is responsible for so that, following adequate sampling and investigation, any unit moderation (which would apply to all students perhaps due to a question/task that was ambiguous and had been misinterpreted by a large number of students) must be noted within the report and any amendment recommended but not applied until it has been discussed and agreed by the Moderation Panel. Marks would therefore need to be amended by the ACT following the Moderation Meeting.
- Submitting a report to the Moderation Meeting, in writing for each assessment session. The reports (based on a template) should analyse performance of the assessment against the assessment criteria and trends over time, and seek to identify any variances through investigation prior to the report being submitted, so that these can be discussed at the Moderation Meeting. The report should also include an assessor performance report on his/her team of assessors, raising any concerns in marking standards and/or performance. If performance is at variance to what is expected (good or bad), the Senior Assessor may be asked to attend the Moderation Meeting (either virtually or in person) as well as the Level Verifier, who would otherwise report on his/her behalf.
- Assisting with the selection and training of new assessors for the marking team.
- Monitoring the performance of his/her assessing team and taking appropriate action if individual assessors do not align their marking to the standards agreed.
- Appointing a Deputy Senior Assessor from the assessing team who is able to cover the Senior Assessor role, or elements of it, when required.
- Reviewing the qualification's syllabus and its accompanying study resources to ensure that they are kept up to date and in line with laws, regulations and best practice.
- Act as an advocate for ACT and its qualifications, particularly from an assessment perspective.