CIEA membership upgrade Associate to Member

Name & membership number:

|  |
| --- |
| **Please provide evidence that you have a minimum of three years' assessment experience with at least one year’s experience at Team leader level or managing a team of assessors**  E.g. evidence (CV, job offer attached as a separate document) |
| **Please provide a narrative below which evidences involvement in the activities described in the Eligibility section (at the end of this document), including an indication of why you should be awarded Membership (Max 500 words)** |
| Signature;………………………………………………………………………..  Job title;………………………………………………………………………….  (Please ask a referee to sign above to support that the information included in this form is an accurate reflection of your experience) |

**Eligibility**

**Full Member (MCIEA)**

A Full Member will:

* Have the appropriate qualification (e.g. Degree, PGCE Certificate, Vocational qualification at level 6) or appropriate RPL (Recognition of Prior Learning where experience is used in recognition of a lack of the academic qualification listed above)

NB we will have received evidence of your qualification to become a Member so re-submission of this evidence is unnecessary

* Have a minimum of three year’s assessment experience (including at least one year’s experience at Team leader level or managing a team of assessors)

or

have some responsibility for the assessment strategy within an institution or a programme of study or a module

or

have qualified as CEA and undertaking the majority of the following activities

**Preparing for assessment**

* Interpret the assessment requirements of the specification for the
* organisation
* Set assessment tasks, adapt the assessment criteria and identify or
* develop exemplars
* Advise and train assessors on setting assessment tasks or lead and support the setting of assessment tasks.

**Conducting assessment**

* Ensure that assessment team members understand the task and the assessment criteria
* Scrutinise the standards of assessment within the team and provide feedback
* Select and moderate appropriate samples of work
* Assist as required with standardisation or manage the moderation process

**Feeding back after assessment**

* Assist with assessment procedure reviews as required
* Assist in evaluating performance of the assessment as required
* Provide/check reports for teams or organisations
* Provide/check reports and give feedback to assessors and candidates as appropriate

**Performing effectively**

* Plan and undertake assessment activities required procedures and deadlines
* Identify and plan for improvement in own performance
* Use appropriate evidence to meet development goals and enhance performance.

**Managing and working with others**

* Develop, manage and support an effective assessment team
* Encourage and help assessors to improve their performance
* Communicate effectively to set and fulfil agreed commitments