CIEA membership upgrade Member to Fellow

Name & membership number:

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| **Please provide evidence that you have a minimum of six years' assessment experience with at least one year’s experience at Assistant principal examiner/Assistant principal moderator level or External examiner/Programme leader at HE level, or who are responsible for the assessment strategy within an institution or a programme of study or a module**Eg 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 fellowship and how your profession would benefit from your fellowship. (Max 800 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) |

Notes on Eligibility

**Eligibility**

A Fellow 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 unneccesary

* A minimum of six years' assessment experience with at least one year’s experience at Assistant principal examiner/Assistant principal moderator level or External examiner/Programme leader at HE level, or who are responsible for the assessment strategy within an institution or a programme of study or a module. Please include details of the following in your narrative.

**Preparing for assessment**

* Design the assessment specification within given parameters
* Interpret the assessment requirements of the specification
* Take responsibility for setting, reviewing and checking assessment criteria
* Provide exemplars tasks, advice and training to assessors as required

**Conducting assessment**

* Ensure that assessment team members understand the assessment criteria
* Ensure appropriate support is provided to organisations and/or assessment teams
* Assess a quota of work in accordance with the assessment criteria and procedures
* Scrutinise the marking standards of assessment within the team or organisation and provide feedback
* Select and moderate appropriate samples of work
* Participate in standardisation and make recommendations for mark adjustments across the specification

**Feeding back after assessment**

* Ensure comparability in standards
* Evaluate and report on the performance of the assessment
* Provide reports for candidates and organisations
* Provide reports and give feedback to assessment team

**Performing effectively**

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

**Managing and working with others**

* Provide leadership, and develop and retain effective assessment teams
* Encourage and help team leaders and assessors to develop their competence
* Communicate effectively to set and fulfil agreed commitments
* Lead, plan and embrace change involving assessment teams