**Certificate in Educational Assessment Exemption Application Form**

The purpose of this proforma is to enable applicants wishing to complete the Chartered Educational Assessor training programme to apply for exemption from the first stage of the course, the Certificate in Educational Assessment. In certain circumstances applicants may believe they have sufficient knowledge, understanding and experience in assessment to warrant such an exemption. We ask you to provide evidence of your experience and request that you complete the short task in the proforma below and submit it to [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk). Once your exemption request has been approved, you will be invited to enrol on the Diploma in Educational Assessment training course.

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| Applicant details |  | |
| Name |  | |
| **Exemption justification** | | |
| Please provide a statement of no longer than 500 words justifying why you believe you should be exempt from the first stage the Chartered Educational Assessor Programme, the Certificate in Educational Assessment. | | |
| **Evidence** | |  |
| Please list any continuing professional development training in educational assessment you have already completed. | | |

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| Task |  |

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| **Chartered Educational Assessor Programme Synoptic Task**  Please complete the task outlined below;  **Brief**  Using your knowledge and understanding of educational assessment (particularly the areas listed below) and drawing upon your professional experience, please write 500 words of advice to a new assessor joining your team.   * Learning taxonomies (Bloom’s and SOLO) * The definition of assessment * Purposes of assessment * Learning and assessment * The uses of assessment * Making a good test * Standards and comparability.   Assume the new assessor has little or no assessment experience. Perhaps they are a newly qualified teacher, or a recently appointed junior manager undertaking professional development.  **Assessment Criteria**  We will be looking for:   * Clarity of communication (appropriate technical and carrier language; clear layout and presentation; good spelling, punctuation and grammar) * Coverage of appropriate content (remember to provide some context) * Good structure to the work (an introduction, a substantial middle, a closing summary) |