**In Professional Development are currently looking for Academic Assessors to support our PG Cert students with the assignment-writing phase of their intended qualification.**

**Assessor Role**

The role includes supporting the students with the initial planning and structure of their assignment, providing academic advice on matters such as referencing and plagiarism, reviewing one draft copy of each assignment (per module) giving any feedback as necessary and marking and providing feedback on the final assignment submission.

**In Professional Development**

In Professional Development (INPD) offers a wide range of programmes to support professional students who wish to develop further skills in the workplace and contribute to the growth of the company by fortifying their position in the business with a better understanding of leadership, finance, strategy and marketing.

**Working with In Professional Development**

As an approved assessor, you will work closely alongside the INPD Quality Assurance Team (QA Team) and Lead Assessor to support our postgraduate students with their learning journey towards achieving a Postgraduate Certificate award. You will be closely supported by the Quality Assurance Administrator.

**Assessor Requirements**

* an academic qualification at the same academic level (minimum) as the programme for which they will be an Assessor (e.g. BA programme = bachelors qualification or above.)
* evidence of relevant subject knowledge in their academic or professional background
* teaching qualification/experience at Higher Education level, OR provision of a mentor and evidence of professional development.

**Assessor Responsibilities**

The main responsibilities of the assessor are outlined as follows:

* Send an introductory email to newly assigned students and arrange an initial tutorial meeting, this might be by telephone, web-call or email.
* Assessors are expected to send the introductory email within ***one week*** of receiving details of their allocated students from the QA Administrator.

**Ongoing Support**

The assessor is expected to:

* Maintain regular contact with their assigned students and respond to any communication from students within 4 working days.
* Offer academic support and advice on matters such as referencing, plagiarism and mitigation, referring to the Lead Assessor and QA Administrator where necessary.
* Signpost students to university resources, such as the library and Moodle.
* Forward any requests for extensions to assignment submission deadlines to the QA Administrator.
* Highlight any concerns as necessary with the Lead Assessor and QA Administrator.

**Marking and Feedback**

The assessor is expected to:

* Provide feedback on a short proposal provided by the student, usually one page in length (and no more than two pages).
* Provide feedback on ***one*** full draft for each assignment.
* Mark each final submission using the template feedback form and provide a mark and appropriate feedback for each assignment.  Work must be marked and moderated by the Lead Assessor within 14 days (10 working days) of receiving the assignment from the QA Administrator who will provide assessors with a specific marking deadline.  *It is vital that assessors allow sufficient time for the assignment to be moderated.*
* Marking should provide a holistic overview and should always refer to the Turnitin score. If referencing is poor, assessors should refer students to referencing guides available on Moodle.
* Complete the “Priority for Development” section on the feedback template.
* Liaise with the moderator if there is any disagreement with the mark awarded.  It is expected that the moderator and assessor will negotiate and come to an agreement on the final mark to be awarded.