



Roles and Responsibilities

| Current publication date | Responsibility of | Next publication date |
|--------------------------|--------------------------------|-----------------------|
| March 2024 | The Vice Principal (Education) | March 2026 |

The Vice Principal (Education) is the Head of Centre, they are responsible for ensuring that the centre acts in accordance with Awarding Bodies terms and conditions of approval.

The Vice Principal (Education) is also the Quality Nominee and is the main point of contact for information related to quality assurance.

Responsibilities:

The Quality Nominee should ensure the effective management of all programmes and actively encourage and promote good practice within the centre. The Quality Nominee will liaise with the centre and examining body staff to ensure that:

- all programmes are approved and registrations are accurate and up-to-date
- approval conditions and policy requirements are being implemented consistently and effectively
- all staff are aware of all support and guidance available and understand requirements
- assessment and internal verification is effective on all programmes
- there is a registered Lead Internal Verifier in place, where required
- where required, Standards Verification is completed successfully.
- faculty staff have the necessary expertise and, where relevant, qualifications.

The Exams Officer is the person designated by the centre to take responsibility for the correct administration of students.

Responsibilities:

- liaise with programme leaders to maintain information on which programmes are running and when they start and finish.
- Ensure students are registered in a timely fashion onto the correct programmes checking that these are the specific titles and versions that students are following.
- check registrations carefully to ensure that all data is correct and follow correct procedures if amendments are required.
- for programmes that include externally assessed units, ensure that all exam entries are made according to examining body requirements.
- ensure external policies and procedures are followed during the examination period.

The Principal is the **Accredited Course Leader and Lead Internal Verifier** and is the person designated by the centre to take overall responsibility for the effective delivery and assessment of a qualification.

They should be:

- a subject specialist
- someone with the authority to oversee assessment
- directly involved in the assessment and delivery of a programme
- able to coordinate across assessors and other internal verifiers

Responsibilities:

- liaise with the QAL to be aware of information updates and quality assurance requirements
- Register students in a timely fashion onto the correct programmes checking that these are the specific titles and versions that students are following
- liaise effectively with the Exams Officer to ensure accuracy of registration and certification of students
- liaise with faculty staff to confirm assessment and internal verification schedules
- ensure that there are sufficient resources to deliver the programmes and units
- review reports arising from quality assurance and ensure that appropriate actions are taken.
- ensure that there is an assessment and verification plan for your programmes which is fit for purpose and meets requirements
- sign off the plan and check that it is being followed at suitable points
- where possible, undertake some internal verification and/or assessment for individual units within at least one of the programmes

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- ensure that assessment plans, records of assessment and samples of student work are retained for Standards Verification if necessary. Plan to set aside examples of work verified to different levels and grades.
- make arrangements for handover to a colleague if unable to carry out the role.
- agree an assessment and verification plan for each programme
- check the quality of assessment instruments to ensure they are fit for purpose
- ensure an effective system of recording student achievement is in place
- keep accurate and up-to-date records of the internal verification process
- advise on the appropriateness of assessment evidence with regard to level, sufficiency, authenticity, validity and consistency
- use subject specialism to sample assessments to verify assessors' judgements, ensuring that they are consistent, fair and reliable
- ensure your own assessment decisions are sampled when teaching on the programme
- ensure that appropriate corrective action is taken where necessary
- take part in the formal stages of any appeal.

Internal Verifiers are central to the quality assurance system used to monitor assessment practice and decisions, ensuring that:

- assessment is consistent across the programme
- assessment instruments are fit for purpose – Assignment Brief and Tasks
- assessment decisions accurately match student work to assessment & grading criteria
- standardisation of assessors takes place.
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An Assessor is anyone responsible for the assessment of students.

Responsibilities:

- ensure that you have read and understood the programme specifications and the requirements of all units being assessed
- agree an assessment and verification plan for each programme ensuring full coverage of the required units
- teach students the knowledge and skills required to achieve the qualification
- design assessment activities which guide students to produce evidence that meets the targeted learning aims and assessment criteria, using the associated assessment guidance to provide sufficient coverage of unit content
- provide summative assessment of the completed work submitted by students, checking authenticity and sufficiency of evidence produced against the relevant learning aims, assessment criteria and unit content
- accurately record all summative assessment decisions
- follow up any recommendations from your internal verifier.
- Provide formative and record, formative and milestone feedback to students as appropriate