# External Moderator

**REQUIREMENTS OF THE ROLE, HOW TO APPLY AND WHAT TO EXPECT**

This document sets out what we expect from an External Moderator and the support that can be expected from us.

## 1      The External Moderator Role

External moderators:

1.1    are subject specialists and act as our representatives, liaising with centres to establish consistency in the processes and standards of assessment;

1.2    safeguard the qualification standard by sampling the internal assessment and moderation process and agree achievement for certification;

1.3    review assessment standards and practice over time and across centres;

1.4    support equality and diversity by monitoring access to assessment, and guide and support centres to provide learners with the most appropriate methods of evidence collection;

1.5    support continuous improvement by offering advice and guidance and examples of best practice to centre staff, and provide us with feedback on the quality of its qualifications and procedures;

1.6    support our Qualification Development and Approval processes;

1.7    are supported by the Compliance and Regulation Manager and Development and Delivery Support Officers.

## 2      Application

2.1    If you are interested in applying for the role of external moderator, please look at our current vacancies on the website before completing the application form (S1) and submitting a CV.

2.2    All applications are considered based on our business requirements and your qualifications and experience.

## 3      Remote Induction and Training

3.1    All suitable applicants are invited to undertake an initial training programme which includes:
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- a Professional Discussion with the subject lead[1];
- remote induction[2];
- shadowing an experienced moderator[3];
- conducting external moderation under supervision[4].

3.2    The reports from the shadow visit and observation moderation are reviewed and approved by us before any moderation activity can be carried out independently.

3.3    You may at any time withdraw your application but must do so in writing to the Compliance and Regulation Manager.

3.4    We reserves the right to terminate training activities at any point in the process if it considers the requirements of the business are not being met.


## 4    Annual Invitation to Work

4.1    Successful training is followed by an Invitation to Work. This may be at any time during the academic year. Subsequent invitations are sent out on an annual basis following a review of our business requirements.

4.2    All moderators are advised to take out Professional Indemnity Insurance if accepting an appointment.


## 5    Ongoing Continuous Professional Development

5.1    We will expect external moderators to be responsible for keeping their own subject expertise up to date.

5.2    We will, however, offer CPD opportunities through invitations to attend standardisation and review events, refresher training through a variety of media, subject networks and taking part in peer reviews.

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[1] This provides you and the subject lead the opportunity to discuss elements of a technical nature related to the qualifications in your sub-sector.

[2] Remote induction involves an introduction to our policies, procedures, systems and external moderation process. Activities include ICT checklist, workshop questionnaire, data protection quizzes and case studies.

[3] This provides you opportunity to observe the moderation process alongside an experienced moderator and to feedback on your experience.

[4] You will have opportunity to carry out a supported moderation.