

ROLES AND RESPONSIBILITIES

ASSESSOR

This document outlines the typical duties expected of the post holder and may be subject to change.

Summary of post:

An Assessor will assist the Boards of Examiners with setting and marking examinations within departments¹. The roles and responsibilities detailed here apply to those Assessors involved in College Examination Boards only.

Duties and Key Responsibilities:

- To assist Boards² or Joint Boards of Examiners in setting of papers in special subjects, or in special aspects of the main syllabuses, to mark scripts and to attend practical examinations.
- To act in accordance with key College [policies and regulations relating to examination and assessment](#), in particular, the College's Protocol for Marking and Moderation.
- To be familiar with the following key document: [The QAA Quality Code for Higher Education](#)

Note:

Assessors shall not be members of Boards or Joint Boards of Examiners and shall not be entitled to attend Board meetings unless invited by the Board Chair for discussion of particular items.

QAAC January 2012

Updated March 2013

QAEC Updated July 2014

Updated November 2014

Updated September 2018

¹ The word "department", which is used throughout this document, may refer to Imperial College Schools, Centres, Divisions and Institutions, as appropriate.

² Or Sub-Boards for undergraduate medicine