



Postgraduate Award of Proficiency in Assessment for Access Arrangements (PAPAA)

The Role of the PAPAA Assessor

As a PAPAA Assessor you are responsible for supporting your Student throughout the course and marking all assignments. The fee payable for this service is **£300** for each Student.

Responsibilities of the Assessor:

- Take receipt of assignment folders, including video of your Student's access arrangements assessment.
- Observe and assess the videoed assessment against specified criteria. Record the outcome on the marking grid.
- Receive your Student's written assignments by email or hard copy.
- Mark all assignments, recording feedback within specified timescales on the appropriate forms and store as directed.
- Return work to Students or the Office as required. Include-ed will reimburse all postage costs incurred by the Assessor (work should be sent Second Class Signed For and receipts must be provided).
- Respond to Student email queries promptly – within 72 hours. If you are unable to respond in full in this timescale please reply to your Student by email confirming when you will be able to reply in full. Please inform your current Students when you are on holiday or leave.
- Provide feedback and support via email.
- Provide a reasonable number of telephone or Skype tutorials for Students (a general guideline is approximately one hour for each of the 2 Units).
- Make the IQA aware of any 'At Risk' Candidates so that action can be taken.
- Access initial online training sessions (fee to be paid by Include-ed: £100) and complete an online questionnaire to confirm that the information provided has been assimilated, before being allocated students.

- Attend staff and verification meetings (approximately 2 a year, we hope by Skype). The fee per Student includes attendance at these meetings.
- Attend External Verifier visits, if requested and available, attendance fee to be paid by Include-ed at £15 per hour.
- Take responsibility for own CPD. We prefer Assessors to hold an APC or up to date AMBDA accreditation. However under some circumstances we may waive this requirement. Assessors must complete a CPD log to be submitted annually.
- Assessors are expected to attend Communicate-ed Update/Refresher for Access Arrangements courses (either at a venue or online) each September.

Skills, knowledge and abilities required by Assessors:

- Excellent knowledge of the current JCQ regulations and Psychometric Testing.
- Theoretical and practical knowledge of a range of standardised tests used for access arrangements.
- Access to copies of most of these tests (you don't need to have your own copy of every test. If you are able to borrow a copy if a student has a specific query it will be helpful).
- Good organisational skills.
- Attention to detail (e.g. when marking Student's assignments).
- Excellent written communication skills.
- Ability to create accurate reports.
- Ability to work alone or with a team.
- Good interpersonal skills.
- Interest in developing others.
- Willingness to be supportive and patient.
- Willingness to accept constructive criticism from our Internal Quality Assurance supervisor.
- Ability to clearly explain complex topics.
- Time to support at least 5 Students in addition to other employment. We estimate that each Student will require between 10 and 12 hours of your time (you will probably find that your first few students take longer while you get used to the role). The PAPAA is an online course which will run all year round, so this may not mean having 5 Students concurrently.

- Ability to reply to emails within 72 hours.

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