



ASSESSOR GUIDE FOR THE COVENTRY UNIVERSITY FRAMEWORK FOR PROFESSIONAL ACCREDITATION (CUFPA)



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The Assessor

If you are reading this, you will have been asked to be an assessor often due to the quality of your own application. As an assessor you are an experienced and trusted colleague. On a general level your role is to contribute to the scheme by assessing the work of colleagues who are applying for Professional Recognition with the Higher Education Academy (HEA) within an appropriate category.

What is expected of you as an Assessor?

- You must hold Fellowship of D2 - D4 and only assess submissions within the appropriate category as outlined in Table 1 and the CUPA Generic hand book (Page 17-18)
- Attend the training sessions run by the HEA Professional Recognition Lead for Assessor before you start and the refresher training sessions. Training workshop(s) are organised by the HEA Professional Recognition Lead who draws upon the Academic Development Team and external expertise as appropriate.
- Attend the standardisation meetings.
- Assess submissions from a different Faculty than your own.
- Attend at the Panel where submissions you have assessed will be discussed.
- Inform the HEA Professional Recognition Lead if you have been a mentor for any applicant who is applying for Professional Recognition
- Inform the HEA Professional Recognition Lead if you know the member of staff who's application you have been given to you to assess
- Respect confidentiality

Benefits

- This role will add to your own CPD and portfolio of leadership
- Participating in your own CPD
- Improved academic achievement
- The opportunity to be part of a wider learning community
- An increased awareness of the opportunities offered by the HEA
- Networking

Table 1 Summary of UKPSF Assessment and Moderation Processes

Descriptor	Assessor	Moderation (Internal & External)	External Examiner
D1 Associate Fellow	Two Assessors recognised to a minimum of D2 FHEA	Internal moderation of a sample of submissions Moderator accredited to a minimum of D2 FHEA	A representative sample of submissions including all D4 submissions and all submissions referred for further development are externally moderated by an External Examiner.
D2 Fellow	Two Assessors recognised to a minimum of D3 SFHEA	Internal moderation of a sample of submissions. Moderator accredited to a minimum of D3 SFHEA	
D3 Senior Fellow	Three assessors, two will be recognised to a minimum of D3 SFHEA or D4 PFHEA and the third at least D2 FHEA.	Internal moderation of a sample of submissions. Moderator is accredited to a minimum of D3 SFHEA	
D4 Principal Fellow	All applications are independently assessed by three assessors (2 internal and 1 external); two will be recognised at D4 PFHEA and the third at least D3 SFHEA.	All judgement decisions made by assessors for Principal Fellow are moderated internally by an assessor accredited to D4 PFHEA. In the case of the dialogic route, assessors involved in marking or moderating the written element will also facilitate the 15-minute presentation and the 30 minute 'formal conversation' with the applicant.	

Assessor Training and Quality Enhancement

All assessors will undergo training in the assessment process to ensure consistency and reliability of judgements. Training workshop(s) are organised by the HEA Professional Recognition Lead who draws upon the Academic Development Team and external

expertise as appropriate. A review and standardisation meeting is conducted on an annual basis.