

Leading Moderating

Task Descriptors

All tasks must be completed according to relevant instructions and to specified deadlines. The following will be carried out in addition to an allocation of moderating.

1. Participate in the Assessment Material Evaluation Committee as required.
2. Prepare for and lead the Standardisation process.
3. Monitor the quality of the moderating* and provide individual feedback.
4. Prepare in detail for and participate in the awarding process.
5. Complete all required supporting documentation.
6. Post-results, review original assessment decisions as required.

**Monitoring will require accompanied visit(s) where the unit is moderated by visit.*

Essential Criteria

For this task you will need:

- appropriate subject expertise
- relevant assessment experience
- IT skills
- collaboration and communication skills
- time management skills
- problem solving skills
- mentoring experience
- a meticulous approach.

Demonstrated by:

written application

written application

written application and selection task

written application, interview or selection task

written application, interview or selection task

interview or selection task

interview or selection task

interview or selection task