



Ethical Guidelines for Assessors Procedure

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0a	Working document for QQI		

2. FAIRNESS AND CONSISTENCY OF ASSESSMENT

- 2.1. Prior to the commencement of each academic year, the Programmes Office uploads grading rubrics to the Student Portal.
- 2.2. Assessors download then use those rubrics to grade learner submissions.
- 2.3. Assessors use rubrics to determine grades based on a learner’s submission against stated module learning outcomes, writing to the essay title and the standard as described in the rubric
- 2.4. Assessors should be vigilant so as not to grade an individual learner by comparison but on merit.
- 2.5. Second marking organised by the Programmes Office is then implemented as a double check on fairness of grades awarded.
- 2.6. Programmes office ensure that the moderator has not delivered the module to that learner cohort to mitigate against potential positive or negative bias in moderation (for more information, see AOL Policy on internal moderation)

3. CONFLICTS OF INTEREST

- 3.1. Assessors declare potential conflicts of interest to both Programmes Office and the relevant Programme Leader.
- 3.2. Where a conflict arises, the Programme Leader will evaluate the potential impact and with Programmes Office, may appoint another assessor to grade the assessments package
- 3.3. Assessors should declare dual relationships with learners to the Programme Leader
- 3.4. Where dual relationships are declared, the Program leader contacts the Contracts and Venue manager to ascertain if the assessor has been assigned to a module where they are required to teach a learner with whom they have a dual relationship.
- 3.5. Where a material dual relationship is identified, the Programme Leader may request a reassignment of the assessor to remove the implications of dual relationships.

4. CONFIDENTIALITY

- 4.1. Assessors maintain grades or feedback provided to learners confidentially.
- 4.2. Once grading is complete, any submission artefacts e.g. Word files, PDFs etc. are deleted from their devices
- 4.3. Once grading is complete, any offline grading artefacts e.g. documents with learner feedback are deleted from their devices
- 4.4. Disussions between assessors and moderators are held confidentially.
- 4.5. Disclosures of discussion outcomes must only be made to stakeholders responsible for the assessment process e.g. Programmes Office

5. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure