

NPQ Specialist and Leadership Programme: Assessor Roles and Responsibilities and Application Process

The Outstanding Leaders Partnership

The role of OLP NPQ specialist and leadership programme assessors

NPQ assessors judge a participant's ability to be an effective middle, senior or executive leader.

NPQ assessment will be based on the case study mark scheme applicable to each case study. In each of the 2 assessment windows per year, there is a new case study and summative assessment task for each programme. The case studies include up to 2,500 words of material for participants to read and base their 1,500-word assessment submission upon.

Participants will be assessed against the following four criteria. Note that the criteria carry different weightings, as indicated in brackets:

1. Identifying problem(s) (15%)
2. Identifying the solution(s) (35%)
3. Setting out the rationale for the solution(s) (15%)
4. Implementation (35%)

Participants will be awarded a score of 0 to 10 by assessors for each of the four criteria. The descriptors for the award of marks will be found in the mark scheme descriptors distributed prior to each assessment window.

To achieve an overall pass, a participant must:

- achieve a total score of 30/50*
- achieve the pass mark of 6 on at least three of the four criteria
- not score 0 on any single criterion

*The final mark to be awarded will be determined by the different weightings attached to individual criteria (see weightings above).

NPQ specialist and leadership programme assessors must be either:

- previously accredited OLP NPQ assessors

and

- have successfully completed the update and familiarisation training for the reformed NPQs delivered by OLP

or

- if they are new to assessing for NPQ summative assessment, accredited by OLP after successful completion of the training and moderation of actual assessments

Assessor selection criteria

- Appropriate, relevant experience, in an educational context, of the requirements of the qualification, e.g., deputy headship experience for assessment of specialist programmes (E)
- Knowledge and understanding of educational landscape, e.g., current DfE policy, EEF research, issues facing schools (E)
- Previous experience of the assessment of adults (D for leadership programmes)
- Knowledge and understanding of effective assessment practice (D)

Applicants who meet the selection criteria will be invited to attend the relevant assessor training.

Responsibilities of OLP summative assessment assessors

Assessors must:

- attend a standardisation meeting prior to each assessment window, having completed an initial sample assessment prior to the meeting
- assess the submitted summative assessment task for individual participant and be able to support decisions and recommendations by reference to the evidence on which the judgements are based
- commit to assessing at least 10 submissions in each assessment window
- provide feedback to participant as specified in the guidance provided by OLP
- conduct the assessment process independently and objectively, ensuring that it has been accurately and fairly applied

- engage in continuing personal training and professional development
- implement the principles and practice of quality assurance and continuous quality improvement
- respond to feedback and updates on the assessment process from OLP
- comply with the code of conduct set out below

Assessor continuous professional development

Assessors are expected to have a secure knowledge and understanding of the educational context/environment within which programme participants must lead. It is expected that for those assessors currently working in schools their 'lived experience' will provide them with much of what is expected, although there will probably be some gaps in their knowledge of some of the most recent research. For assessors not currently working in schools, the need for them to have strategies for keeping abreast of current developments is likely to be greater. In order that all assessors maintain their professional currency, they may find some or all of the following strategies helpful.

Self-directed learning achieved through a variety of means:

- Regular reading of key material. Good starting points for the latest research/policies are the EEF's alert system at [EEF News Alerts | EEF \(educationendowmentfoundation.org.uk\)](https://www.eef.org.uk/news-alerts) and the DfE's alerts system at [Department for Education \(govdelivery.com\)](https://www.gov.uk/government/organisations/department-for-education).
- Working as a governor in a school
- Working on the delivery side of the programme
- Working in an advisory role to schools

Best Practice Network's support for professional development provided through:

- Assessor annual professional development review
- Support and guidance from an attached moderator
- Assessor and facilitator online learning communities
- Annual conference

Code of conduct for OLP NPQ specialist and leadership programme assessors

Assessors must:

- demonstrate personal integrity and the highest professional standards

- treat all assessment materials, the assessment process and knowledge of participants in complete confidence
- not have acted as online tutor, face-to-face facilitator, mentor or coach or had any other interaction with the participant being assessed
- comply with assessment guidance, moderation and quality assurance processes provided by OLP

Person specification for OLP NPQ specialist and leadership programme assessors

Knowledge and understanding

An effective assessor will demonstrate knowledge and understanding of the:

- reformed NPQ model and the leadership development opportunities available to aspiring senior and middle leaders
- roles, responsibilities and challenges of executive, senior and middle leadership
- current education agenda and policy priorities
- NPQ specialist and/or leadership programme content area frameworks and the processes for assessment

Assessment skills

An effective assessor will demonstrate the ability to:

- apply the OLP NPQ assessor guidance consistently
- evaluate evidence and make sound, balanced judgements using the assessment criteria and OLP mark scheme
- give accurate, balanced and constructive feedback as required
- be objective and impartial

Personal attributes

An effective assessor will demonstrate as personal attributes and characteristics:

- personal integrity
- commitment to own learning and professional development
- readiness to receive and respond positively to feedback

- commitment to the whole process and purpose of NPQs and to their importance in the continuing development of learning opportunities of the highest quality for young people and effective school leadership

Availability

Assessors will need to be available at the two summative assessment submission points during the course of the year. They will be asked to specify how many assessed tasks they are available to mark within the published timescale and will be allocated work based on the number of available assessors and the number of tasks that need to be assessed.

Assessor fees

Fees paid by BPN/OLP for assessment will be competitive and reflect the expected time spent on assessing and attendance at the standardisation meeting. No separate fee for attendance at the standardisation meeting is payable.

Fees will be published prior to each assessment window and payable upon completion of each round of assessments.

Applying to be an assessor

1. For people who have been previously accredited by OLP to assess NPQs, a simple expression of interest form will be available that will include:
 - details of training and accreditation
 - previous experience of assessing NPQ written submissions
 - commitment to OLP update training
2. For people who are new to assessing NPQs, applicants will be required to submit an application form detailing:
 - their relevant professional experience
 - relevant experience of assessment processes and practices
 - their reasons for wishing to join the BPN team of assessors
 - the names of two appropriate referees

BPN associate application form

In order to be an OLP assessor, applicants must also have applied to be a Best Practice Network associate.

In addition to the OLP assessor expression of interest form, prospective assessors will need to complete the [BPN Associate Application form](#). If you have already completed the associate application form, have been through the recruitment checks and received a BPN contract for provision of services, you will only need to complete the expression of interest.

Contact us

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