

INTRODUCTION

Each professional examiner/moderator panel exists in order to enable Trinity to deliver assessments when and where required across the globe, to a consistent level of quality and reliability.

Membership of a panel is undertaken on an individual basis by self-employed professionals who agree to abide by these Terms & Conditions. Trinity enters into an annual Agreement setting out the guidelines under which a Panel Member's services will be sought subject to the levels of activity which apply in any given year in each subject area and across the range of territories in which Trinity operates.

Applications to join a Trinity examiner/moderator panel may be made at any time to the relevant Head of Panel.

Initial appointment to a moderator panel follows a selection process which involves completing an application (with details of relevant qualifications and experience), attendance at an examiner selection event, which may or may not include training and is conditional on various criteria being met, e.g. provision of an Enhanced Disclosure from the Criminal Records Bureau to include ISA Vulnerable Adults' Barred List information OR Protection of Vulnerable Adults List information; proof of relevant qualifications; two references that are satisfactory to Trinity; proof of eligibility to work in the UK.

Continuing membership of a panel depends upon evidence of the individual's good practice during the preceding year(s), availability for re-standardisation, suitable availability on the part of the Panel Member and overall need (i.e. level of activity) in each given area of specialisation. Senior members of the panels will independently monitor good practice throughout the year. It is unlikely that panel members would be permitted to examine in an organisation where they had worked or still work, or examine learners or teachers whom they had previously tutored or still tutor.

Appointment and re-appointment to a panel is at the absolute discretion of Trinity College London.

CRITERIA FOR PANEL MEMBERSHIP

Trinity welcomes applications from arts practitioners and arts educators interested in becoming Arts Award moderators. You should have at least five years' full-time professional experience in a relevant field and experience of assessment in the arts.

We are looking for professionals with a wide range of knowledge across the art forms, and interest in contemporary youth culture. You will have an ability to travel widely and independently in the UK on a flexible range of days, usually moderating at least 13 sessions including at least three in July. The work will involve conducting moderation of assessments made locally by Arts Award advisers. Initial training and continuing support is provided, including an obligatory annual standardisation event of two days' duration.

FORMAL QUALIFICATIONS

You should hold appropriate qualifications and experience of working in the arts with young people. This will usually mean professional qualifications to first degree level (or equivalent), but this requirement could be waived where a moderator has at least five years' full-time experience in a relevant field.

You are also expected to complete the Arts Award Bronze/Silver and Gold adviser training.

EXPERIENCE

You should have at least five years' full-time professional experience in a relevant field and experience of assessment in the arts. Strong interpersonal and communication skills with an ability to relate to people of all ages, in particular young people aged 11 to 25, is also important.

CURRENT KNOWLEDGE

You should have a sound general knowledge of a variety of art forms in addition to any specialism, and an interest in contemporary youth culture. You will be competent in written and spoken English.

AVAILABILITY

It is a requirement of each panel that the membership must be able to offer the minimum level of availability specified in the Agreement. This is not only to ensure that Trinity's examining commitments are fully provided for but also to ensure the minimum level of frequency of examining, which is essential to ensure adequate intra-rater and inter-rater reliability of assessment. Availability must include attendance at an annual re-standardisation event and any other compulsory training activity. Travel and subsistence/hotel expenses will normally be paid to examiners for these activities, but not fees.

FINANCIAL REQUIREMENTS

Panel Members are independent self-employed professionals offering their services in all the countries in which Trinity operates. While Trinity endeavours to reimburse Panel Members as quickly as possible, Panel Members must have financial arrangements to reflect the service they offer. It is essential that Panel Members have international cash withdrawal facilities (e.g. a credit card with an adequate credit balance) and a UK bank account.

PERSONAL DETAILS

Trinity's insurance does not cover individuals over the age of 75 years. It is our practice, therefore, to withdraw membership at the end of the year in which the individual reaches the age of 75.

HEALTH & SAFETY

The health, safety and welfare of Panel Members is a major concern for Trinity, and all Panel Members must be sufficiently fit to undertake UK and overseas travel.

PERSONAL QUALITIES

It is Trinity's policy to work towards a varied and representative panel membership with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership.