

## **INTRODUCTION**

Each professional examiner/assessor 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 panel should be made to the relevant panel manager. Initial appointment to an examiner 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 the following criteria being met:

- Proof of eligibility to work in the UK
- Proof of qualifications
- Proof of two references that are satisfactory to Trinity and you may be required to complete a Disclosure and Barring Service (DBS) check

A trainee assessor's training programme may be terminated at any time at the discretion of the relevant Head of Panel. Continuing membership of a panel depends upon evidence of the individual's good practice during the preceding year(s), availability for annual training / 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 assess in an organisation where they had worked or still work, or assess learners or teachers whom they tutor or have tutored in the past.

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

The role of Assessors involves the following:

- Having full understanding of the learning outcomes and assessment criteria in the dance qualifications to which they have been appointed
- Assessing materials submitted by candidates against the criteria set out in the qualification specification and taking account of the levels as set out in the exemplar assessment materials used at assessor training
- Conducting a discussion with the candidate via the internet in accordance with the requirements set out in the qualification specification
- Writing reports and submitting them to Trinity in accordance with the timeframes set out in guidance documents to assessors

- Completing appropriate feedback forms for Trinity
- Completing annual training and standardisation (face to face and/or online)

Assessors will be given between 1-4 weeks' notice of the date for the discussion with the candidate. The position can fit around most professional engagements.

The majority of candidates who take the qualification have been working in the sector for some time and work across a wide range of contexts including in schools, community contexts, with the active and frail elderly, with professional dance companies offering out-reach programmes and in private dance school provision. It is essential that DDTAL assessors understand the vocational nature of the qualification and have experience of the wide range of contexts, purposes and variety of dance styles in which practitioners seeking the qualification may be operating.

### **CRITERIA FOR PANEL MEMBERSHIP**

- A lively, perceptive and abiding interest in dance
- An ability to assess the quality of a wide range of dance styles and dance teaching against prescribed criteria and levels; to award appropriate marks to these (where relevant); to write legible, accurate, consistent, grammatically correct, coherent and constructive reports within a strictly limited time period to support the marks awarded.
- An ability to engage with candidates of all ages and abilities from a wide variety of backgrounds to probe and discuss levels of understanding relevant to a range of dance-related areas.
- An ability to communicate concepts and ideas to a wide range of candidates, teachers and other stakeholders in a variety of formal and informal settings.
- A good understanding of the diversity of contexts in which dance teaching may occur within the UK and ability to apply this understanding sympathetically to European and International contexts, where relevant to specific candidates
- Willingness and availability to fulfil the minimum number of assessment days and to travel within the UK as required.
- Flexibility in approach and an open mind towards the variety of approaches and purposes in different dance contexts
- IT skills, access to internet, video conferencing e.g. Skype, e-mail and mobile phone

### **FORMAL QUALIFICATIONS**

- Honours degree (or equivalent) in dance AND post-graduate/Level 7 qualification in education.

## **EXPERIENCE**

DDTAL Assessors are expected to be able to demonstrate experience in at least two of the following areas:

- Substantial experience as a dance teacher trainer or teacher trainer in another art-form area.
- Substantial experience teaching and/or assessing dance in a Higher Education Institution or vocational training institution
- Substantial experience as the director or senior practitioner in a dance-in-education company
- Experience as a dance examiner or assessor for another examination board or government department for more than one year
- Published works and or academic research in a relevant subject area
- Experience as a facilitator, dance leader or youth dance worker within a credible, professional dance or dance-in-education company
- A good understanding of the diversity of contexts in which dance teaching may occur within the UK and of a range of different dance styles and approaches

## **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 assessing commitments are fully provided for but also to ensure the minimum level of frequency of assessing, which is essential to ensure adequate intra-rater and inter-rater reliability of assessment. Assessors must be available to complete annual training and standardisation activities. If these are face to face, travel and subsistence/hotel expenses will normally be paid to assessors 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 cash withdrawal facilities (e.g. a credit card with an adequate credit balance) and a UK bank account.

## **PERSONAL DETAILS**

Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership. Because Trinity's insurance does not cover individuals over the age of 75 years, membership of the panel ceases the day before the Panel Member 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 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.