



Assistant Assessor grade

The Assistant Assessor grade of assessor falls between Delegated Assessor and Verified Assessor. Assistant Assessors are able to fulfil the assessment responsibilities of Verified Assessors (e.g. they can assess up to 100% of a portfolio) but are not able to sign off portfolios; this remains with the Verified Assessor, who also retains final responsibility for ensuring the quality of portfolios before signing them off.

Benefits

The Assistant Assessor grade carries a number of benefits for training course providers, namely:

- It can help to ease the workload of busy Verified Assessors
- It creates career-path opportunity for Delegated Assessors
- Verified Assessors with too many Delegated Assessors can 'promote' individuals to Assistant Assessor through the application process
- Assistant Assessors can apply for Verified Assessor status via a streamlined Quality Assurance process

Overview

| | Verified Assessor | Assistant Assessor | Delegated Assessor |
|--|---|---|--------------------------------|
| Minimum qualification | Chartered Psychologist and RQTU member | BPS member and RQTU member, working towards Chartered-member status | RQTU member |
| Proportion of work that can be assessed | 100% | 100% | Less than 100% |
| Supervision | Supervises work of Assistant and Delegated Assessors | Does not carry out supervision | Does not carry out supervision |
| Verification method | Full verification of materials and Quality Assurance (QA) process | Quality Assurance process | None |

Criteria

Assistant Assessors must:

- Be psychologists who are following the BPS Chartered-member qualification path for their domain
- Must be a current member of the RQTU, holding the Assistant Test User, Test User Ability, and/or Test User Personality qualifications for the materials that they will be assessing
- Work closely with the Verified Assessor
- Apply for Verified Assessor status when they become BPS Chartered Members

Points about the Application Process

- Assistant Assessor applicants are 'verified' using an adapted version of the Quality Assurance process
- Applicants provide a delegate portfolio affirmed by a Verified Assessor for which the Assistant Assessor has completed 100% of the assessment under supervision of the Verified Assessor
- Applicants must complete a QA summary pro-forma describing the process of assessment, outcomes and any recovery
- The supervising Verified Assessor will add comments to the pro-forma and confirm their commitment to continued supervision
- Assistant Assessor status is tied to a specific Verified Assessor and set of assessment materials.
- The maximum number of Assistant Assessors per Verified Assessor is 4
- Assistant Assessors cannot supervise Delegated Assessors – this remains the responsibility of the Verified Assessor
- Assistant Assessors do not count towards Delegated Assessor numbers
- The cost of application to become an Assistant Assessor is less than full verification – see Assessors schedule of fees for details
- Assistant Assessors must have signed off a minimum of 4 portfolios in order to be eligible to apply for Verified Assessor status

Responsibilities

- Verified Assessors are ultimately responsible for the quality of assessment practice of Assistant Assessors using their verified materials
- Assistant Assessors can assess delegates using verified materials belonging to their assessor
- Verifiers must comply with standards described by codes of conduct relating to Chartered Members, Registered Psychologists, and Verified Assessors

Reapplication

- The term for an Assistant Assessor is restricted to 5 years. After this time, they are required to reapply using the QA process
- On becoming Chartered, Assistant Assessors should apply for Verified Assessor status no later than the date that their supervising Verified Assessor's re-verification becomes due