

# Job Description: CIPS Assessor (CIPS Exams)

## The Chartered Institute of Procurement & Supply

The Chartered Institute of Procurement and Supply (CIPS) is the leading independent global body representing the Procurement and Supply profession with a global membership of over 60,000 in more than 150 countries. CIPS is connected with a broad range of individuals associated with the profession including senior business people, high-ranking public servants and leading academics. The focus for CIPS is on enhancing the capability and profile of the profession through education, qualifications, training and external affairs activities. CIPS is a UK based, not for profit, organisation with a royal charter, and CIPS exists for the public good of the profession. Procurement and Supply has a major impact on the effectiveness, efficiency and profitability of any organisation, and CIPS offers a 'one stop shop' for Procurement and Supply excellence in People, Processes and Performance. CIPS has local offices in the UK, Australia and New Zealand, Africa, the Middle East and the USA.

## Classification Information

Detail	Description
Job title	CIPS Assessor (CIPS Exams)
Contract Type	Assessment Consultant
Departments	Professional Development
Reports to	Assessment Delivery Lead
Key Relationships	Assessment Delivery Manager; Assessment Delivery Lead; Principal Marker; Senior Standards Verifier
Rate of Pay	Competitive

## Job Summary

Responsible and accountable for accurate marking of allocated candidate answer scripts in accordance with CIPS procedures, ensuring that the standard and integrity of CIPS assessments is maintained.

## Key Responsibilities

**CIPS Assessors (CIPS Exams) are responsible and accountable for:**

- Attending standardisation meetings in accordance with CIPS marking procedures prior to the commencement of marking.
- Marking allocated answer scripts against marking scheme and in accordance with standardised approach for the unit and CIPS marking procedures, and guidance.
- Performance measures: maintaining security, timeliness of service and accuracy of information is critical to the satisfactory performance of assessment consultant services.
- Ensuring security and confidentiality of all assessments is maintained throughout the marking process.
- Keeping CIPS Assessment Delivery Team informed of all conflicts of interest relevant to the service provided.
- Maintaining the validity of CIPS assessments.
- Maintaining continuing professional development (CPD), at your own expense, in the context CIPS chartered professional status (or equivalent with prior agreement of the Assessment Delivery Manager).

## Key Information

- Assessors will be required to mark exam scripts online. Facility to print is not provided.
- Assessors will be required to have an excellent IT literacy to facilitate standardising, marking and moderation online.
- Assessors will be required to commit to marking a minimum of 2 exam series a year. CIPS may not be able to offer marking for all exam series.
- Assessors will be required to commit to marking a minimum of 150 scripts (note the actual volume will vary due to candidate absence).
- Assessors will be required to attend mandatory standardisation sessions prior to marking each exam series.
- Service Level Agreements: Assessors will be required to mark their allocation before the marking window closes – date confirmed prior to marking window opening. Assessors will be required to

complete 50% of the agreed allocation by the deadline given (date confirmed prior to marking window opening) in order to facilitate continuous moderation and monitoring.

- Standardised Assessors may be required by CIPS to undertake further allocation of marking during an exam series in order to cover unplanned absence from other members of the marking team.
- Assessment work undertaken is subject to continuous review by the Principal Marker and Senior Standards Verifier during the marking period. Assessors must respond to feedback within 24 hours of receipt. Where marking scores are significantly or continuously inconsistent with the Principal Marker/Marking team, a suspension will be applied until further corrective action is implemented.
- Marginal fails (marks 47, 48, 49) must be submitted to the Principal Marker for review prior to the closure of the marking window.
- Assessors are required to have sufficient knowledge and experience to be able to assess all constructed response units at Levels 4, 5 and 6.

## Person Specification

Qualifications & Assessment Experience	Desirable	Essential
Professional practitioner experience: qualifications & institute membership		
Member or Fellow of the Chartered Institute of Procurement & Supply (MCIPS/FCIPS)		✓
Chartered Professional		✓
Other professional institute membership credentials	✓	
Honours degree qualification or equivalent		✓
Masters level qualification or equivalent	✓	
Teaching, Assessment or verification qualification(s)	✓	
Demonstrable procurement and supply practitioner experience	✓	
Demonstrable procurement and supply teaching/lecturing experience	✓	

Demonstrable assessment marking experience, with CIPS or other Institution or awarding organisation	✓	
Other	Desirable	Essential
Highly skilled writer in the English language		✓
Secure access to broadband internet connection		✓
Individual and private e-mail address		✓
High level of IT literacy		✓
Demonstrable knowledge of and experience in the global procurement environment		✓

### Conflict of interest

A conflict of interest occurs when an individual or an organisation is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. For example, a conflict of interest exists when an individual is involved in the delivery of CIPS qualifications and development and/or marking of CIPS assessments.

All members of the CIPS assessment team are required to declare all conflicts of interest and to ensure that this information is current. Exam scripts are anonymised, however, in the process of marking should an assessor become aware of the identity of a candidate known to them they must declare it to the CIPS Assessment Delivery Lead or Assessment Delivery Manager.