



Welcome to our Chartered Educational Assessor (CEA) training guide.



Following a shift away from externally assessed tests at Key Stage 3, the launch of the new diplomas and employer training programmes being placed on the QCF, there is now a greater focus on quality assuring assessment within places of learning. Therefore schools, colleges and assessment teams in the workplace require a greater level of support to enable them to deliver a fit-for-purpose assessment system; that is the role of the CEA.

The Expert Group on Assessment recently reported to the Secretary of State for Children, Schools and Families the importance of and the need for places of learning to have access to an assessment specialist. The Expert Group also recommended that every school should have access to a CEA. This recommendation has been accepted in full by the DCSF.

The granting of CEA status is bestowed on those individuals who understand the processes of assessment and are able to demonstrate an impact upon assessment policies, procedures and practices within schools, colleges or the workplace to support and embed a quality-assured system of good assessment practice.

A handwritten signature in black ink, appearing to read 'David Wright'. The signature is stylized and cursive.

David Wright  
Chief Executive, CIEA

## **Chartered Educational Assessor explained**

A CEA is an individual who applies the highest professional skills and judgements to assure the quality of assessment and thereby sustain and improve confidence in the standard and consistency of assessment within a school, college or workplace.

### **What is CEA training?**

CEA training is an accredited prior experience and learning route to Chartered Educational Assessor status incorporating a two day training course, plus additional portfolio development spread over three terms that allows you to develop and evidence your skills and competence in assessment practice.

### **Why take part in the CEA training?**

CEA training will mark you out as an individual operating at the very highest levels of assessment practice.

By gaining CEA status you will be independently accredited as a senior assessment practitioner who can build and lead a team of assessors to develop and deliver a quality-assured system of internal assessment practice in your place of learning.

So if you would like to further your career in assessment, be recognised for excellence in

assessment practice, or gain CEA status for personal and professional development then CEA training is for you.

### **What is the role of a CEA?**

The role of the CEA is to quality assure the assessment processes that a school, college or workplace use.

The CEA will look to improve the processes of assessment common to all institutions, across multiple disciplines or subject contexts. This will involve ensuring that the preparation for assessment is effective, auditing assessment policies and procedures that are in place and how the strategy for assessment is delivered. The CEA will offer support in designing and developing effective assessments that are reliable, valid, fit-for-purpose, manageable and fair.

The CEA will also look to improve the way that assessments are conducted. This will involve developing effective assessment criteria and setting suitable assessment objectives as well as arriving at consistent and accurate judgements. This includes developing effective standardisation and moderation procedures, as well as collecting and analysing assessment information from the outputs of these assessments.

Further, the CEA will look at ways of using this information to inform future teaching, training and learning programmes, as well as reviewing the effectiveness of the assessment itself. The evidence will be used to provide feedback to learners as well as members of the assessment teams, their line managers and stakeholders and to review the impact of the assessment.

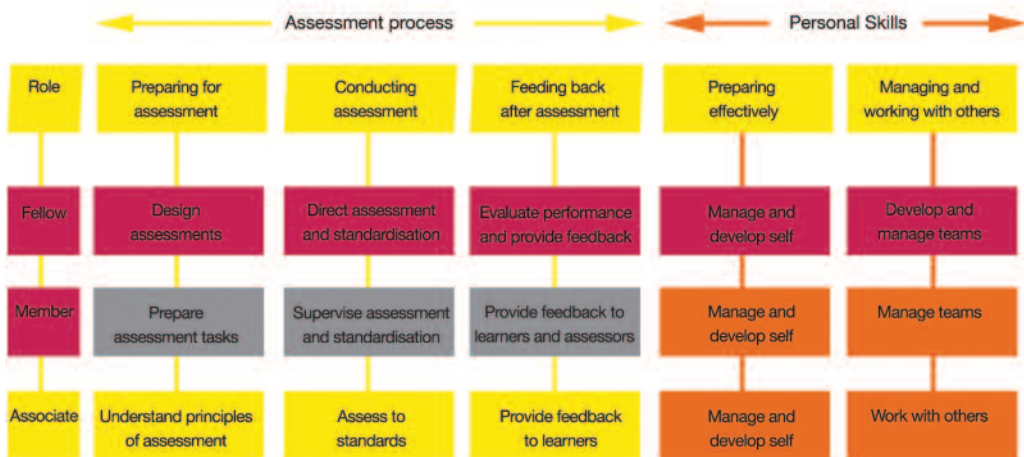
The CEA will also encourage teams of assessors to reflect upon their individual performances, use assessment information to help individuals to plan their own professional development, by addressing any areas for development highlighted by the evidence, and evaluate the impact on their own learning in these key areas.

### CEA training

Based on the CIEA Professional Framework of Assessment which sets out a national standard of good assessment practice and has been developed over years of practitioner research, CEA training will improve your knowledge, skills and capability in delivering good assessment practice.

The information will also form the basis of the next teaching or training programme as well as providing data which can be used to write reports for parents or carers, for institution managers and for other stakeholders such as local or national government as well as local and national industry.

## CIEA Professional Framework



## Programme

### Day 1

#### **Session 1: Introducing the role of the Chartered Educational Assessor (CEA).**

Session 1 introduces delegates to the role of the CEA and covers the following areas:

- Auditing what is happening in the school, college or workplace now?
- Monitoring & Reporting your feedback to the school/college/training institution.
- Supporting helping to develop good assessment practice within the school/college/training institution.

#### **Session 2: Designing Assessments**

Session 2 looks at the process of designing assessments and includes:

- Identifying the purpose of a particular assessment.
- The deployment of assessment methods which are fit for a particular purpose.
- Reliability, validity and fitness for purpose of assessments that are influenced by the conditions in which that assessment is carried out.
- Selecting assessment tools and methods in terms of their fitness for purpose.
- Implications of selected assessment tools and methods for approaches to teaching and learning.

#### **Session 3: Conducting Assessments**

Session 3 looks at the process of conducting assessments and includes:

- Good practice in the conduct of assessments.
- The need for different types of assessment criteria or mark schemes depending on the nature of the assessment.
- How to ensure that assessment criteria are adhered to and mark schemes are followed accurately.

## Day 2

### Session 1: Data Analysis

Session 1 looks at the process of data analysis, enabling you to:

- Understand the purpose and features of 'good' assessment data.
- Appreciate that assessment data is a rich source of information that can be used by a CEA for planning future delivery.
- Write a CEA-type intervention report by analysing assessment data.
- Appreciate the usefulness of spreadsheets for data analysis.

### Session 2: Feeding back after assessment

Session 2: looks at feeding back after assessment and includes:

- The process of report writing for different audiences.
- The process of compiling a risk assessment and using it to inform practice.

### Session 3: Personal Skills & Managing Others

Session 3 looks closely at personal skills and managing others within the assessment team and includes:

- Issues regarding managing yourself and others.
- Why the CEA must be an effective communicator.
- Appreciating different communication styles and how to manage different audiences.
- Why the CEA must have effective 'change management' skills.

Following the training you will be able to:

- Prepare valid, fit-for-purpose, reliable and robust assessments across a range of subject areas.
- Conduct suitable assessments which are understood, agreed and that apply fairly and consistently across the assessment specification.
- Collate and analyse data to ensure feedback to assessors and students is clear and concise and use the outcomes to inform future planning.

## Who should take part in the training?

The training is aimed at those senior individuals who have at least 3 years experience of managing and working within assessment or who have implemented significant changes in the assessment process within a place of learning including:

- Principals/Head teachers/ Deputy head teachers
- Senior management team members/Heads of department
- Education specialists/consultants
- Senior examiners/moderators
- Educational advisers or inspectors
- Subject leaders
- Diploma Lead and Domain Assessors
- APP Assessment leads

## The benefits to you

Be recognised as a professional operating at the highest levels of assessment practice through independent accreditation by a leading chartered professional body.

CEA training will allow you to consolidate your own experience and achievements in assessment and align these with a national standard of professional assessment practice as set out in the CIEA Professional Framework of Assessment.

Whether you are thinking about progressing your career in assessment, developing your knowledge or skills in this critical

area of education, or simply looking to be accredited for your own achievements in assessment, then CEA training is for you.

## The benefits to your school, college or workplace

A quality assured system of internal assessment practice will bring more consistency in the application of valid and reliable assessment which is a criticism often reported by Ofsted inspectors of barriers to school performance.

Additionally excellence in assessment supports better quality teaching and learning by allowing for greater personalisation and progression for your learners through the smarter use of assessment which diagnoses learner needs, supports their individual learning pathway, effectively surmises educational achievements and evaluates the impact of good teaching and learning.

At the national level a quality-assured system of internal assessment practice will also support new education initiatives such as DCSF's Assessment for Learning strategy involving the rollout of Assessing Pupils' Progress materials, the alignment of internal with external assessment standards such as National Curriculum Tests or Single Levels Tests, as well as the internal quality assurance requirements of the new Diploma.

## Our support includes:

Dedicated online CEA information, advice and case studies

The CIEA website contains a wealth of assessment-specific tools and resources as well as case studies from qualified CEAs. This information is free and can be accessed at [www.ciea.org.uk/cea](http://www.ciea.org.uk/cea).

## Chartered Educational Assessor Benefits:

- Recognition of achievement of excellence in assessment.
- Independent accreditation by a leading chartered professional body.
- Development of your skills in assessment to a recognised national standard.
- Post-Nominals - The letters 'CEA' after your name. e.g. Richard Guest MCIEA CEA.
- Access to formalised and structured Continuing Professional Development.
- Exclusive access to our online CEA Network (powered by LinkedIn.com).
- CEA Certificate and pin badge.
- Entry into the CEA Directory.

## What's next?

We recommend that you achieve Fellow or Full Member status prior to applying to become a CEA. Only fully paid up members of the CIEA can be granted CEA status.

Membership of the CIEA provides ongoing support and will enable you to keep up-to-date with the latest developments in educational assessment.

If you are serious about assessment and keen to find out more about CEA training then please visit the CIEA website: [www.ciea.org.uk/cea](http://www.ciea.org.uk/cea).

If you have any further queries then please do not hesitate to email a member of the team at [cea@ciea.org.uk](mailto:cea@ciea.org.uk), or call us on 0845 672 2123.

## The Chartered Institute of Educational Assessors

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