



## Chartered Educational Assessor (CEA) Training

Delivering excellence in assessment practice

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

Following the launch of the Academies programme of schools with greater freedom from local authority control, the emergence of Free Schools funded directly from central government, and plans to introduce a more flexible slimmed down national curriculum, there is now more than ever before a need to develop robust systems and processes within schools to underpin high quality teaching and learning programmes supported by a greater focus on quality assured assessment within places of learning.

Schools require a greater level of professional support to enable them to deliver a fit-for-purpose assessment system That is the role of the CEA.

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.

Within this publication you will find detailed information about the CEA programme, the associated benefits of taking part, and an outline of who should consider attending.

I hope that you read this publication with interest, and if you have any queries please do not to hesitate to contact our dedicated membership and training team.



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 two 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 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 institutions 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

**“This has been a really worthwhile course. Things learned here will be really useful for future development. The material was excellent. The tasks set were designed to test learning and reinforce what we covered. We all settled well and enjoyed the training.”**

Assessment Consultant, London

members of the assessment teams, their line managers and stakeholders and to review the impact of the assessment.

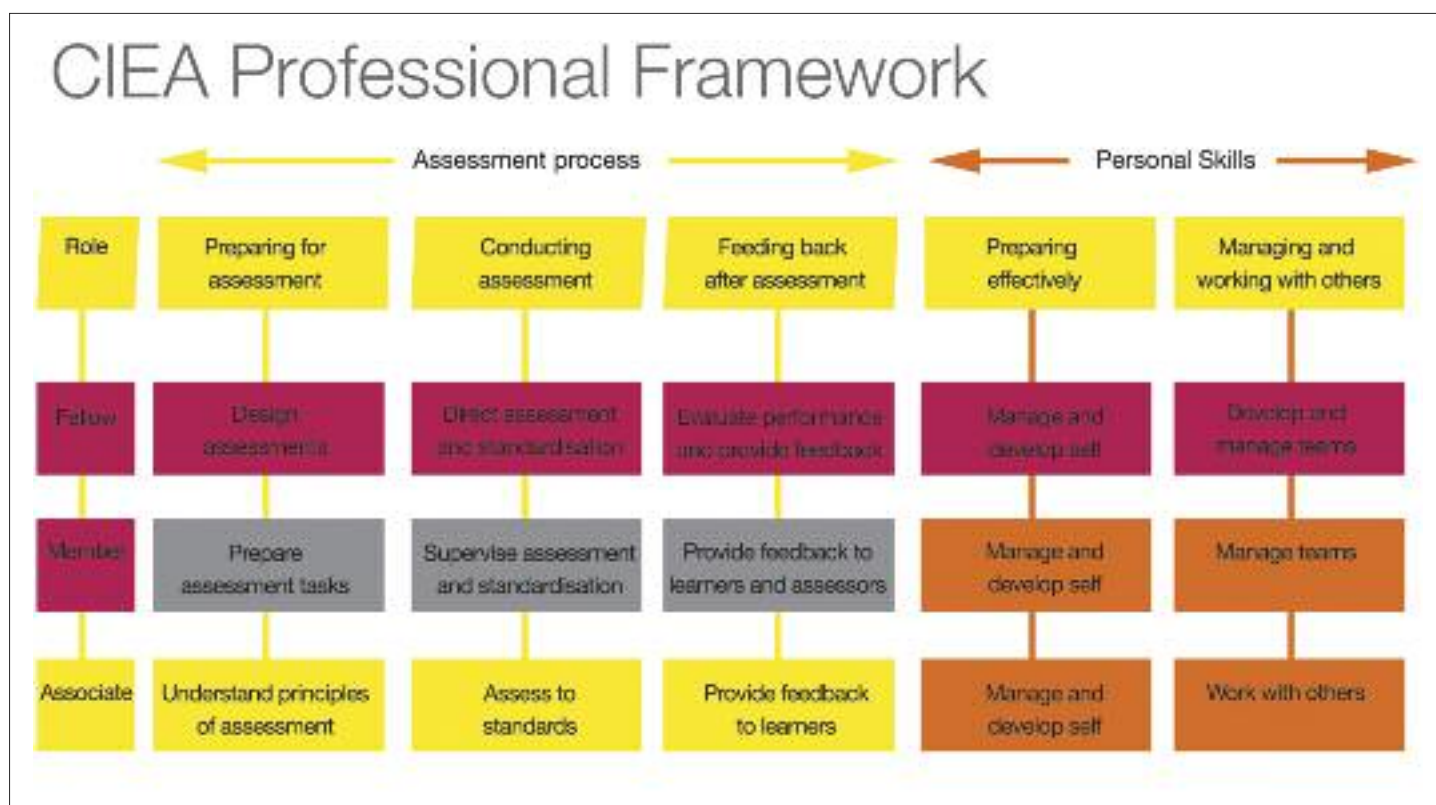
The information will form the basis of the next teaching or training programme as well as providing data which can be used to write reports for parents or carers, for institution managers and for other stakeholders such as local or national government as well as local and national industry.

The CEA will 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 (outlined below) 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.



“An incredibly valuable and worthwhile course which will provide a comprehensive and rigorous framework to work with. Thank you!”

Curriculum Manager, South West of England

## 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 institution.
- Supporting and helping to develop good assessment practice within the 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.

**“I now feel confident, equipped and empowered to improve the quality and consistency of internal assessment within my college.”**

College Head of Department, West Midlands

## Programme – 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 compiling information to help you to feedback to audiences appropriately.
- Developing the skills to analyse the reliability and validity of an assessment

### 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
- Year Group Leaders
- Curriculum Managers
- Assessment Coordinators
- Workplace assessors
- Local Authority Officers or Assessment Advisers
- Professional and Regulatory Bodies

## 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, academy or workplace

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

Schools and Colleges gaining Academy status will enjoy increased independence. However this will increase demands on assessment-related processes and systems. CEA-status will enable you to quality assure internal assessment policy and practice to ensure it is robust, reliable, valid and fit-for-purpose.

Additionally, excellence in assessment practice supports quality teaching and learning by developing greater personalisation and monitoring progression. This is achieved by effectively diagnosing learners' needs and supporting individual learning pathways. Excellence in assessment will allow you to summarise achievements effectively and evaluate the impact of assessment on learning.

At the national level a quality-assured system of internal assessment practice will also support new education initiatives (e.g. the roll out of the Academies Programme, the development of free schools, the new and more flexible national curriculum, and revised Key Stage 2 tests) 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.

**“Thank you for the most informative, effective training I have had in years.”**

Primary School Deputy Headteacher, North East of England

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
- Inclusive Affiliate membership of the CIEA and opportunity to fast-track upgrade to Member or Fellow following full completion of the course.
- Access to formalised and structured Continuing Professional Development (CPD)
- Exclusive access to our online CEA Network (powered by LinkedIn.com)
- CEA Certificate and pin badge
- Opportunities to represent the CIEA formally at training events and seminars
- Entry into the CEA Directory

What’s next?

Please visit the CIEA website: [www.ciea.org.uk/cea](http://www.ciea.org.uk/cea). This section of the CIEA website includes Chartered Educational Assessor (CEA) training dates for the forthcoming year.

If a date/location suits your requirements we recommend that you complete the Chartered Educational Assessor (CEA) training application form at the back of this guide and send (along with payment) to:

FREEPOST  
RRUR-YXLX-EYXC  
Chartered Institute of Educational Assessors  
Orbital Park  
TN24 0ZX

Please note that flexible options are available for multiple bookings. 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  
53-55 Butts Road  
Earlsdon Park  
Coventry CV1 3BH  
Tel: 0845 672 2123  
[info@ciea.org.uk](mailto:info@ciea.org.uk)  
[www.ciea.org.uk](http://www.ciea.org.uk)

**“I have thoroughly enjoyed the training. Thank you so much. A well structured, informative and highly interactive couple of days.”**

Local Authority Officer, North of England

# Training Application Form

## Section 1 – Personal Details

Title (Mr, Mrs, Miss, Ms, Other): \_\_\_\_\_ Male  Female  (please tick)

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of Birth (dd/mm/yyyy):

CIEA Membership Number (if already known):  0  0

**Important: All Chartered Educational Assessor (CEA) training applicants automatically receive a complimentary one-year CIEA Affiliate membership. In order for you to access the Member area on the CIEA website you must submit a date of birth above. Your date of birth will only be used as a security measure.**

## Home Address

Building name, number and street: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town/City: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Home phone:

Mobile:

Preferred email address:

**Important: In order for you to access the Members area on the CIEA website you must submit an email address above. This email address will also act as your username. If you have more than one email address, please make a note of the one you have submitted above.**

# Training Application Form

## Section 2 – Employment Details

If you are not currently in employment or are retired please leave this section blank and go to Section 3.

Job Title/Role: \_\_\_\_\_

Employer: \_\_\_\_\_

Date appointed:

### Employment Address

Building name, number and street: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town/City: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Business phone:

## Section 3 – Assessment-related Experience

Outline your relevant assessment-related experience below, remembering to enter your most recent assessment experience first. If you are still working within a particular role please do not complete the 'Date to' box.

Subject / Qualification	Role	Organisation (if appropriate)	Date from (DD/MM/YY)	Date to (DD/MM/YY)	Supplementary information
e.g GCSE English	Examiner	AQA	01/04/02	01/05/10	-

# Training Application Form

## Section 4 – Relevant Qualifications

Outline your relevant qualifications below (at NQF Level 6 or above), remembering to enter your most recent qualification first. If you are still studying for a qualification please do not complete the 'Date to' box.

Qualification	Institution/Awarding Body	Subject	Date from (DD/MM/YY)	Date to (DD/MM/YY)	Supplementary information
e.g BA (hons)	Nottingham University	Business Studies	10/09/1997	15/07/01	-

## Section 5 – Assessment Interest Area (please tick)

This section enables you to outline your assessment-related interests:

- |   |   |
|---|---|
| <input type="checkbox"/> Adaptive Assessment                          | <input type="checkbox"/> E-Assessment           |
| <input type="checkbox"/> Assessment and testing policy                | <input type="checkbox"/> Evaluative Assessment  |
| <input type="checkbox"/> Assessment from an international perspective | <input type="checkbox"/> Formative Assessment   |
| <input type="checkbox"/> Assessment in Primary Education              | <input type="checkbox"/> Summative Assessment   |
| <input type="checkbox"/> Assessment in Secondary Education            | <input type="checkbox"/> Vocational Assessment  |
| <input type="checkbox"/> Assessment in Further Education              | <input type="checkbox"/> Other – Please outline |
| <input type="checkbox"/> Assessment in Higher Education               |   |
| <input type="checkbox"/> Assessment Research                          |   |
| <input type="checkbox"/> Diagnostic Assessment                        |   |

## Section 6 – Training Type

Course title \_\_\_\_\_

Course fee \_\_\_\_\_ Preferred Course Date \_\_\_\_\_

Number of delegates \_\_\_\_\_

Multiple bookings only:

- Please tick if you are you the main contact?

If other colleagues are to take part in training please ask them to print/copy supplementary forms, complete and enclose with this completed application form (and payment).

# Training Application Form

## Section 7 – Equal Opportunities Monitoring

Ethnicity (Please tick box)

- White – UK or Ireland
- Mixed – White/Black Caribbean, White/Black African, White/Asian, Other background
- Asian – Indian, Pakistani, Bangladeshi, Other Asian Background
- Black – Caribbean, African, Other Black Background
- Chinese – Chinese, Other
- Other origin not listed
- Prefer not to say

Disability (Please tick box)

- No
- Yes
- Prefer not to say

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## Section 8 – Feedback

How did you find out about the Chartered Educational Assessor training? (Please tick box)

- |  |  |
|--|--|
| <input type="checkbox"/> Direct mail                                   | <input type="checkbox"/> Personal recommendation               |
| <input type="checkbox"/> Employer                                      | <input type="checkbox"/> Press/journal advertisement           |
| <input type="checkbox"/> CIEA website                                  |  |
| <input type="checkbox"/> Exhibition                                    |  |
| <input type="checkbox"/> CIEA presentation                             | <input type="checkbox"/> Awarding body - please outline list   |
| <input type="checkbox"/> CIEA promotional email                        | _____  |
| <input type="checkbox"/> CIEA promotional literature                   |  |
| <input type="checkbox"/> Internet                                      |  |
| <input type="checkbox"/> Professional membership body – please outline | <input type="checkbox"/> Regulatory body - please outline list |
- \_\_\_\_\_

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## Section 9 – Declaration

I confirm that the information supplied in support of my application for Chartered Educational Assessor training is correct. If elected to membership I agree to observe the provisions of the Institute's Code of Professional Assessment Practice.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### Data Protection Information

The CIEA respects the information that you provide and will use it primarily for the purpose of a business relationship. The Data Protection, Terms & Conditions and Privacy policies are all available on the CIEA website.

Training Type \_\_\_\_\_

Training Date (if known) \_\_\_\_\_

Number of delegates \_\_\_\_\_

Total fee \_\_\_\_\_

CIEA Membership Number (if already known)

0 0

**Payment Type**

- Credit or Debit Card (complete the form below)
- Cheque make payable to:  
'The Chartered Institute of Educational Assessors'
- BACS (use the details in the BACS section below)
- Invoice \_\_\_\_\_  
(enter the name of the person/organisation to be invoiced above)

**BACS details**

Account name Chartered Institute of Educational Assessors

Account Number 11473417

Bank name HSBC

Sort Code 400526

Bank address 79 Piccadilly, London, W1V 0EU

**Credit or Debit Card details**

Name \_\_\_\_\_

Address of cardholder \_\_\_\_\_

Postcode

Country

Card type  Visa  MasterCard  Maestro  Delta  American Express

Card Number

Issue Number (Maestro Only)

Start Date (dd/mm/yy)       Expiry Date (dd/mm/yy)

Signature \_\_\_\_\_

Date \_\_\_\_\_

For Accounts Use Only	Processed Date:
Nominal Code:	Amount:
Bank Statement Checked By:	Authorisation Code:

# Training Application Form

# Training Application Form

Once you have completed this application form please go through the following checklist questions before submitting:

- I have completed all relevant sections
- I have enclosed payment/payment instructions
- In Section 9 I have clearly printed my name, added my signature and entered today's date

**PLEASE DO NOT SEND ORIGINAL DOCUMENTS OR CERTIFICATES AS THEY CANNOT BE RETURNED**

Once you have completed this application form send it to:

CIEA Membership Department  
FREEPOST  
RRUR-YXLX-EYXC  
Chartered Institute of Educational Assessors  
Orbital Park  
TN24 0ZX

## Booking and Payment Conditions for CIEA course offerings

- Full payment or authorisation to invoice must accompany the enrolment form.
- Full payment is due within 14 days from the date of the start of the course.
- If CIEA fails to receive full payment of the invoice by the course the candidate may be refused entry to the course.

## Cancellation and deferrals by the customer

All requests for cancellation or deferral of a course must be received by CIEA in writing.

## Deferral

Where the full amount has been paid, an enrolment can be deferred to a future event.

## Cancellation by customer

If you cancel your booking the following will apply:

- More than 28 days prior to start date = No charge
- 28-14 days prior to start date = 50% of total Course Fee
- Less than 14 days prior to start date = 100% of total Course

## Cancellation or deferral by the CIEA

- In the event of CIEA cancelling a course (e.g. due to insufficient numbers), we will transfer the delegate onto the next available course.
- Where this is not suitable, CIEA will reimburse 100% of the course cost. Alternatively a credit will be held for use against further course offerings.
- Any refund made by CIEA will be paid to the original payer.

