

Membership Application Form Instructions

Instructions on how to complete the various sections of this membership application can be found below

Section 1 – Membership Category Description

Three categories will be available from May 2006 to April 2007:

Associate – For practising educational assessors

Description: You have an appropriate qualification and some knowledge of the educational assessment process. You have worked for a minimum of one year in a school, college, or in higher education. You may have worked for an Awarding Body assessing candidates' work.

Guidelines: You can provide evidence from your Head or Principal to confirm your role. You can provide a letter of appointment from an Awarding Body. You can provide a copy of your qualification at NQF level 5 or 6.

Criteria: You already possess an appropriate qualification at NQF level 5 or 6. A minimum of 1 years assessment experience. e.g. assessment of the internal components of external examinations.

Evidence: Copies of your qualification certificate. A letter from a Head, Principal or Awarding Body stating that you are engaged successfully with such work.

Affiliate – For those with an interest in assessment

Description: You are interested in assessment and support the broad aims of the institute.

Guidelines: You could be interested in assessment as a parent, member of the public, or someone who works in an organisation concerned with assessment activities.

Criteria: You are interested in assessment, working in an environment that has assessment at the heart of its activities. No formal qualifications or competencies in assessment required.

Evidence: You work for an Awarding Body or in an educational establishment or for an Education Authority. You are a parent, member of the public or governor at a school or college.

Student – For those preparing to assess

Description: You are undertaking a course of study, which will lead to work as an educational assessor.

Guidelines: You could be studying for a qualification in education, teaching or learning at a recognised learning centre. You could be thinking about taking part in assessment with an Awarding Body.

Criteria: You are studying for an appropriate qualification at NQF level 5 or 6.

Evidence: A letter from your college confirming your enrolment.

Section 2 – Applying for Member/Fellow status

Two further membership categories will be available from May 2007.

Member – For experienced practitioners

Description: You have a qualification at NQF level 5 or 6, and three years experience in educational assessment. You display a high level of competency based upon the IEA Professional Framework. You already have competencies to be an Associate.

Guidelines: You work in an assessment role for an Awarding Body and can provide your letter of appointment to the Awarding Body. You could be a head of department or faculty and can provide verification from your Head or Principal.

Criteria: You already possess an appropriate qualification at NQF level 5 or 6. A minimum of 3 years successful assessment experience and are able to satisfy the requirements of the IEA Professional Framework

Evidence: To be announced. Further eligibility information will be made available in early 2007.

Fellow – For senior practitioners

Description: You have a high level of competency as an experienced educational assessor, working at a senior level in an Awarding Body or undertaking assessment activities in a learning centre or an Education Authority for at least five years. You already have the competencies to be a Member. You may be accountable for setting or maintaining standards in assessment.

Guidelines: You display the highest standards of professionalism in assessment. You can verify this with a letter from your Head or Principal. You may be an accountable officer in an Awarding Body or learning centre.

Criteria: You already possess an appropriate qualification at NQF level 5 or 6. You have a minimum of 5 years successful assessment experience and are able to satisfy the requirements of the IEA Professional Framework.

Evidence: To be announced. Further eligibility information will be made available in early 2007.

Section 3 – Personal Details

Self-explanatory.

Section 4 – Employment Details

Definitions:

Employer – Your employer is the organisation that employs you either full/part-time, e.g. Humberston Comprehensive School.

Job Title/Role – Your formal job title as it appears is required, e.g. Head of English

Section 5 – Relevant Assessment Experience

Please detail your educational assessment experience.

Section 6 – Relevant Qualifications

Please detail your qualifications at NQF Level 5/6 or above.

Section 7 – References Explanation

If you have applied for either Student or Affiliate status you do not need to supply a reference.

If you have applied for Associate status and you have external assessment experience you do not need to supply a reference.

If you have applied for Associate status and have classroom-based assessment experience only, please provide referee contact details below. This referee should be either your Head or Principal

The Institute will endeavour to contact referees within four weeks of receiving a completed application form which will be done via email or post.

Section 8 – Supporting Documentation

Please see category applied for below:

Associate with external assessment experience – You need to submit (along with this completed application form) a photocopy of your degree certificate and photocopy of an offer, letter or contract from your awarding body in the enclosed pre-paid envelope.

Associate with classroom or college-based assessment experience – You should ensure that you have completed Section 7. No other supporting documentation is required.

Affiliate – You do not need to submit any supporting documentation.

Student – You need to submit (along with this application form) either a letter or email from your school/college confirming your enrolment in the enclosed pre-paid envelope.

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

Section 9 – Equal Opportunities Monitoring

The IEA is committed to equality in the provision of its services to its members and stakeholders. This ensures that all members, those applying for membership, and other service users will receive the highest possible standards of service from the IEA irrespective of race, ethnicity, gender, sexual orientation, marital status, age, disability, chronic illness, religion or beliefs.

The Equal Opportunities Monitoring section of the membership application form enables the IEA to monitor the implementation and application of its equal opportunities policy and ensures that it reflects and meets the requirements of the increasingly diverse membership, which it seeks to serve.

Section 10

Please indicate how you found out about the IEA in this section by ticking the relevant box. This information is collected purely to gauge the success of IEA promotional activity.

Section 11 – Data Protection

The IEA will hold your personal data on its computer database and process it in accordance with the Data Protection Act 1998. This information may be accessed, reviewed and used by the IEA for administrative purposes (for example, processing your membership application/renewal and contacting you in respect of your membership) and conducting in market research.

Section 12 – Declaration

In order for your application to be processed you must sign the application declaration. Failure to do so will delay the processing of your application.

Membership Application Form

To apply for membership of the Institute of Educational Assessors (IEA) please complete this membership application form in BLOCK CAPITALS and in black ink. Further guidance on completing this form can be found overleaf.

Section 1 – Membership Category

Initially three membership categories are available – Associate, Affiliate or Student. Please read the membership category descriptions below and indicate the category that best suits your qualifications/assessment experience:

Associate – For practising educational assessors

You are qualified at NQF Level 5 or 6 (e.g. a degree, a PGCE or equivalent) with a minimum of 1 years' assessment experience (e.g. assessment of the internal components of external examinations, in-centre assessment or you are an awarding body examiner). Please go to Section 2, as you may be eligible for Member or Fellow status.

Affiliate – For those with an interest in assessment

You work for an Awarding Body, educational establishment or Local Education Authority, but do not carry out educational assessment. You are a parent or governor at a school or college. Please go to Section 3.

Student – For those preparing to assess

You are either a Newly Qualified Teacher or you are studying for an educationally related degree or qualification at NQF Level 5 or 6 (e.g. a degree, PGCE or equivalent). Please go to Section 3.

If, after reading the above category descriptions, you are still unsure of the category that best suits your qualifications/experience, please refer to the Membership Application Form Instructions overleaf.

Section 2 – Applying for Member/Fellow Status

From May 2007 the IEA will open up two further categories – Member and Fellow. These two categories will be open to individuals with more than three years assessment experience.

Member – For experienced assessors

You are qualified at NQF Level 5 or 6 and have at least 3 years successful educational assessment experience.

Fellow – For senior practitioners

You are qualified at NQF Level 5 or 6 and have a minimum of 5 years successful educational assessment experience.

Section 3 – Personal Details

Title (e.g. Mr/Ms) Male Female (please tick)

First name

Surname

Date of Birth (DD/MM/YY)

House name

Number and street

City/Town

County

Postcode

Country

Home phone

Mobile

Important: In order for you to access the Members area on the IEA website you must submit an email address and this will act as your username. If you have more than one email address, please make a note of the one you submit below.

Preferred email address

Section 4 – Employment Details

If you are not currently in employment, are retired or a student with no assessment experience please leave this section blank and go to Section 5.

Job Title/Role

Organisation

Date appointed (DD/MM/YY)

Building name

Number and street

City/Town

County

Postcode

Country

Business phone

Section 5 – Relevant Assessment Experience

If you are applying for Affiliate status please go to Section 9. If you are applying for student status and have no assessment experience please leave this section blank and go to Section 9. Outline your relevant assessment 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. Only complete the 'Supporting Information' box if your experience falls outside the remit of the membership category you are applying for, e.g. Please outline your assessment experience gained overseas.

Subject / Qualification	Role	Awarding Body (or school/college)	Date from (DD/MM/YY)	Date to (DD/MM/YY)	Supporting information
e.g. GCSE English Literature	Examiner	AQA	01/04/02	01/05/05	
or KS2 Maths	Class Teacher	Humberston Comprehensive School	10/09/01	20/07/05	

Section 6 – Relevant Qualifications

Outline your relevant qualifications below (at NQF Level 5/6 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.

Only complete the 'Supporting Information' box if your qualification falls outside the remit of the membership category you are applying for, e.g. Qualifications that fall outside the NQF or non accredited centres.

Qualification	Institution	Subject	Date from (DD/MM/YY)	Date to (DD/MM/YY)	Supporting information
e.g. BA (hons)	Nottingham University	Business Studies	10/09/97	15/07/01	

Section 7 – Reference

If you have applied for Student or Affiliate status you do not need to supply a reference – Please go to Section 8.

If you have applied for Associate status and you have external assessment experience you do not need to supply a reference – Please go to Section 8.

If you have applied for Associate status and have classroom or college-based assessment experience only, please provide referee contact details below. This referee should be either your Head or Principal.

Title (e.g. Mr/Ms)

First Name

Surname

Position

School/College name (if applicable)

Number and street name

City/Town

County

Postcode

Country

Telephone

Important: All references will be checked by the IEA, so prior to submission it is strongly suggested that you notify your referee that he/she will be contacted. If your referee has an email address you are strongly recommended to submit it, as email references can be taken quickly, which will speed up your application.

Email

Section 8 – Supporting Documentation

Please see the membership category relevant to your application:

Member/Fellow

Member/Fellow membership categories are not be available until May 2007, however if you are eligible (see membership application instructions overleaf), you should already have expressed an interest in Section 2. At this stage you should apply for Associate status and submit the necessary supporting documentation (see below). Further eligibility information will be made available in early 2007.

Associate

If you have external assessment experience you need to submit (along with this completed application form) a photocopy of your qualification certificate and photocopy of an offer, letter or contract from your awarding body in the enclosed pre-paid envelope. If your application is successful, you will receive a confirmation email and your membership pack will be sent to your home address shortly.

If you have classroom or college-based assessment experience you should already have completed Section 7. Your reference will be checked by the IEA and, if your application is successful, you will receive a confirmation email and a membership pack will be sent to your home address shortly.

Affiliate

You do not need to submit any formal documentation. Your application will be assessed, and if successful, you will receive a confirmation email and your membership pack will be sent to your home address shortly.

Student

You should submit (along with this completed application form) either a letter or email from your school/college confirming your enrolment in the enclosed pre-paid envelope. If your application is successful, you will receive a confirmation email and your membership pack will be sent to your home address shortly.

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Section 9 – Equal Opportunities Monitoring

Ethnicity

- 1) White – UK or Ireland
- 2) Mixed – White/Black Caribbean, White/Black African, White/Asian, Other background
- 3) Asian – Indian, Pakistani, Bangladeshi, Other Asian Background
- 4) Black – Caribbean, African, Other Black Background
- 5) Chinese – Chinese, Other
- 6) Other origin not listed
- 7) Prefer not to say

Disability

- 1) No
- 2) Yes
- 3) Prefer not to say

Section 10 – Feedback

How did you find out about the IEA?

- 1) Press/journal advertisement
- 2) Direct Mail
- 3) Internet
- 4) IEA Presentation
- 5) Employer
- 6) Personal recommendation
- 7) Exhibition
- 8) Other

Section 11 – Data Protection

The IEA 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 IEA website. All supporting documentation received by the IEA will be reviewed and immediately destroyed in line with the Data Protection Act 1998.

Section 12 – Declaration

I confirm that the information supplied in support of my application for membership of the Institute of Educational Assessors is correct.

If elected to membership I agree to observe the provisions of the Institute's Code of Professional Assessment Practice.

Signed _____

Print Name _____

Date _____

End of membership application form.

Please return this completed membership application form (and supporting documentation if required) in the enclosed pre-paid envelope and post back to the IEA. The IEA aims to process all applications within four weeks. If you have not had a response within four weeks please email application@ioea.org.uk.