# EEUK Fellowship Assessor

**Thank you for considering your suitability as an EEUK Fellowship Assessor.**
This document outlines the expectations for the role and the process requirements for assessment.

### Role and Work Packages

Each EEUK fellowship submission comprises of three uploaded documents, which will be provided to you by email. For each applicant, each email contains three separate documents to check and assess:

1. EEUK Fellowship Submission template
2. ETCToolkit completed template
3. Letter of support

Each submission is allocated to a ‘lead’ assessor who acts as the first marker and works with an allocated moderator to ensure that the deadlines are met and that all the paperwork is returned within the assessment period. Note: undertaking both roles create the full “work package”.

The full “EEUK Fellowship assessment work package” requires an EEUK Fellowship Assessor to undertake 3 roles within the ascribed time scales (no extensions):

* Acting as **first marker** (ensuring all paperwork/assessment is completed within the timescales)
* Working with and responding promptly to another first marker as the **moderator**

and

* Following final assessment decision, **reassessing** any section amends (max 2 sections) per applicant and providing final decision within 3 months of first submission.

Each assessment uses [**pathway-specific**](https://www.enterprise.ac.uk/fellows/) **assessment forms** as either first marker or moderator.
Please ensure you are using the correct assessment forms.

### Essential Criteria

* Significant experience of sector/working as Enterprise Educator
* In-depth understanding of the UK education system as it relates to Enterprise Education (HEA fellowship or other externally validated assessment of competency is desirable)
* Familiarisation with key educational/sector issues and policies
* Previous engagement with EEUK – ideally experience of supporting or directing EEUK events and activities
* Full appreciation of the Fellowship scheme pathways within a competence-based framework
* Experience of providing clear and directive feedback

Applicants are invited to complete the **EEUK Fellowship Assessor Application Form** (available as a download on the EEUK Fellowship website or by contacting Fellowship@enterprise.ac.uk) for consideration for this role. Your application will be reviewed by EEUK and if you are accepted, you will be listed as an EEUK assessor for up to 3 years. However, there is no guarantee of work as this is dependent upon numbers of applicants in each cycle. You will be contacted each assessment cycle during your time to determine your availability to complete the assessment within the time scales required.

### Claim Process

Once the assessment is completed, you will be provided with a separate claim form to invoice EEUK for payment. This payment is made only to the first marker who is responsible to the delivery of each “work package” as the associated moderator work falls within the work package (described overleaf).

You are expected to complete the paper work in full and return to Fellowship@enterprise.ac.uk.

It is expected that the marking process will take approximately 1.5 hours per applicant in order to provide written feedback for the applicant, irrespective of role (first marker or moderator).

Each work package entitles the Lead Assessor, upon completion of all 3 allocated elements to claim a fee of £150 (inc. VAT; 2018/9).

### Regulations

### You must not undertake any correspondence/communication with the applicant as relates to their application.

### You may not assess anyone (as a first marker or a moderator) with whom you recognise it could be described as potentially creating a conflict of interest (such as the applicant currently works /recently worked with you at the same institution or on another project).

* You are required to delete any stored information (submissions, personal data and notes, online or on paper) once the assessment is completed in full.

**Governance**

Details regarding appeals and quality control can be found within the FAQ on the website. If you have any additional queries, please seek direction/guidance by emailing Fellowship@enterprise.ac.uk.