Guide for HEA Assessors

Thank you for your willingness to serve as an HEA assessor. You have been asked to assess

because you are an experienced and trusted colleague, and because of your understanding of the UKPSF, as well as your knowledge and experience of teaching and learning in higher education.

The review process has slightly changed. Here is a step-by-step description of what you need to complete along with a timeline.

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| **Stages & Time frames** | **Assessor’s activity (what you need to do)** |
| **Stage 1**(Week 1) | You will receive an email directed to you and your co-assessor. The email will include links to the application(s). 1. Click on a link to be directed to a folder in SharePoint. In that folder you will find:
	* the applicant’s Account of Professional Practice (APP),
	* their CV (optional),
	* the Supporting Statements: these are the references. One reference in the case of an Associate Fellow application and 2 references in the case of a Fellow application and Senior Fellow application.
	* the Review Grid. This refers to the document you will use to assess the application

*Please note that you don’t need to download the review grid. You can edit the document directly in SharePoint*. 1. Enter the Applicant’s name if not entered yet.
2. Enter your name under either Assessor 1 or 2.
3. **Individually**, review the application.
4. Complete Section 1 of the Review Grid for each applicant noting whether the Descriptor criteria have been Met or Not Met, and providing comments in support of your decision.
5. Complete Section 2 of the Review Grid by providing feedback for the applicant.
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| **Stage 2**(Week 2) | 1. Contact your assessment partner and choose one to be the lead assessor (In the case of Senior Fellow, external assessor Dr. Mark Dransfield of York St. John University is the third assessor).  You will find who your co-assessor is in the email sent by OTL.
2. Schedule a Teams meeting to discuss the outcome and collaborate on the crafting of the feedback.
3. During this meeting, the lead assessor is responsible for leading the discussion and writing the joint feedback.  Here is how to deal with the possible outcomes;
4. *If both assessors agree on the outcome of “Accept”, use the Review Grid (Section 3) to draft your feedback. I Focus on the applicant’s teaching practice and what you like about their practice. You can suggest areas where they can continue to grow and develop in their teaching.*
5. *If one assessor chooses “Accept” and the other chooses “Refer” and no consensus can be reached, the decision is “Refer”. In your feedback, please explain what needs to be improved before the claim is accepted. Use the Review Grid (Section 3). Focus on giving suggestions on what needs to be changed for acceptance.*
6. *If the application is referred by both assessors, use the Review Grid (Section 3) to give feedback on what the applicant needs to do (add/ change) in order to be accepted for that category of fellowship. Please be supportive and encourage them to apply again.*
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| Final Stage | 1. The lead assessor is to ensure that all Review Grids are fully completed with the final outcome decision clearly recorded (at the top of the document).
2. Once your decision is made and feedback finalized, the lead assessor is to email OTL (aicha.rochdi@uvu.edu) to report that the assessment has been completed.
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Thank you again for supporting the Higher Education Academy Fellowship Program at UVU.