

Code of practice and agreement for ICT Mark Assessors

The principles of ICT Mark accreditation and assessment

1. The ICT Mark is an agreed set of levels within the Self-review Framework that enables a school to demonstrate a standard of institutional maturity affording efficient and effective use of technology and enabling continual improvement through harnessing technology for learning.
2. The ICT Mark challenge for schools is not to be excellent in one particular element of technology but rather to be able to demonstrate good practice across each and every aspect of all elements.
3. ICT Mark accreditation is available to all schools who can demonstrate to an accredited assessor that they have reached the ICT Mark threshold levels within the Self-review Framework.
4. Naace is the awarding body for the ICT Mark and administers and manages the assessment, moderation accreditation and quality assurance processes.
5. Accredited ICT Mark assessors will follow the approved quality assured assessment procedures.
6. To be awarded the ICT Mark a school should be able to demonstrate to an external assessor that the threshold level has been reached across all required aspects of the Self-review Framework
7. A school is recommended for the accreditation after an external assessor reviews available evidence, consults with school leaders, staff and learners and judges that the school is able to demonstrate that they have reached the required levels.
8. The ICT Mark accreditation expires three years from the date of the Award. Schools wishing to renew will have their evidence reviewed by an external assessor.
9. An Assessor must be able to show that they are objective and impartial for each school that they assess for the ICT Mark.

Note: An Assessor's recommendation for the ICT Mark is based on what a school can demonstrate rather than the prior knowledge an assessor has of the school. Therefore an Assessor must be external and should not have contributed to a school's self-review or to the evidence and commentaries that indicate whether the threshold has been reached. In some cases Assessors may have indirectly supported progress through the Framework by having supported general technology developments or school improvement within the school or may have encouraged schools to complete the self-review process as preparation for an assessment visit. However, it is strongly recommended that a school is encouraged to use an external Assessor who has no recent involvement in the school's use of technology development. Schools then benefit from truly objective observations of strengths and areas for development and informal advice about shared technology practice drawn from a wider range of experience.

10. ICT Mark Assessors (Assessors) are selected through a competency-based assessment process. These competences are common to Assessors in all UK regions. Assessors have to show experience of working with school leaders at a strategic level in the phases and types of institution they will be assessing. They also have to demonstrate a broad range of experience of the use of technology within education as well as an understanding of the use of self-evaluation tools and a detailed knowledge of the Self-review Framework itself.

11. All Assessors will be required to have and maintain full Naace membership.
12. Quality assurance is provided through Lead Assessors who act as moderators, observing a proportion of assessment visits and ensuring consistent judgments are made of the ICT Mark thresholds.
13. An ICT Mark Assessor is an Assessor who has been selected as a result of the selection process outlined above.
14. In order to carry out assessments in schools an ICT Mark Assessor must also be registered and accredited.

Criteria for accreditation as an ICT Mark Assessor

Breach of any of these criteria will result in removal from the register of ICT Mark Assessors.

Initial Registration

To be registered an Assessor must have successfully completed the competency-based assessment process, submitted a pen portrait and signed the code of practice. An on-line list of Registered Assessors is maintained on the Naace web site as a service to members.

A Registered Assessor becomes 'Accredited' after they have successfully completed a Moderated Assessment and paid the initial fee to Naace to contribute to the initial moderation cost. Registration fees may be reviewed from time to time and will be published on the Naace website. No fee will be paid to assessors completing their initial moderated assessment.

Continuing professional development

To remain registered an Assessor must take part in any required professional development or update activities as part of the ICT Mark scheme. This will normally include attendance at an annual professional development event and may include additional training events or moderation events.

Assessors will be required to contribute to the costs of the professional development event(s) and will be advised of the costs in advance of the meeting.

Quality assurance

To become 'Accredited' Assessors must agree to be observed when carrying out their first school assessment visit by a Lead Assessor appointed by Naace. Appointments with schools must be notified to Naace to enable this process to be carried out.

The Lead Assessor must be satisfied with the competences shown by the Assessor as part of the assessment process for the Assessor to be 'Accredited'. This should be seen as a supportive process in which Lead Assessors will support the development of these competences.

In the event of an Assessor failing to demonstrate that they meet the competency threshold they may be required to undertake shadowing visits and/or professional development prior to undertaking a second moderation.

Should an Assessor be unsuccessful at a second moderation the Assessor will not be accredited. However if the Assessor wishes to appeal they may do so by submitting their appeal in writing to the Naace office within 30 days of the date of notification from the Lead Assessor.

It should be noted that an Assessor Fee will not be paid to the Assessor for a second moderation.

School assessments

Once an Assessor has been accredited by successfully completing a moderated assessment they are able to carry out ongoing assessments in schools without further moderation up to the 10th assessment whereupon they will be subject to a Quality Review and at each subsequent 10th assessment following that. A fee will be levied for this ongoing review and will be published on the Naace website. A proportion of assessors who have completed 10 or more assessments will be sampled through a moderated assessment visit arranged and paid for by Naace.

Activities unacceptable to Naace

Failure to carry out work in accordance with assessment and quality assurance procedures may result in removal of registered status. This includes, but is not limited to, any act or omission which brings the ICT Mark or Self-review Framework into disrepute, or which may seriously threaten the trust that exists between schools, Naace and the Assessor. Unacceptable activities, unprofessional conduct, and the non-payment or delayed payment of any invoiced fees will result in the removal of registered status.

Code of practice

Professional Conduct

Assessors must always conduct themselves in a professional manner and be sensitive to the school context in which they are working.

Confidentiality

The role of an Assessor for the ICT Mark scheme is a privileged position in which Assessors participate in a national accreditation scheme. Information relating to a school's accreditation is considered confidential to the Assessor and to Naace. Confidentiality relates to the details of the school's affairs that are portrayed in the material presented to an Assessor from the school's use of the Self-review Framework, and to Naace and quality assurance mechanisms that may derive from the assessment.

Assessors will respect the commercial confidentiality of information supplied by schools as part of their submission or provided as part of the assessment process.

Eligibility to assess

An Assessor may not assess a school they have specifically supported in completing or progressing through the Self-review Framework. This does not include providing general support through in-service or other training, where the subject is general use of technology support or school improvement. The organisation of which an Assessor is a member may provide support to a school through the Self-review Framework, as long as the Assessor for the ICT Mark is a different individual.

Assessors must have experience of working with school leaders at a strategic level in the phases of education they will be assessing.

Assessors are expected to offer fair value services either directly or as part of support packages that they offer to schools.

Contact with schools

A school may request an Assessor of their choice from the current list held on the ICT Mark section of the Naace website. If they have no preference for an Assessor, Naace will allocate an Assessor. When an Assessor is appointed, whether identified by Naace, or self selected, the Assessor must ensure that there is no conflict of interest in carrying out the assessment. An Assessor may choose not to accept an assessment for reasons such as distance, phase or type of school, conflicts with other commitments, or personal reasons. If an Assessor is approached directly by a school they should immediately inform Naace of the school's desire for assessment. If they cannot carry out the assessment, they should inform both the school and Naace so another Assessor can be found.

Representation

When assessing or representing the ICT Mark scheme, Assessors are expected to ensure they support and promote the principles and objectives of the accreditation and Self-review Framework. Further it is expected that ICT Mark Assessors undertake to be advocates of the scheme using best endeavours to engage schools actively in the scheme.

Materials

All materials, logos, certificates, badges, etc. whether printed or electronically disseminated remain the copyright of Naace. Material may not be altered, revised, or re-presented without the written permission of Naace.

Assessment costs

Naace will charge schools or intermediaries for standard or agreed assessment and accreditation costs.

Unless an agreement is in place with an intermediary (NaaceMarked Service Provider) to provide assessment services, Naace will pay a fee to an Assessor or their organisation for all assessments carried out by a registered and accredited ICT Mark Assessor. The fee covers all time spent preparing for and carrying out the assessment and travel expenses; no additional payment can be made for expenses.

Information held

Naace will hold information about Assessors. All information held by Naace will be considered to be up-to-date. It is the responsibility of the Assessor to ensure that any changes to details that affect qualification to assess are notified to Naace immediately. Similarly, accurate contact details must be maintained. Changes should be notified to ictmark@naace.co.uk.

Criteria for continuing registration

Assessors will remain Assessors of this scheme if they sign and accept this agreement, pay their initial and, as required, their ongoing registration fees, attend professional development event as advertised and any other required update conferences as may be required.

Mitigating circumstances for non attendance will be considered if notified in full, in writing, to Naace.

Assessment and quality assurance procedures

These are published separately on the ICT Mark section of the Naace website, and are an integral part of this code of practice and agreement.

Name

Organisation

Date

Signature