

ASSESSMENT INSTRUMENTS WRITER/EVALUATOR APPLICATION FORM

Module Title and Code: _____

It is the policy of City of Dublin Education and Training Board (City of Dublin ETB) that writers and evaluators of Assessment Specifications (ASs) be suitably qualified. The criteria for each role are listed below.

Identify how you meet the relevant criteria (eg qualifications achieved, or years of training delivered, etc). All criteria must be met.

Writer name: _____

Criteria for writers	Evidence that criteria have been met
Appropriate subject-matter expertise / Occupational qualification at least 1 NFQ level above that of the assessment being written	
Appropriate qualification (eg Train the Trainer, Post-Graduate Diploma in Further Education etc.)	
Comprehensive understanding of QQI standards and/or experience of assessment/curriculum writing	
Delivered training for at least 1 year (identify at least one location)	
Attended City of Dublin ETB training in writing assessments, OR Training to be undertaken	

Evaluator name: _____

Criteria for evaluators	Evidence that criteria have been met
Subject-matter expertise in the same or related field of learning	
Appropriate qualification (eg Train the Trainer, Post-Graduate Diploma in Further Education etc.)	
Minimum 2 years assessment experience	
Attended City of Dublin ETB training in evaluating assessments, OR Training to be undertaken	
No conflict of interest arises and the evaluator is independent of the assessment instrument writer	

Note: This information will be used for the purpose of selecting a suitably qualified writer/evaluator only and will be retained in line with City of Dublin ETB's Data Retention Policy.

