



Guidelines for Registration of Assessors by The Kenya National Qualifications Authority

1.0 INTRODUCTION

This document serves as a guide for KNQA when recruiting assessors to carry out assessment of Prior Learning (PL) or any of its other functions. KNQA is required to register assessor's carry out a number of its functions. The registration of assessors is a means of ensuring that whoever assesses learner competencies across all fields and economic sectors, meets a consistent set of criteria agreed by KNQA. This will ensure that RPL applications are assessed consistently, honestly and transparently. All assessment centers are required to use registered assessors for the appropriate sector.

A register of assessors will be maintained by KNQA that consists of individuals who have demonstrated applied competence to assess learners for summative assessment that culminates in decisions regarding the awarding of credits and/or qualifications. The rationale for such a register is to ensure the credibility of summative assessments in the KNQF system, i.e. fairness, validity, reliability and practicality of assessments. It is also to ensure that individuals who make decisions about the competences of applicants have the requisite knowledge, skills and experience for the specified KNQF registered standards and qualifications to make such a judgment. The guidelines herein are generic. They are intended for use by any agency interested in recognizing prior learning in the country, regardless of sector.

ETQAs are required to use these guidelines to help them in establishing sector specific standards/qualification-specific criteria. In appropriate circumstances, the registration of assessors can be delegated to providers, including providers of assessment such as assessment agencies and centers. Such delegation would, nonetheless, be governed by these guidelines and the KNQA requirements. In addition, KNQA should be notified of any such proposed delegation of ETQA responsibility and it reserves the right to refuse or allow such delegation.

2.0 REQUIREMENTS FOR REGISTRATION

2.1 General Requirements

- a) All registered assessors must have met the requirements of the generic assessor standard, and should be certificated by the relevant ETQA;
- b) The registered assessor must be able to demonstrate competence in relation to these specified standards and qualifications, at or above, the level of the qualifications that they are assigned to asses. The status of registered assessors can be checked on the appropriate KNLRD or such other record of KNQA;
- c) All registered assessors must have met any additional requirements laid down by their ETQA or professional body;
- d) Be registered as a practicing professional by a relevant agency;
- e) Must have at least 3 years relevant industry experience working as a professional and at least 2 years relevant practical experience in the specific trade/occupation;
- f) Must have relevant training and qualification above the level he/she is to assess for PL;

- g) Applicant Assessors who obtained qualifications outside Kenya shall be required to submit KNQA foreign qualifications equivalent certificate (s) to the ETQAs;
- h) Applicant Assessors shall abide by the signed Code of conduct when conducting assessments;
- i) Completed short courses/programmes shall qualify the applicant Assessor to apply for registration for single unit standards;
- j) Applicant Assessors shall be approved upon submission of full qualifications certificates; and
- k) Applicant Assessors shall be approved for single unit standards for completed short courses or skills programmes.

2.2 Registration requirements

A person applying to be registered as assessors will be required to submit the following documents;

- a) Fully completed and signed Assessor registration application form KNQA/L/016 (appendix I);
- b) Detailed CV reflecting qualifications, work history with start and end dates, responsibilities/duties performed and references;
- c) Recently certified copy of ID;
- d) Recently certified copy of a relevant qualification certificate;
- e) Provide proof of relevant experience as described in 4.0 above
- f) Recently certified copy of certificate of registration with relevant professional body;
- g) Signed Code of conduct form

2.3 Assessor re-registration requirements

- a) Assessors are expected to apply for re-registration at least 3 (three) months before expiry of their registration period;
- b) When unit standards and or qualifications are reviewed, replaced or cancelled, Assessors shall be required to re-apply for registration for the new unit standard/s, qualification/s and or new skills programme/s;
- c) Registered Assessors shall apply for the replacement of expired qualifications and unit standards provided they qualify for the new requirements.

2.4 De-registration of assessors

De-registration of Assessors shall be as a result of one or more of the following reasons:

- a) Voluntary deregistration;
- b) Non-compliance with the Code of conduct;
- c) Conducted assessments for expired qualifications and unit standards;
- d) Conducted assessments for qualifications and unit standards for which they are not registered; and
- e) De-registered Assessors shall be considered for registration after a period of 2 (two) years.

3.0 ROLE AND EXPERTISE OF ASSESSORS

3.1 Role of assessor

KNQA requires consistency of practice in relation to the assessment Prior Learning (PL) across all the twenty (22) organizing fields of the KNQF, and at all levels of qualifications. It is

understood that other stakeholders might add requirements in terms of the assessor's role in the various organizing fields. Assessors will be required to play the following roles;

- a) Facilitate prior learning assessment;
- b) Plan and design assessments and/or source appropriate assessment methods and instruments and modify these if necessary;
- c) Support and guide applicants in planning for assessment;
- d) Conduct assessment and provide constructive feedback;
- e) Make an assessment decision, i.e. 'competent, or not yet competent' ;
- f) Compile and provide signed assessment reports for the specific assessments conducted to KNQA ; and
- g) Cooperate with the KNQA for implementation of any new directives as and when introduced.

3.2 Contextual Expertise (including Occupational Expertise)

Assessors should:

- a) Know exactly what competencies are expected of an applicant;
- b) Have cross-field knowledge but remain subject-matter and/or occupational experts;
- c) Understand what forms of assessment are appropriate to their discipline/field and to the KNQF level being assessed for RPL.
- d) Have relevant occupational qualifications;
- e) Understand the '*language*' of the field they are assessing, i.e. Both the technical terminology;
- f) As well as the ways of thinking and doing that are required of them to be competent as Assessors;
- g) Keep up to date with developments in their field;
- h) Know the curriculum and trainers/educators/facilitators through regular contact and provide them with detailed feedback;
- i) Take into consideration other factors when conducting assessments, i.e. Language by making use of interpreters and learners with special needs;
- j) Ensure that applicants are clear about what is expected of them; and
- k) Treat applicants with respect and sensitivity.

4.0 Code of conduct for assessors

4.1 Objectives

The objectives of this code of conduct for assessors are to;

1. Define the acceptable behavior for practicing assessors;
2. Develop and maintain a high level of quality of assessment of RPL practice;
3. Guide the assessors to conduct the assessment with integrity, sincerity and in accordance with accepted standards;

4.2 Code of conduct

I, the undersigned, is applying to become a registered RPL assessor. I agree that, if my application is successful, I hereby commit myself to abide by the KNQA Recognition of Prior Learning Code of Conduct in relation to all my work conducted as an RPL assessor. The Code of Conduct to which I agree is as follows:

- a) Conduct the assessment on RPL with professionalism, good attitude and values;

- b) Adhere to applicable practices and standards when carrying out the assessments;
- c) Continuously improve my skills within the area of specialization;
- d) Refrain from conducting assessments in a manner that will compromise the credibility of the results;
- e) Not to engage in any act of dishonest, corruption, or bribery in the execution of this assignment;
- f) Disclose to KNQA any conflict of interest in the client, business or stakeholder that he/she assigned to assess;
- g) Not knowingly misrepresent or permit misrepresentation of the trade qualification or competency;
- h) Not to personally or through another person improperly seek to obtain work or by way of commission or otherwise make or offer payment for client or prospective client to obtain work;
- i) May not unless required by law or by these rules divulge any information of a confidential nature which I obtain in the exercise of my duties as an assessor;
- j) Must notify KNQA without delay if I become aware of any assessment practitioner conducting their responsibility in any manner harmful to the practice;
- k) Actively participate in activities to develop and enhance the assessment practice;
- l) May not willfully harm the employment, reputation or business of the Authority or persons that I asses; and
- m) Maintain registration status with relevant professional body as prescribe by these guidelines.

Assessor name			
ID No.			
Trade area			
Date of registration		Signature	