Assessor and Examiner Standard

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Document	BFS-POL-09 · Assessor and Examiner Standard
Edition	1.0 (interim)
Issued	19 November 2026
Owner	Examination and Psychometrics Panel
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

Roles

Role	What they do
Item writer / reviewer	Writes and reviews examination questions to the blueprint
Practical examiner	Observes and scores practical and case tasks with the published rubric
Invigilator	Checks identity and runs the examination under the rules
Provider assessor	Reviews CPD provider and activity applications
Certifier	Takes certification decisions as authorised by the Certification Committee

Minimum requirements

- Practical examiners and item writers: BFS certification (or equivalent) at or above the level assessed, plus at least 3 years of relevant practice
- Training in the scheme, the rubric, unconscious bias and examination security before first use
- A signed conflict of interest declaration and confidentiality undertaking
- No training, coaching or employment relationship with the candidate in the previous 2 years
- Certifiers: knowledge of the scheme and of ISO/IEC 17024 requirements; not involved in the candidate's training or assessment

Quality and monitoring

- Each new examiner is observed in their first window
- Second-marking of a sample of practical and case tasks; agreement statistics (for example Cohen's kappa) reviewed each window
- Annual refresher training and calibration
- Examiners whose scoring drifts are retrained or stood down

Fees

Any fee paid to an examiner or assessor is fixed in advance and never depends on a result.