



CITP Assessor Training:

3. Getting started - Your Assessor role

3. Getting started



Your Assessor role:

Everything you need to know to get started

- Providing availability
- Allocation of Assessments
- Access to systems
- Getting up to speed with an interview
- Lead and Second roles in the interview
- Different types of assessments
- Where to find the assessor guidance and templates

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Providing your availability

Do this via the CITP online calendar:

- You'll receive a link to the calendar from the BCS team with login instructions
- Enter your availability for assessments and interviews
- Calendar covers the forthcoming 6 weeks.

The left hand side of the calendar relates to Initial Review availability

- Enter the weeks you're available to carry out assessments.

The main calendar view relates to interview slots

- Enter your availability on the days and hours you're available
- Enter as reoccurring or one-off slot
- Match "yellow" slots where another assessor is available
- Set maximum number of interviews you can do

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Allocation of Assessments

Initial Reviews:

Once you've added your availability to the online calendar, you may or may not be allocated assessments.

When you are allocated an assessment you will:

- Receive an email notification
- Be notified where you can locate the application
- Have 7 days to complete and upload your finished assessment

Note: If you're no longer able to carry out an assessment due to other commitments email the BCS team asap who will reallocate it.

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Access to systems

Systems you need access to:

Secure online file transfer tool

- You will receive an invite from the BCS team to join the CITP workspace
- Here you'll find all the documentation you need
 - Initial Review, Telephone discussion and interview templates
 - Assessor Guidance & Reference Documents

Online interview tool

- All CITP interviews are held remotely
- You will be provided links, guidance notes and login details

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Getting up to speed with an interview

Observing an interview

- You're encouraged to observe a CITP interview before carrying one out
- When you've completed the training contact the BCS team and request an "interview observation"
- You can join the 2 interviewing assessors online prior to the interview and remain on-line to listen to their wrap-up when the applicant has left.
- Provides an insight into how to prep & how to document the final write-up
- Applicants will be informed there will be trainee assessor observing

Interview Recordings

- You can request to listen to a copy of the interview you observed.

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Lead and Second assessor roles in the interview:

Lead Assessor	Second Assessor
Has experience of/practise in the applicant's specialism	May or may not have specialist experience/ practise in the specialism
Holds CITP with a certificate of current competence	Doesn't have to hold CoCC registration
Explores technical depth of the specialist area	Assists in exploring depth and assessing comms skills
Opens and leads the interview	Assists with questioning on IT competence and IT breadth
Drafts & agrees the interview report with second assessor	Agrees final report content with Lead assessor
Submits the final report to BCS	

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The different types of CITP assessments

You may be asked to carry out any of the following assessments:

- Initial Review – first assessment of the application
- Further information Review – second assessment of application
- Telephone Discussion – 15-20 minute discussion with applicant/ supporter
- Interview
- Verifying Current Competence Review
- Verifying Current Competence Telephone Interview

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Get started:

When you've completed the training, get started by:

- Carrying out initial review assessment/s first
- Asking the BCS team for feedback on your assessments
- Observing an interview
- Requesting a test session run through of the interview software
- Adding your interview availability to the calendar

Adding your availability at weekends will get you booked for interviews quicker as these are the most popular timeslots with applicants.