

**Partnership Team Leader Assessment Responsibilities (taught programmes)**

Where partnerships involve several programmes, an Executive Partnership Team Leader (EPTL) will be appointed to oversee all the programmes in relation to the developmental and monitoring functions. They will work with other Partnership Team Leaders (PTLs) who will undertake the assessment functions.

The responsibilities of PTLs who undertake assessment functions are:

* to be a point of contact to provide academic discipline advice;
* reviewing and providing written comments on draft assessments, including examination papers;
* checking that marking responsibilities have been assigned and that moderation (including, where appropriate, cross moderation with other partners delivering the same programme) is undertaken;
* sampling student work ensuring that student performance is assessed against established criteria to ensure fairness and consistency in the assessment process;
* supporting the relevant partner institution staff in producing appropriate documentation for the University, such as Annual Programme Reports and documentation for (re)validation;
* where the programme is also delivered at the University (franchise, off-campus), liaising with the relevant Programme Manager to ensure that the partner institution programme is consistent with University requirements and that programme information in disseminated to the parties involved;
* preparing a report each semester using the template Appendix CP6c and providing this to the partner, the relevant Institute and the Collaborative Partnerships Office.