

## Handing over to the next academic assessor (if relevant)

Reference: AC3-D Last Updated: 06/02/2019

Our standards state that an academic assessor will be assigned to a student for a part of the programme. Following this period they will have to 'handover' the responsibility for the student to the next academic assessor. AEs will define what a 'part' means depending on the length of the programme and how the progression points are structured.

It is the academic assessor's responsibility to ensure that the handover is done appropriately with proper record keeping of their recommendations, including any particular issues or points to consider for the next academic assessor, and all relevant people.

Feedback should be provided to the student as part of this process, letting them know where they need to improve and how they may be able to do this.

We do not specify how the 'handover' must take place, only that it must ensure all relevant information is recorded and made available to the next assessor. Many practice learning environments, and AEs, may have well established hand over processes which academic assessors can follow.