

LEAP Assessors FAQs

1. What do I need to do as a LEAP Assessor?

As a LEAP Assessor you will be asked to mark applications using the Assessment Form. An electronic copy of the completed form will be submitted to the assessment team. Lead Assessors will collate the information from the assessment team in preparation for the LEAP Recognition Panel.

2. What is the time commitment involved in being a LEAP Assessor?

Being a LEAP Assessor you will be asked to mark up to 10 applications each submission period. This will be agreed with you in advance subject to your availability. Applications could be either written portfolios or oral presentations, or a mixture of both.

Approximately, it will take:

- 20-30 minutes to mark an Associate Fellowship application
- 30-40 minutes to mark a Fellowship application
- 40-50 minutes to mark a Senior Fellowship application
- 60 minutes to mark a Principal Fellowship application

Lead Assessors will also need to collate the assessor recommendations and be present at the relevant LEAP Recognition Panel to speak about the applications that you and your colleagues have assessed. If you cannot attend the LEAP Recognition Panel, please consult with your assessment team to see if anyone is available. If not, then please contact the LEAP administrator to arrange a suitable time for you to discuss the assessments with the Head of LEAP.

3. How many submission periods are there per year? Do I need to be available for all of them?

There are three submission periods per year. To view a list of the upcoming deadlines please see [here](#).

You do not need to be available for all of the submission periods. The LEAP Administrator will contact you prior to each submission period at which point you can advise as to your capacity at that time.

4. Am I eligible to become a LEAP Assessor? What kind of training do I need to do?

To become a LEAP Assessor you should be familiar with the UKPSF, have read the LEAP handbook and Assessors guidance and hold a Fellowship of the HEA. You will only be asked to assess applications for the level of fellowship that you already hold. In addition, you will be required to attend LEAP Assessors and Mentors Training once per academic year. This training runs twice per year and is facilitated by the Academic Lead for LEAP, Professor Judy Williams. Please book on this [here](#).

You will also be given access to the [LEAP Assessor online space](#), where you can find example assessments and guidance to support what you have learned during the LEAP Assessors and Mentors Training.

5. What would I need to include in my feedback as an Assessor?

When assessing applications, we ask that Assessors provide useful feedback for applicants on their applications including identifying areas of good practice, areas for improvement and potential for future CPD. The programme aims to encourage and embed a culture of reflection and continued development for teaching and learning and this should be reflected in the assessor feedback.