**Notes For Assessors**

The designations **Chartered Science Teacher (CSciTeach)**, **Registered Scientist (RSci)** and **Registered Science Technician (RSciTech)** acknowledge the unique and demanding combination of knowledge, skills and expertise required by professionals in this field and recognizes the high professional standards that are in line with those maintained by other science professionals.

This Guidance note **Notes for Assessors** (**CRST6**) will help assessors appointed by the registration board to complete the standard pro-forma recording your recommendation on applications for Chartered Science Teacher, Registered Scientist and Registered Science Technician designation as appropriately.

**Training** is given to Registration Board members on appointment by the Registrar. Thereafter, once a year, external assessors and Board members may come together for further training and standardisation of, for example, the CPD returns. The Registrar and other members of the Board attend training sessions from time to time run by the Science Council. All Board members and external assessors get the updates produced by the Science Council.

There are several forms concerned with Chartered Science Teacher, Registered Scientist and Registered Science Technician, each with the designation CRST.

All these forms are also available from the ASE website at: [www.ase.org.uk](http://www.ase.org.uk).

These are:

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| CRST1 | RSci, RSciTech and CSciTeach Procedures |
| CRST2 | RSci, RSciTech and CSciTeach General Requirements |
| CRST3A | CSciTeach Application Form |
| CRST3B | RSciTech Application Form |
| CRST3C | RSci Application Form |
| CRST4 | RSci, RSciTech and CSciTeach Information for applicants (This document) |
| CRST5 | RSci, RSciTech and CSciTeach Supporter information |
| CRST6 | RSci, RSciTech and CSciTeach Notes for Assessors |
| CRST7 | RSci, RSciTech and CSciTeach Appeals Procedure: registration |
| CRST8 | RSci, RSciTech and CSciTeach Code of Conduct and Practice |
| CRST9 | RSci, RSciTech and CSciTeach Disciplinary Procedures |
| CRST10 | RSci, RSciTech and CSciTeach Appeals Procedure: disciplinary |
| CRST11 | RSci, RSciTech and CSciTeach CPD Scheme |
| CRST12 | RSci, RSciTech and CSciTeach Registration Board |

ASE aims to maintain robust procedures to ensure that all applications for RSci, RsciTech and CSciTeach are treated fairly and transparently and that those individuals awarded the designation have fully met the requirements.

Currently All applications are reviewed by the Registration Board. Copies of the application forms go to two assessors and the chair of the board. The summary sheet on basic criteria is prepared by the Registrar and sent out with the forms. The Board looks very closely at section G8 The Professional Review and will come to a view on whether the applicant has met the criteria or not. For RSciTech, the external assessors are the Technicians Committee.

The summary sheets from each member are then collated. At the review meeting there will be a discussion led by the nominated individual and then each member can add further commentary should they wish to do so. At that point, a vote is taken whether to accept or defer an application. It is very rare to reject an application outright. If there is any uncertainty, the applicant may be invited to take part in a telephone call to clarify some aspect of their application.

The areas of weakness are then agreed by the Board and an email is then written to the unsuccessful applicant to resubmit.

If successful, the certificates are then sent out to the applicant.

Against each record the summary sheet and the comments from each Board member and external assessor are noted and then signed by the Chair of the Registration Board on behalf of ASE Trustees.

Each Assessor will be appointed by the Registration Board.

Training will be provided for assessors to ensure a consistency of approach, and that they are fully informed of their role, including the required status, level of commitment and relationship to the applicant.

The Assessors will have access to the full range of documentation indicated above, but the key document will be a complete copy of the **Relevant Application Form** (**CRST3A-C**). A standard check list will be prepared by the Registrar to aid the process, but the assessor will be required to make a judgement as to whether or not to recommend the award of CSciTeach designation. The forms **CSciTeach General Requirements** (**CRST2**) and **CSciTeach Information for applicants** (**CRST4**)provide further guidance, also provided to applicants, as to the standards and the information required. More details on the CPD requirements are found in **Commentary on CPD scheme CRST11.**

**This document should be viewed alongside:**

* **Assessment form CSciTeach**
* **Assessment form RSciTech**
* **Assessment form RSci**
* **Assessment form for CPD**