



CERTIDoc Consortium

European system of certification of information professionals

Accreditation of assessors and constitution of juries

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1. OBJECTIVE

This document sets out to describe the professional profile a potential assessor must have to be accredited by the certifying body and be able to become a member of a certification jury, as an entirely satisfactory assessment of the candidates is depending on it.

Also described are the rules the certifying body must observe when setting up juries, procedures for overseeing the work of these juries, and the points that must be respected to ensure the jury meetings proceed correctly.

This document sets out, therefore, to answer the question “Who evaluates?”

2. REFERENCES

CERTIDoc Consortium: *General Rules*, 2003 edition

CERTIDoc Consortium: *Evaluation Guide*, 2004 edition

3. RESPONSABILITIES

The task of recruiting and accrediting assessors, setting up juries and supervising their work is the responsibility of the Certification Committee within each certifying body.

It is each jury member’s responsibility to observe the evaluation methods described in this document, and also the rules laid out in the *Evaluation Guide*.

4. ELIGIBILITY OF PROFESSIONALS FOR THE ROLE OF ASSESSOR

4.1 The Certification Committee will observe the following guidelines when accrediting professionals as assessors, and assigning them to juries:

- a professional certified as Expert qualifies automatically as an assessor
- a professional certified at another level than that of expert may qualify as an assessor if he/she possess a tertiary educational qualification (i.e. degree level), and professional experience and training as librarian, archivist, or any other information occupation in such a way that the Certification Committee considers him/her as eminent, conforming to criteria set out in point 4.2 of this document, when it has to make a decision on his/her accreditation. The Certification Committee will annotate its decision in the meeting’s minutes, recording also the individual qualities of the candidate in question.

4.2 To qualify as an assessor, an uncertified professional must possess the majority of the following characteristics:

- a) The candidate should be currently employed in an information field. He/she should hold (or have recently held) a management position, or have a high level of responsibility in a recognised centre or organisation within which he/she is actively engaged in project management or coordination, financial management, human and technical resources management, or information services or product design.
- b) Publications (published electronically or printed)
Published work will be an important consideration in evaluating the candidate's professional standing.
- c) Teaching experience
Another important consideration will be the candidate's professional teaching experience at university level or in specialization courses in the field of information, or any teaching experience within recognised professional organisations.
- d) Professional activities
Active participation in projects, movements, associations and/or professional organisms that have had a direct effect on the development of the profession will be considered to be one of the professional qualifications under consideration.
- e) Visibility outside the profession
An important selection criterion is the candidate's professional standing as viewed from outside the profession, and from two standpoints:
- presence and recognition in international professional or scientific forums
 - presence in other areas (scientific, economic, political, etc.) to confirm standing and visibility of professionals working in the field of information.
- f) Experience in assessing people.

4.3 All candidates must have undergone or undergo a specific training on evaluation procedures approved by the certifying body. This training may consist of participation as an observer at a full evaluation procedure by a jury.

4.4 The Certification Committee will assign each assessor to a jury level at which they can participate, taking into account both qualifications and experience.

4.5 Assessors assigned to a jury must sign an undertaking to respect the confidentiality of the system, and to refrain from participating on the jury if, during the year in progress at the time a candidature for certification is proposed, they have a work relationship, a family relationship or a teaching relationship with the candidate concerned, and also to inform the certifying body of any change in their professional situation.

4.6 The Secretary of the Certifying Body will maintain and publish an up-to-date list of the names of accredited assessors¹ as well as recording all certification activities performed by assessors.

¹ Except in the event that a person formally opposes this within the framework of currently valid legislation concerning personal information.

4.7 The status of assessor awarded remains in force for as long as the person remains professionally active in the field.

5. CONSTITUTION OF JURIES

5.1 Variations between the way one certifier body and another operate are permitted: a jury can be set up to conduct evaluations of one or several groups of candidates over a period of time, or a jury can be set up specifically for one candidate, or a group of candidates, on a particular date, etc.

5.2 Once the Certification Committee has decided to embark on the certification procedure, it will proceed to form the corresponding jury, choosing its members and substitute members where appropriate from the accredited assessors available, and in accordance with the following rules:

- to be valid, a jury must be made up of at least three members in attendance;
- the assessors on the jury should have as varied backgrounds as possible (for example, a teacher, the manager or administrator of a public documentation centre, a professional from the private sector) and should include – for the higher levels – an expert in the candidate’s speciality (for example a specialist in chemistry documentation for a candidate working in the chemical or pharmaceutical sector);
- in addition to the assessors, a member of the Certification Committee may be assigned to each jury and will act as “Supervisor” (as such he will not participate directly in the assessment or influence the discussions);
- members of the Certification Committee may participate as jury members if they are accredited assessors, on the understanding, in this case, that the Committee representative acting as Supervisor should be a different person. Also, all Committee members who have participated as assessors on a jury should not then participate subsequently in the Certification Committee’s decisions as regards candidates that they themselves have evaluated.

5.3 The Certification Committee will appoint one of the jury members as its Chairman. Before calling candidates in for interview, each jury member should appraise the candidatures submitted to form an opinion of the most appropriate action: invitation to attend an interview, request for further information, recommendation to apply for a different level of certification.

5.4 The administrative secretary will arrange dates for interviews taking into account the availability of the selected evaluators or their substitutes. If jury members and their substitutes are unable to attend an evaluation session, the Certification Committee will instruct the Chairman to independently appoint a new jury.

5.5 The list of candidates is distributed to appointed jury members beforehand so that they can accept or decline the invitation to participate in the assessment, in accordance notably with section § 4.5 of this document (whereby jury membership excludes anyone with an educational, personal or work relationship with an applicant, or anyone having taught a candidate within the last two years).

5.6 In the event of a conflict of interests or incompatibility between a candidate and a jury member, the jury member will make an express declaration of impartiality. The Committee's Supervisor, or if there is no one, the jury's Chairman, will resolve possible conflicts relating from incompatibilities that might arise. There are three possible solutions:

- A majority of 2/3 of the jury members agree with the objection presented: in this case the member in question is replaced by one of the substitute jury members;
- The applicant withdraws his objection and the procedure continues;
- The conflict continues: the evaluation of the candidate's dossier will be postponed, and after a period of six months, the candidate's dossier will be re-assigned to a new evaluation session.

6. SUMMARY OF THE EVALUATION PROCEDURE

The first task for jury members is to study the items making up dossiers presented by participating candidates, assessing the level offered by each candidate in each field of competence and, where information is lacking, notifying the Chairman that they would like the candidate to provide additional details. The Chairman decides whether or not to follow-up this request, taking into account the opinions of other jury members.

The next stage of the procedure consists of the interview with the candidate. The interview procedure follows the recommendations set out in the *Evaluation Guide*.

The third and final stage of the procedure consists of a jury discussion without the candidate being present. Marks are awarded by the jury as dictated by the rules described in the *Evaluation Guide* and the jury writes a commentary justifying their decision for communication to the Certification Committee. These elements are recorded in the discussion report.

7. FOLLOW-UP AND RECORDING OF THE ACTIVITY OF THE JURY

7.1 Once a jury has been formed, the Certification Committee, if it so wishes, may appoint one of its members to act as supervisor within the jury, the said member being in this case responsible for supervising the jury's work, and ensuring that:

- the assessment meeting proceeds in accordance with the rules adopted by the Certifier Body (required number of assessors, impartiality...),
- the evaluation made by the jury is totally objective,
- they use the 2004 edition of the *Euroguide LIS* to identify the candidate's level of competence in each domain,
- they lean on the *Evaluation Guide* when appreciating the supplied evidence or managing the interview with the candidate,
- they fill in and sign the discussion report.

7.2 In the event that a supervisor is not appointed, the jury Chairman will be responsible for overseeing the evaluation procedure, and will provide the Certification Committee with a report on the proceedings.

7.3 The Certifying body will keep a continuous record of jury activity in the form of the written discussion reports, and any other items communicated by the supervisor or the jury Chairman. The same applies to decisions made by the Certification Committee with regard to awarding of certificates.