

Examiner and Assessor Code of Conduct

Surf Lifesaving New Zealand (SLSNZ) is a volunteer movement based on strength, friendship, and community service, saving lives in New Zealand communities. Through support, leadership, resilience, and working as one team we can redefine our collective purpose to support our communities, our people – He Tangata.

The examiner and assessor Code of Contact and behaviour is one of the ways we put SLSNZ's vision and purpose into practice. It recognises our commitment to high quality standards.

The following Code of Conduct applies to any SLSNZ member who holds a relevant award and is conducting a formal assessment or examination of an award or components of an award to be recorded in the SLSNZ member database. The roles this Code of Conduct applies to, but is not limited to, include:

- **Chief Examiner:** For the awards of; Surf Lifeguard Award [SLA], Patrol Support [PS], Inflatable Rescue Boat [IRB], Rescue Water Craft [RWC].
- **Examiner:** For the awards of; SLA, PS, IRB, RWC, Board Rescue Module [BRM]
- **Assessor:** For the awards of; SLA Refresher, IRB Refresher, RWC Refresher, Surf First Aid Module [SFAM], Surf Official [SO], Rock Training Module Instructor [RTM-I].
- **Instructor:** For the awards of; National Lifeguard School [NLS], Intermediate Lifeguard School [ILGS].
- **Facilitator:** For the awards of; Patrol Captain Course, Instructor Training Course [ITC], Surf Official Course, Surf Coach courses, Leadership courses [bp LFL].
- **Attester:** For endorsing applications for recognition of prior learning (RPL), or similar applications.
- Therefore, the term 'assessor' will be used to refer to any of the above roles.

The purpose of this Code of Conduct is to ensure all assessments carried out on the SLSNZ member award framework are done so to a consistent standard, adhering to the general assessment principles of; **fairness, impartiality, validity, honesty**. This Code of Conduct is to be applied to all modes of assessments which could include, but is not limited to:

- Face to face, observation of practical skills.
- In person, written and/or verbal assessments.

- Marking of workbooks or pre-learning material.
- Online assessments.

While this Code of Conduct is to be applied to any assessments carried out on the SLSNZ member award framework, it is also to be read and applied in conjunction with relevant SLSNZ policies, standard operating procedures and the Member Code of Conduct, found on the SLSNZ website.

[Member Protection Tool Box](#) and [Regulation 05 – Member Protection & Code of Conduct](#)

The following principles apply to all assessments conducted by and on behalf of SLSNZ. Any assessor conducting a formal assessment or examination of an award or components of an award is expected to follow to these:

Fairness

Assessors must:

- Treat everyone fairly and with respect.
- Adhere to and follow any assessment criteria as prescribed by SLSNZ.
- Ensure assessment conditions are in accordance with the prescribed assessment guidelines.

Impartial

Assessors must:

- Maintain neutrality; ensuring no bias is shown or given to any member, regardless of club or region affiliations.
- Ensure no discrimination on the basis of gender, ethnic group or disability occurs or is implied.
- Carry out the role of assessor, unaffected by your personal beliefs.
- Support SLSNZ to provide robust and unbiased assessment for members
- Respect the authority delegated to the assessor in charge of the specific assessment event.
- Declare to the assessor in charge any conflicts of interest for any candidates whom you have a close relationship with.

Validity

Assessors must:

- Remain up to date with latest assessment requirements by completing an annual refresher where relevant (Chief Examiner, Examiner, Instructor).
- Remain up to date by ensuring any reference materials, exam papers or assessment records are the latest version as supplied by SLSNZ.

- Follow as prescribed all SLSNZ exam or assessment procedures, manuals and materials.
- Carefully observe candidates throughout the assessment period and concentrate on the elements of performance being assessed.

Honesty

Assessors must:

- Only sign off assessments of candidates they have personally observed, and are authorised to assess.
- Not allow or facilitate another person to sign off a candidates assessment when they are not authorised to do so.
- Not share, give out, or allow someone else to use your login details for assessments which are being signed off online.
- Not sign yourself off for any assessment in any format.

Breaches of the Code of Conduct

This Code of Conduct outlines the standard protocol expected of any member undertaking any assessment for awards, courses, or components of awards on the SLSNZ Member Awards Framework.

Behaviour or actions that are considered to be in conflict with this code of conduct may result in sanctions applied to individuals in breach.

Sanctions

A consistent standard of assessment principles and protocol is necessary to maintain the integrity of the SLSNZ Awards Framework; to ensure members gaining awards have met the necessary standards and are able to carry out their duties safely. It is expected that everyone involved in assessments, including staff, club administrators, as well as all assessors as described at the top of this document will adhere to the general assessment principles of; fairness, impartiality, validity, honesty as described in this Code of Conduct.

In any case where there is a breach of this Code of Conduct, or any policies, documents or guidelines SLSNZ provides to support assessment of awards, courses, or components of awards SLSNZ may:

- Void any assessment or component of an assessment where the assessor has been in breach.
- Require a reassessment or cross-check with an independent assessor of any assessments completed by the assessor in breach.

- Revert the assessor to 'probationary' status for a period of time.
- Require the assessor to undertake training to rectify the breached protocol.
- Require the assessor to have future assessments counter-signed by an independent assessor for a period of time.
- Revoke the accreditation of assessor for a period of time.
- Remove the accreditation of an assessor permanently.
- Any other sanction that is deemed appropriate relative to the nature of the breach.

Examples of possible breaches can be found in Appendix A below.

Appendix A

Behaviours or actions that may be deemed a breach of this Code of Conduct

This list is not exhaustive but aims to provide a list of examples where the behaviour or actions of assessors may be considered in breach of this Code of Conduct and result in sanctions being applied:

- Signing off a candidate you have not directly observed an assessment for.
- Signing off a candidate you know an assessment has not been completed for.
- Signing off a candidate for an assessment you know they have not passed.
- Signing off a candidate whom you have a close relationship with, which you have not declared to the assessor in charge.
- Signing yourself off as 'passed' for an assessment, award, or component of an award.
- Adding or subtracting any elements, or creating variations of an assessment that are not in the prescribed assessment criteria.
- Providing a candidate with the correct answer to a question and accepting this as their own.
- Ignoring the actions of a candidate who is suspected of cheating in the assessment.
- Conducting an assessment when not refreshed as an assessor.
- Not following SLSNZ Examination or assessment processes or manuals.