

Applying for accreditation

(updated 2024)

This document contains instructions for those wishing to apply to AEA-Europe for the status of Associate, Practitioner or Fellow of the Association

INTRODUCTION

AEA-Europe offers a professional accreditation scheme to recognize members' expertise in assessment. The scheme includes three levels of accreditation: Associate, Practitioner, and Fellow. Each level reflects a different stage of professional development and contribution to the field. AEA-Europe's professional accreditation scheme serves as a formal recognition of expertise and achievement in the field of educational assessment. Accreditation provides formal acknowledgment of an individual's expertise and accomplishments in assessment, serving as a testament to the holder's commitment to maintaining high standards of practice and continuous professional growth. Holding an accreditation can enhance career prospects by distinguishing individuals in a competitive job market, signaling to employers and peers that the accredited professional has met rigorous standards and possesses a deep understanding of assessment principles and practices.

The tiered nature of the scheme encourages ongoing professional development, motivating individuals to expand their knowledge, refine their skills, and contribute more significantly to the field as they progress from Associate to Fellow. Accredited members become part of a community of professionals dedicated to excellence in assessment, providing opportunities for collaboration, knowledge exchange, and participation in AEA-Europe's activities, such as conferences and workshops. By achieving accreditation, individuals demonstrate their commitment to advancing the field of assessment, contributing to the development of best practices and the dissemination of innovative approaches, thereby enhancing the overall quality of educational assessment.

To be eligible to apply, applicants must be either individual members of AEA-Europe or named individuals from a corporate member organization. They are expected to actively participate in the Association's activities and uphold its principles and objectives. The accreditation process provides a structured pathway for professional growth and recognition within the assessment community.

AEA-Europe Accreditation Levels

1. Associate Status

Purpose: The Associate status is designed for individuals at the beginning of their careers in educational assessment. It serves as an entry-level recognition for those who are starting to apply their knowledge of assessment principles in professional settings.

Key Expectations:

- **Foundational Knowledge:** Applicants should demonstrate a basic understanding of assessment principles and practices.
- **Professional Development:** Candidates must outline a detailed plan for further developing their skills and knowledge in assessment, including potential courses or training.
- **Professional Contributions:** Evidence of involvement in publications or other documents
- **Engagement in Practice:** Involvement in activities such as developing assessment materials, conducting assessments, and analyzing data is expected.

2. Practitioner Status

Purpose: Practitioner status is intended for professionals who have gained significant practical experience and expertise in the field of assessment. This level recognizes individuals who have a comprehensive understanding of assessment practices and have made contributions to the field.

Key Expectations:

- **Advanced Knowledge and Skills:** Applicants should demonstrate a deep understanding of assessment principles and the ability to apply them effectively in their work.
- **Professional Contributions:** Evidence of involvement in assessment development, administration, or research, as well as relevant publications.
- **Reflective Practice:** Candidates should be able to critically evaluate their own performance and demonstrate a commitment to ongoing professional development.

3. Fellow Status

Purpose: Fellowship is the highest level of accreditation, awarded to individuals who have made substantial contributions to the assessment profession. Fellows are recognized as leaders and innovators in the field, with a commitment to advancing assessment practices and supporting the development of others.

Key Expectations:

- **Leadership in Assessment:** Applicants should demonstrate their ability to guide and influence the field through strategic initiatives and innovative practices that set new standards or directions.
- **Scholarly Contributions:** Candidates must provide evidence of their role in advancing assessment knowledge, specifically through research papers or other publications that contribute new insights or other achievements, separate from their leadership activities.
- **Professional Development Advocacy:** Applicants are expected to show their commitment to the growth of the assessment community by actively participating in or organizing training, mentoring, and other educational activities that support the development of peers.
- **Notable Impact:** Evidence of the candidate's significant achievements should be provided, highlighting their distinct contributions that have positively affected the assessment profession on a national or international scale.

APPLICATION PROCESS

Applications should be sent to the secretariat at admin@aea-europe.net. Applications are evaluated once a year and the deadline for applications is the 31st of January of each year. All applications should be submitted in English.

Application Requirements

Applicants seeking accreditation must submit an assessment portfolio containing the following documents:

- **Cover Letter:** A cover letter (up to 2 pages) outlining your reasons for applying for accreditation, highlighting your qualifications, and explaining how you meet the criteria for the desired accreditation level.
- **Curriculum Vitae (CV):** A comprehensive CV (up to 10 pages) detailing your educational background, professional experience in assessment, publications and/or other professional documents authored, and other relevant accomplishments in the field of assessment.
- **Letters of Support:** Two letters of support are required:
 - One letter must be from a current member of AEA-Europe, attesting to your professional contributions and suitability for accreditation.
 - The second letter can be from another professional in the field who can provide additional insights into your qualifications and achievements in the area of assessment.

Evaluation Process

All applications will be evaluated by two Fellows of the Association. If evaluations differ, a third review will be conducted.

Appeals can be made if procedures were not followed or evidence was overlooked.