

ARCHIVES & RECORDS ASSOCIATION REGISTRATION SCHEME

REGULATIONS & GUIDANCE NOTES

September 2005 version. Last updated 09/08/10

The Guidance Notes are presented in eight parts as follows. The parts have been designed to be helpful to people at particular stages of the Registration Scheme, or can be read one after the other for a complete overview. All parts are available to download from the Archives & Records Association website.

- Part 1 - Information for people thinking of enrolling on the Scheme
- Part 2 - Information for candidates on the Scheme [with worked examples of forms]
- Part 3 – Information for candidates submitting their portfolio
- Part 4 – Information for mentors
- Part 5 – Information for employers
- Part 6 – Blank forms
- Part 7 – Help & Contact Details
- **Part 8 – List of Assessors**
- Part 9 – Summary of rules applying to the Scheme
- Change log

Part 8 – List of Assessors

Information is given in part 3 of the guidance notes about the criteria and procedure for the assessment of portfolios submitted by candidates for Registration. A sample assessment form can be seen in part 6 of the notes.

The team of assessors are experienced registered members of the Association drawn from all three professions, archives, records management and conservation, and from a variety of work environments. All assessors are initially trained in the assessment process and are expected to maintain continuing knowledge of the Scheme subsequently; to ensure consistency in the assessment process there is an annual meeting of the assessors.

The team currently comprises:

Libby Adams	Vicky Rae
Charlotte Berry	Karen Robson
Christine Brown	Heather Romaine
Victoria Cranna	Eleanor Roberts
Margaret Crockett	Susan Snell
Jacquie Crosby	Adrian Steel
Sue Garland	Nicky Sugar
Eleanor Gawne	Mari Takayanagi
Jennifer Lynch	Sarah Wickham
Heidi McIntosh	Siân Wynn-Jones
Elizabeth Oxborrow-Cowan	
Elaine Penn	
Lesley Price	