



The Hong Kong Girl Guides Association Interest Badge Assessor Appointment & Duties

Appointment Procedures

1. Commissioners, division team members or guiders can invite qualified candidates to be interest badge assessor through badge secretary.
2. Appointees should hold relevant qualification or experience, and have a good understanding of the duties of badge assessors. All assessor application should be assessed by badge secretary of the division, and approved by division team and management committee. Only those approved can be appointed to be badge assessor. Badge secretary is responsible for explaining the duties of badge assessor to the appointed.
3. All appointees must submit application form, which should be signed by badge secretary and division commissioner.
4. Once appointed, the assessor should be issued with an appointment letter (signed by division commissioner), Aim of the Interest Badge Scheme, Badge Assessment Procedures, Badge Assessment Record, Certificate Book and an appointment card (signed by Chief Commissioner).
5. Each assessor can assess up to 5 interest badges/ patrol interest pennants altogether in Brownie and Guide section; while having another 5 interest certificates in Ranger section. For interest badge with level I and II, they are considered together as one single interest badge. For the same interest badge (or same topic) in different sections, they are considered different badges. Therefore, each assessor can assess up to 10 badges in total.
6. Assessors can change the interest badges they would like to assess biannually in even-numbered year (2020, 2022, 2024...). They need to fill in the Badge Assessor Re-appointment (Change of Information) Form and return their original appointment card to Division & Unit Support Office. The application of badge change has to be approved by division team and management committee.
7. If the assessor's qualification expires during his/her appointment (e.g. first aid certificate is only valid for 3 years), the appointment should be cancelled on the day it expires. The assessor can renew his/her assessor appointment by submitting a copy of a valid qualification to Division & Unit Support Office.

Resignation Procedures

Upon resignation, the assessor should return his/her appointment card and resignation letter to the headquarter directly or through badge secretary.

Duties of a Badge Assessor

1. Responsible for badge assessment.
2. All badge assessments should be arranged by the headquarter, division or guiders only.
3. Issue and sign badge certificate to girl guides who passed the assessment.
4. Have a good understanding of the assessment requirements and be prepared to discuss with the guider who arranges the assessment.
5. Have a good understanding of the assessment criteria. Judge based on the progress of that particular section and individual effort. The girl should try her best to complete the tasks and no comparison with others should be made by the assessor.
6. Arrange make-up assessment if necessary.
7. Bring his/her appointment card and be punctual for the assessment.
8. Assessors should communicate regularly with badge secretary to report his/her progress.
9. Assessors should provide the guider/the girl with the signed badge certificate soon after the assessment.
10. Give comment or recommendation regarding badge assessment to badge secretary.
11. Inform badge secretary or the headquarter if there are changes on personal information (contact number, email address etc.).
12. Participate in workshops.