



Association  
of Registered  
Interior Designers  
of Ontario

## **Terms of Reference**

### **ARIDO Registered Interior Designer Assessment (RIDA) Assessors**

#### **Committee Objective:**

The **ARIDO RIDA Assessors** support ARIDO's **Strategic Plan 2026–2028** by providing independent, consistent, and equitable assessment of Candidates seeking registration as **Registered Interior Designers in Ontario**.

Assessors play a critical role in protecting the public interest by confirming that Candidates have demonstrated the competencies required for unsupervised professional practice.

Through the Entrance Interview process, Assessors contribute to:

- Maintaining high standards of professional competence
- Ensuring fair, transparent, and consistent evaluation practices
- Supporting equitable and inclusive pathways into the profession
- Reinforcing public confidence in the ARIDO Registered member credential

#### **Committee Responsibilities and Scope:**

The ARIDO Board of Directors has determined the scope for ARIDO RIDA Assessors as follows.

The Assessors will:

- Conduct structured oral Entrance Interviews as the final stage of ARIDO's qualification process
- Evaluate Candidates against established practice readiness competencies, including knowledge, skills, and professional judgment
- Apply consistent, objective, and evidence-based assessment criteria
- Provide clear, constructive, and professional feedback to Candidates
- Ensure assessment practices reflect principles of:
  - Equity, diversity, inclusion, and accessibility (EDIA)
  - Bias awareness and mitigation
  - Transparency and fairness
- Maintain the confidentiality and integrity of all assessment-related materials
- Participate in appeals, re-takes, and re-assessments, as required
- Support continuous improvement of the assessment process through feedback and calibration exercises

#### **ARIDO Staff**

ARIDO staff will:

- Coordinate scheduling, logistics, and administration of interviews
- Provide assessors with materials, training, and evaluation frameworks
- Prepare documentation, scoring tools, and reporting templates
- Ensure consistency, compliance, and record-keeping
- Liaise with assessors regarding outcomes, appeals, and follow-up
- Support quality assurance and continuous improvement of the process

#### **Qualifications**

Assessors must:

- Be **ARIDO Registered or Educator Registered members in good standing** or Registered members of another provincial interior design regulatory body
- Meet all ongoing regulatory requirements, including:
  - Continuing professional development

- Professional liability insurance
- No active complaints or disciplinary matters

Assessors should demonstrate:

- Strong verbal communication skills
- Ability to articulate questions clearly and provide constructive feedback
- Strong analytical and critical thinking skills
- Professional judgment and decision-making ability
- Commitment to ethical conduct, confidentiality, and professionalism
- Ability to work effectively with individuals from diverse backgrounds
- Proficiency with virtual platforms (e.g., Zoom) and assessment technologies

### **Interview Structure**

- Entrance Interviews are conducted by panels of three (3) Assessors
- Assessors are appointed and scheduled by ARIDO staff
- Assessors receive a stipend of \$100 per interview scheduled and completed and this is inclusive of any retakes or appeals that they are required to participate in.
- Panels should reflect, where possible:
  - Diversity of experience and perspective
  - Representation aligned with EDIA principles

### **Training Requirements**

Assessors are required to participate in:

- Initial assessor onboarding and training
- Ongoing training, including:
  - Assessment best practices
  - EDIA principles and bias mitigation
  - Updates to assessment criteria and processes

Participation in training is mandatory to maintain active Assessor status.

### **Term**

- Assessors are appointed on a standing, ongoing basis
- Participation is as-needed, based on assessment scheduling
- Continued participation is subject to:
  - Performance
  - Completion of required training
  - Ongoing eligibility requirements
- Assessors may be removed at the discretion of ARIDO if requirements are not met

### **Conflict of Interest and Confidentiality**

- Assessors must disclose any real or perceived conflicts of interest
- Assessors must recuse themselves where a conflict exists
- Assessors cannot be involved in NCIDQ during their tenure as ARIDO assessors
- Reviewers must not participate in similar assessment roles for other interior design organizations during their tenure
- Any change in circumstances must be reported to ARIDO immediately

### **Confidentiality**

- All materials accessed through RIDA, including applicant submissions and internal processes, are confidential and proprietary
- Reviewers must not share or discuss any information related to:
  - Applicant submissions

- Assessment outcomes
  - RIDA processes
- Questions or concerns must be directed to ARIDO staff

### **Reporting**

Assessors operate within ARIDO's regulatory framework.

- Assessment outcomes are submitted to ARIDO through staff for review and issuance of final report.
- Assessors have the final independent decision-making authority regarding interview outcomes and candidates' readiness to practice independently.

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Next Scheduled Date for Review: March 2027