

## Frequently Asked Questions

### What is an Assessment Associate?

Assessment Associate is the term we use to qualify a member of our assessment team. It encompasses all the assessment roles we offer, whether for General or Vocational Qualifications. Our AAs are responsible for assessing all the qualifications we offer.

### How do I apply and what is the selection procedure?

To apply or find out more information regarding our roles, qualifications and subjects then please visit [www.edexcel.com/aa-recruitment](http://www.edexcel.com/aa-recruitment) and complete an online application by selecting the subject and level you are interested in. Your form will be reviewed by our recruitment team and references will be requested. Successful applicants will then receive notification that they are on our register of available examiners. This can take up to 4-6 weeks - however this obviously will depend on the volume of applications we receive.

While we contract a large number of our existing AAs each year, we endeavour to offer a minimum of 10% of available contracts to new AAs each year. These contracts are offered on a first come first served basis.

**N.B. Please be aware that you will need to provide two referees in your application form, and that requests will automatically be emailed to them when you submit your application for processing. Both your referees need to be in positions more senior than yours (for example, your Head of Department, Deputy Head or Head Teacher) and relevant to the AA role you are applying for.**

### Can I specify which units I would like to mark?

Yes. You can select up to 3 different subject and unit preferences, depending on the experience you have listed in your application for your assessment role. You will be offered a contract based on the

order of these preferences.

**I have already worked as an AA for Pearson. Do I need to reapply?**

If you would like to apply for a new role, or be considered for a different level or subject, you will need to submit a new application form.

If you are looking to secure your existing role for the next examinations series, you will only need to reapply if you haven't marked for us in two years.

**Can I apply for more than one role?**

Yes. You can apply for more than one roles if you would like to be considered for different forms of assessment (for example, exam marking and coursework assessment).

**I am currently working towards my teaching qualification, am I eligible to be an AA?**

This depends. If it is for one of our GQ roles i.e. Examiner or Moderator then the answer is no. To be eligible you will need to be a fully qualified teacher, with a minimum of one year's teaching experience in the relevant subject and at the relevant level.

However, if you are applying for one of our VQ roles then a teaching qualification is not a requirement and you will therefore be eligible whilst you are working towards your teaching qualification.

**Do you consider supply teaching as relevant teaching experience?**

We will consider supply teaching as relevant experience if you are a fully qualified teacher and hold a minimum of one year's full time continuous supply teaching experience at the same school/centre/college.

Throughout this year you must have taught the subject and level that you are applying for full time, and the school/centre/college will be contacted to verify this.

**How can I check on the progress of my application?**

You can check on the status of your application at any time by logging into

your Gateway account. Go to [www.edexcelgateway.com](http://www.edexcelgateway.com) where you have the option to resume incomplete applications and review any applications previously submitted.

### **When would I need to be available?**

The marking period is determined by examination date you are contracted to mark for. You will need to be trained/standardised and this is normally held about a week after the examination with the marking period immediately thereafter.

### **When can I expect to hear about whether or not I will be**

**contracted to mark?** Contracts are issued from the Christmas period right up until training takes place. You may be contacted as early as December about marking in the summer.

### **I don't live in the UK, am I still eligible to be an Assessment Associate?**

There are a number of units where both training and marking take place online. If you are based abroad you can apply for one of these units provided that you have a UK bank account, you hold experience of teaching the specification and you have the right to work in the UK, including a National Insurance Number.

### **If I were to become an AA what would my time commitment be?**

Before marking you must attend a standardisation event held either face-to-face or online, for which you will receive payment. After this meeting you will have on average two to three weeks to complete marking, depending on each unit's contract. An average allocation should take between 35 and 45 hours to mark. New examiners receive initial training which will normally be completed by post or electronically.

### **How do I find out about which dates I need to make available?**

Information on the standardisation date is included in the contract. These are sent out from December onwards for the June series.

**How long would I need to be away from my school or college?**

If you mark at home, no more than one day - approximately 25% of the standardisation events are on a Saturday so it might not be required at all.

**Will my school be reimbursed for any supply costs incurred during my absence?** If you do need to take time off work to attend a meeting, Pearson will offer a Teacher Release payment to your school to cover any supply costs incurred.

**Where does the marking take place?**

Usually at home, either with traditional scripts or online using our ePen system. Occasionally a few subject areas will be marked at a central point.

**What is ePen?**

ePen is our onscreen marking software which allows you to mark responses to exam questions online.

**What are the system requirements for using ePen?**

To use ePen you will need to be running one of following operating systems: Windows XP Professional, Windows XP Home Edition, Windows Vista and Windows 7. Unfortunately Apple Macintosh computers are not supported.

You will also need Internet Explorer version 6 or 7. Other browsers (including Opera, Safari, Firefox, AOL browser, Symbian and Google Chrome) are not currently supported. Please see our System Requirements document to find out more.

### **How much will I get paid?**

The majority of our marking is carried out online using our online marking system E-pen. We facilitate the marking of scripts online by dividing them into 'items'. For this type of marking we pay per item. You will receive a contract detailing the number of items we'd like you to mark and the amount payable.

For traditional script marking, pay on a per script basis, and you will receive a contract detailing the number of scripts we'd like you to mark and the amount payable.

For coursework moderation, pay per piece of coursework sampled. You will receive a contract detailing the number of samples we would like you to moderate and the amount payable.

Although the fees differ across units, based on complexity to mark as well as time and effort required, an average payment to an Assessment Associate will be in the region of £500- £800. We also pay a fee for attendance at the training/standardisation meeting, be it face to face or online, and a teacher release fee to your centre if appropriate.

### **If I need more information who should I contact?**

Please call the AA Helpdesk for enquiries on 0800 169 9202.