

## 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. Our AAs are responsible for assessing all the qualifications that we offer. More than just our employees, their role in the assessment process is so important that they are seen as Edexcel associates.

### What are Pearson Tests of English?

Pearson Test of English are designed to reward positive achievement in English language learning. The tests consist of two parts: a written paper and a spoken test. The written paper tests listening, reading comprehension and writing skills and is marked by examiners in the UK. The spoken test is also assessed by examiners in the UK.

There are six levels which are linked to the Common European Framework of Reference for Languages (CEF). All levels in the test are awarded by Edexcel and accredited by Ofqual in the UK.

Qualification	Unit Name	CEF Level
PTE General	Level A1	A1
PTE General	Level 1	A2
PTE General	Level 2	B1
PTE General	Level 3	B2
PTE General	Level 4	C1
PTE General	Level 5	C2
PTE Young Learners	Firstwords	Below A1
PTE Young Learners	Springboard	Below A1
PTE Young Learners	Quickmarch	Below A1
PTE Young Learners	Breakthrough	Below A1

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

To apply please visit [www.edexcel.com/aa-recruitment](http://www.edexcel.com/aa-recruitment) and complete an online application form by selecting the subject and level you are interested in. Your form will be reviewed by our recruitment team and references will be taken up. Successful

applicants will receive notification that they are on our register of available examiners. This will be subject to successfully completing the training event.. This can take up to 4-6 weeks.

**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?**

No, PTE examiners are expected to mark across all units. You are however able to select whether you wish to mark the written scripts or assess the Oral papers.

**I have already worked as an AA for Edexcel. 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 role if you would like to be considered for different forms of assessment. You would not however be offered a contract for different roles during the same series.

**I am currently studying for a PGCE, am I eligible to be an AA?**

Unfortunately we will not be able to consider applications from PGCE students.

**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?**

There are four examination series – May, June, November and December. Not all tests are sat in all sessions. The precise period is determined by the date of the examination we allocate you to mark.

**When can I expect to hear about whether or not I will be needed to mark?**

Contracts are issued prior to each test session.

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

We are unfortunately not able to accept applications from people who are not resident in the UK.

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

Before marking you must attend a standardisation event which may be held in London (you will be paid for attending this meeting) and then you have one to two weeks to mark the work we allocate to you - Marking windows vary between examination series, and will be indicated in your contract. An average allocation should take between 40 and 50 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 and availability dates are included in the contract.

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

You would need to attend a two day training event and a standardisation day.

**Where does the marking take place?**

Usually at home, either with traditional scripts or online using ePen.

**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 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows Vista. 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.

**How much will I get paid?**

In the case of traditional and on-screen marking, fees are per script or item and are determined by the size of the paper. Details of marking fees are included in the contract. You will also be paid to complete training, whether online or at a face to face event.

**Will I have to reapply to be considered next year?**

If you are appointed as an AA, you will be eligible to mark for three years without having to reapply. If you are not offered a contract during these three years you should reapply to be considered the following year.

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

Please call the AA Helpdesk for enquiries on 0800 169 9202