

Frequently Asked Questions

What is a Lead Examiner?

The **Lead Examiner** is responsible for writing robust external assessments, mark schemes and assessment aim grids for externally assessed units and to train and standardise a team of Examiners and monitor and maintain standards throughout the marking period. You will also take a lead on the awarding of assessment outcomes.

How do I apply and what is the selection procedure?

Please visit our web site at www.edexcel.com/aa-recruitment, and fill out our online application form. References will be requested upon submission of the form. Once references are received, your form will then be assessed to ensure that you hold the required qualifications and experience. You will then be invited to an interview and will be informed of the interview outcome by letter.

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.

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, where you have the option to resume incomplete applications, and review any applications previously submitted.

When would I need to be available?

The precise period of availability will be determined by the dates of the external assessment for which you are a Lead Examiner. You will be expected to attend several

meetings in London or Warwick throughout the year. Information on the exact dates that you are required to keep free will be included in your contract.

If I were to become a Senior Examining and Standards Verifier, what would my time commitment be?

The time commitment depends greatly on how much you are able to give. As a minimum, Lead Examiners are expected to attend Question Paper Evaluation Committee (QPEC) meetings, standardisation and awarding meetings and be available for examiner training events and teacher training events. The availability of the external assessments will vary from subject to subject and this will affect the time commitment.

The minimum is likely to be around 10 days a year, but potentially much more if you are able to contribute to customised teacher training events or qualification developments.

In addition to this there would also be time working at home on preparation of question papers, marking and monitoring examiners during the exam series.

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

Please see above - as a minimum this is likely to be 10 days a year, but some of these days may fall during the holiday periods or at weekends.

For Lead Examiners, where does the marking take place?

Usually at home, either with paper scripts or online using ePen. On occasions subject areas may 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 running 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?

The fees set will be in line with that of senior AA roles in vocational and general qualifications.

If I need more information who should I contact?

Please call the AA Helpdesk for enquiries on 0800 169 9202 or email btecrecruitment@pearson.com.