

# Assessment Associate (AA) Guidelines

## - Non Senior Roles

### **What is an Assessment Associate (AA)?**

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.

### **Applying to be an AA**

#### **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 role if you would like to be considered for different forms of assessment (for example, exam marking and coursework assessment).

#### **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 outside of the UK, you can apply for one of these units provided that you are eligible to work in the UK, have a UK bank account and UK National

Insurance Number. If you do not meet this criteria then you will only be able to apply for our international roles. In case you are eligible for both (UK and International) roles you will be required to opt to apply for any one of the roles.

### **Is part - time experience acceptable?**

If you are a teacher who has taught on a part - time basis and have taught for a minimum of two academic years, we will accept your experience. We do not accept short term commitments i.e. 3 months at one school, one month at another that then make up a year. We will accept teaching experience that is 9 months in one school and then changed schools in a year, as long as there is no break in service (this does not include teaching in the weekend schools).

### **Do you accept tutoring experience?**

We can accept tutoring experience if it is conducted within a centre or as part of a tutoring company where references can be obtained.

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

If you are a supply teacher, 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 and the supply agency will be contacted to verify this.

### **Do you accept online teaching?**

We will accept online teaching experience as long as the applicant is teaching the full specification. Applicants must clearly state whether they are teaching full time

or on a part-time basis. Applicants must be teaching a full class of students following the teaching regulations and be able to provide references from a Head of Department, Line Manager or equivalent.

### **I have been declined for an application, can I appeal it?**

Yes, if you have been declined for an application and want to appeal it you can contact us via the portal at [associate.pearson.com](https://associate.pearson.com). You will need to contact us within 7 days, of being declined to ensure your appeal goes through.

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

Yes. You can select 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.

### **Do I need to have experience of teaching Pearson qualifications?**

No, this is not essential.

### **Do I need to be teaching the exact qualification I wish to assess?**

Please view the job description for the role that you are applying for, for more information on the exact teaching experience we are able to accept.

### **What teaching qualifications do you accept?**

We accept the following qualifications:

- PGCE
- GTP
- OTT
- Bed
- QTS
- PTLLS-CTLLS-DTLLS

- PGDE
- Teach First
- QTLS
- Cert. Education

Please note that for some roles, we are able to accept other qualifications. If you are unsure whether you are eligible to apply for a role based on your teaching qualification, please get in touch with AA Recruitment for clarity.

### **I am a very experienced teacher but I do not hold a teaching qualification, can I apply to be an AA?**

We are able to accept unqualified teachers for some of our roles, please get in touch with AA Recruitment with further information.

### **Reference Guidelines**

Our referencing criteria is as follows:

- References must be provided by those in a senior position to the applicant.
- References must be received via professional email address' (as opposed to personal emails such as googlemail and hotmail)
- We must hold a reference from the applicant's current place of work.
- We must hold at least one reference from someone who has known the applicant for 12 months or more. If the applicant has been at their current place of work for one full year (on a full time basis) or more and has relevant teaching experience at this institution, we are able to appoint the application once a reference from this centre has been received. The referee must state that they have known the applicant for at least 12 months on the reference form.

- If the applicant has been at their current place of work for less than one full year, then we are required to obtain a reference from the previous workplace. The applicant will need to have taught the relevant subject and qualification (for which they are applying) at this centre.

### **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.

### **How long will it take for my application to be processed?**

Applications for our non-senior roles are processed as and when they are received. We aim to process all applications within 6 weeks. Application processing time is dependent on how quickly referees' respond. The Recruitment team are not responsible for the documentation review process that is required for some of our roles. The recruitment team will send documents on to the Assessment team and your application will be processed as soon as the review is completed.

### **Working as an AA**

#### **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.

### **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.

### **What is ePen?**

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

### **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.

### **Getting paid as an AA**

#### **What is ADP?**

ADP is our external payment system. Once appointed, all Assessment Associates are requested to upload their bank details onto our payroll system.

#### **Does registering on ADP affect my chances of getting a contract?**

If you are not able to register on ADP, this will not affect your chances of getting a contract. However, you will not be able to receive any payment for your work until your bank details are registered on ADP therefore ADP registration is advised for all the applicants as soon as their application gets appointed on the system.

#### **Do I need to Register on ADP every time I apply for a new role?**

You do not need to register on ADP every time you apply for a new role. ADP registration is required only for applicants who have recently been appointed to their first AA role.

## 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.

The fees differ across items, units, the role, specification and is based on the complexity to mark as well as time and effort required.