

Frequently Asked Questions

What is a Senior Assessment Associate?

The Senior Assessment Associate team is responsible for setting and maintaining the standards of assessment and for leading a team of examiners and/or moderators throughout the marking period.

What are the different senior roles:

- **The Chair of Examiners** is responsible for maintaining standards within a subject across different specifications from year to year.
- **The Chief Examiner** ensures that the examination as a whole meets the requirements of the specification and maintains standards year on year. They also act as Principal Examiner or Principal Moderator for at least one component of the examination.
- **The Principal Examiner** is responsible for writing question papers, mark schemes and assessment objective grids.
- **The Principal Moderator** is responsible for ensuring internally assessed units meet the required standards.

How do I apply and what is the selection procedure?

Please visit our web site: www.edexcel.com/aa-recruitment and fill out our on-line application form. Your form will then be assessed to ensure that you hold the required qualifications and experience. If successful at this stage, references will be taken up. 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?

There are two main examination series - January and June. The precise period is determined by the date of the examination that you are a senior examiner for. As well as this you will be expected to attend several meetings in London throughout the year.

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

Information on the dates that you are required to keep free will be included in your contracts.

If I were to become a Senior examiner what would my time commitment be?

The time commitment depends greatly on how much you are able to give. As a minimum, Senior Examiners are expected to attend Question Paper Evaluation Committee meetings, teacher training and development events, training events and all the key exam series meetings - standardisation and awarding. The availability of the exam will also affect the time commitment - if the exam is only available during the summer then there is less commitment than if it is available in one of the other series - January, March or November. The minimum would be between 10-15 days at Edexcel a year - but potentially much more if you are able to contribute more 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 there would be 10-15 days at Edexcel a year, but some of these will fall during the holiday periods.

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, Edexcel 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 ePEN. 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 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?

As a Senior Examiner you can expect to earn between £700 and £1000 per examination series. This figure is dependant on the number of meetings you attend and the number of individuals for whom you have a direct responsibility. You will also take on a small amount marking in the form of either traditional or on-screen marking. Fees are given per script or item and are determined by the size of the paper and the size of your allocation.

Depending on your role, you will receive the following fees for meetings attended:

- **The Chair of Examiners** can expect to receive £200/240 (with/without Teacher Release) for each Standardisation Meeting. For all other meeting you can expect to receive a daily rate of £180/228 (with/without Teacher Release).

If I need more information who should I contact?

Please email the AA Recruitment Team at: aaresourcing@edexcel.com.