



Pearson

Senior FAQ

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, Moderators or Standards Verifiers throughout the marking/sampling period.

What are the different Senior roles?

- **The Chair of Examiners** (General Qualifications) is responsible for maintaining standards within a subject across different specifications from year to year.
- **The Chief Examiner** (General Qualifications) 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** (General Qualifications) is responsible for writing question papers, mark schemes and assessment objective grids. During the operational period responsible for delivering high quality, consistent marking standards and expert guidance to examining team.
- **The Principal Moderator** (General Qualifications) is responsible for ensuring internally assessed units meet the required standards.
- **The Senior Standards Verifier** (Vocational Qualifications) is the responsible expert in terms of specification interpretation and verifier for standards for a range of programmes across different vocational qualifications.
- **The Lead Examiner** (Vocational Qualifications) is responsible and accountable as subject expert for a specified externally assessed components within BTEC programmes.

How do I apply and what is the selection procedure?

Please visit our [website](#) where all our current vacancies are advertised. If you see a role that interests you, please follow the links to apply online. Following the application closing date, your form will then be manually assessed to ensure that you hold the required qualifications and experience. If successful at this stage, then references will be checked accordingly. Provided that the references are suitable, you will then be invited to an interview and will be informed of the interview outcome by email.

Note: You will need to provide two referees in your application form. The reference requests will automatically be emailed to the listed referees when you submit your application. ***IMPORTANT*** Both your referees need to be in positions more senior than yours (for example, your Head of Department, Deputy Head or Head Teacher), they also need to be relevant to the AA role you are applying for.

Is this a full-time position?

No, a senior Associate works on the basis of contracts, and contracts are most often on a yearly cycle. You may have a high or low workloads at different times of the year. For example, during the stages of paper production your workload will increase, however, after the exams have been sat, marked and awarded your workload will decrease until the cycle begins again.

If I am declined for a senior role, how long do I have to wait until I can apply again?

If declined, 12 months is the minimum amount of time you would have to wait to apply again for the same role (within the same subject and qualification). However, you can apply for other roles within the same subject and qualification. Exceptions will apply.

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 (Most meetings are now running remotely since March 2020).

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 Associate, what would my time commitment be?

The time commitment depends greatly on how much you are able to give. Note that this is not a full-time role, nor does it have fixed work times.

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 – pre-standardisation, 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. You will be needed for meetings, a minimum of 10-15 days at Pearson a year (most meetings are now conducted remotely, but some may require face to face attendance).

It may potentially be a significant amount more than 10-15 days per year 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 flexibly – at your own availability – at home on preparation of question papers, marking and monitoring examiners during the exam series.

As a Senior Associate, 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 Pearson a year, but some of these will fall during weekends or 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, 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 ePen. Occasionally a few subject areas will be marked at a central point – this is much less common since March 2020.

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 ePen2 you will need to be running one of following operating systems: Windows 7, Windows 8.x, Windows 10 or Mac OS X 10.9 or newer.

The compatible browsers are the following: Chrome, Safari or Firefox.

- For ePEN2 to function correctly computers will need to be free of viruses, spyware and malware.
- We do not currently support scoring on mobile phones or tablets, or on computers running Linux, iOS, Chrome OS, Android or Windows 8 RT operating systems. Mac computers must have an Intel processor to run Google Chrome; see this page to determine if your older Mac model is compatible.

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 dependent 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 Chief Examiner can expect to receive £200/160 (with/without Teacher Release) for each full day meeting.
- The Principal Examiner/Moderator can expect to receive £180/140 (with/without Teacher Release) for each full day meeting.
- The Chair of Examiners can expect to receive £240/190 (with/without Teacher Release) for each full day meeting.

If I need more information who should I contact?

Please contact Pearson Helpdesk at associate.pearson.com. Our specialist team will promptly assist, and if your query requires technical knowledge, it will be passed on to the appropriate professional.