



## 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, whether for GCSE and GCE or BTEC and NVQ. 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.

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

To apply please visit [www.edexcel.com/aarecruitment](http://www.edexcel.com/aarecruitment) 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 can take up to 4-6 weeks.

While we contract a large number of our existing AAs each year, we endeavour to offer a minimum of 10% of available contracts to new AAs each year. These contracts are offered on a first come first served basis.

**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?**

Yes. You can make up to three different selections of a subject and unit preference for your assessment role. You will be offered a contract based on the order of these preferences.

### **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 (for example, exam marking and coursework 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?**

We are happy to accept applications from PGCE students who are nearing their course completion date. However if you are just starting your teacher training, you can register your interest [here](#). We will contact you with details of how to apply when you are nearer your course completion date.

### **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 two main examination series - January and June - although we ask new Examiners to start in June only. The precise period is determined by the date of the examination we allocate you to mark. You will need to be trained, or standardised and this is normally held about a week after the examination with the marking period immediately thereafter.

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

Contracts are issued from the Christmas period right up until training takes place. You may be contacted as early as January about marking in the summer.

### **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 abroad you can apply for one of these units provided that you have a UK bank account, you hold experience of teaching the specification and you have the right to work 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 three weeks to mark the work we allocate to you. Marking windows vary between units, 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 is included in the contract. These are sent out from December onwards for the June series.

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

If you mark at home, no more than one day and perhaps not even that as approximately 25% of the standardisation events are on a Saturday.

**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?**

In the case of traditional and on-screen marking, fees are per script or item and are determined by the size of the paper. Examiners can expect to earn between £500 and £800 per examination series.

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