

## Frequently Asked Questions - Senior Examiners

What does a Senior examiner actually do?

A Senior examiner is responsible for setting and maintaining the standards and leading a team of examiners and/or moderators.

The different Senior roles are:

- 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.org.uk/aa-recruitment](http://www.edexcel.org.uk/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.

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.

Where does the marking take place?

Usually at home, although in a few subject areas we additionally mark at a central point.

How much do 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. Senior examiners can expect to earn between £700 and £1000 per examination series. Senior examiners will also get paid an agreed daily rate of around £175(dependent on paper and unit) for meetings that they have to attend and in addition to this responsibility fees.

If I need more information who should I contact?

Please email the AA Recruitment Team at: [aarecruitment@edexcel.org.uk](mailto:aarecruitment@edexcel.org.uk)