

FAQ – Applying to be an AA

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.

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.

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.

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



Pearson

- 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 addresses (as opposed to personal emails such as gmail 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 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.