

Assistant Principal Examiners Duties and Responsibilities for AS/A Level, FSMQ, GCSE and Entry Level Certificate

In respect of the relevant examination year, an Assistant Principal Examiner is responsible to a Principal Examiner for the work of Team Leaders and Assistant Examiners where the span of control would otherwise be too great for the Principal Examiner. An Assistant Principal Examiner does not set the paper, but conducts a full standardisation meeting, normally without recourse to the Principal Examiner for a second opinion, for example, where the Assistant Principal Examiner is totally responsible for the standardisation of one of the tiers of a GCSE written unit.

An Assistant Principal Examiner is required to carry out the duties listed below, in accordance with AQA procedures and instructions.

- 1 To prepare for and lead standardisation meetings* of Team Leaders and Assistant Examiners.**
- 2 To mark sufficient scripts at first hand to gain a feel for the performance of candidates and to gain evidence directly on the interpretation of questions (by candidates) and the application of the mark scheme.
 - (i) To record all marks accurately in accordance with the detailed instructions issued by AQA.
 - (ii) To check that the recording and addition of marks on each script is correct and that the transfer of marks to mark forms is accurate.
 - (iii) To provide samples of marked scripts as required by a Principal Examiner.
 - (iv) To submit to the Principal Examiner a report on the scripts marked.
- 3 To re-mark scripts of Team Leaders and Assistant Examiners and give them advice to standardise their marking.
- 4 To prepare a report on the performance of Team Leaders and Assistant Examiners.
- 5 To report on the standardisation process to the Principal Examiner.
- 6 If requested by AQA, to prepare for and attend the marking review or equivalent meetings*, which may last one or more days.
- 7 To prepare for and attend the awarding meeting* and assist in the determination of grade boundaries, if required.
- 8 To prepare a final version of the mark scheme for submission to the Principal Examiner, at the request of AQA.
- 9 To answer queries raised by the Standing Joint Committee, at the request of AQA.
- 10 To re-mark scripts and/or report on the work of candidates as part of enquiries upon results, either by post or at AQA premises.
- 11 To undertake training as required by AQA, and to prepare for and deliver training for new examiners as required.

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- 12 To advise on the appointment and re-appointment of Team Leaders and Assistant Examiners for the unit.

*Whilst every attempt will be made to liaise with the Assistant Principal over the schedule of these meetings it is important to emphasise that the timetable demands for question paper production and the issue of results to candidates place considerable constraints on the degree of flexibility available to AQA and might necessitate the meetings being held on a Saturday or Sunday.

**AQA is extending the use of technology to develop on-line and on-screen variants of many of our assessment processes. During their tenure, examiners may be required to move from a conventional to an on-line/on-screen approach. Duties in relation to the standardisation of examiners will differ if the unit/component is standardised on-line.