

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

In respect of the relevant examination year an Assistant Principal Moderator is responsible to a Principal Moderator for the work of Team Leaders and Assistant Moderators where the span of control would otherwise be too great for the Principal Moderator. An Assistant Principal Moderator conducts a full standardisation meeting, normally without recourse to the Principal Moderator for a second opinion, for example, where the Assistant Principal Moderator is totally responsible for the standardisation of one centre-assessed unit/component.

An Assistant Principal Moderator 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 Moderators and to ensure that all Moderators are using the same marking criteria as the teachers and that their interpretation of the criteria is correct.**
- 2 To moderate assessments made by teachers.
- 3 To monitor Team Leaders and Assistant Moderators as appropriate during the moderation period, and give advice to standardise their marking.
- 4 To prepare a report on the performance of Team Leaders and Assistant Moderators.
- 5 To report on the moderation process to the Principal Moderator.
- 6 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 visit centres as requested by AQA and to prepare reports as necessary
- 9 To ensure that appropriate preparatory, follow-up and remedial work with centres is carried out, as requested by AQA.
- 10 To answer queries raised by the Standing Joint Committee, at the request of AQA.
- 11 To re-moderate and/or report on the work of candidates as part of enquiries upon results, either by post or at AQA premises.
- 12 To undertake training as required by AQA, and to prepare for and deliver training for new moderators as required.
- 13 To advise on the appointment and re-appointment of Team Leaders and Assistant Moderators for the unit/component.

Assistant Principal Moderators: Duties and Responsibilities for AS/A Level, GCSE and Entry Level Certificate *(continued)*

*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, moderators may be required to move from a conventional to an on-line/on-screen approach. Duties in relation to the standardisation of moderators will differ if the unit/component is standardised on-line.