

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

In respect of the relevant examination year, a Chief Examiner is responsible to the Chair of Examiners for ensuring that the examination as a whole, including coursework, meets the requirements of the specification and maintains standards for the examination year.

The Chief Examiner is required to carry out the duties listed below, in accordance with AQA procedures and instructions.

- 1 To act as Principal Examiner or as Principal Moderator for at least one component of the examination.
- 2 To monitor the standards of Principal Examiners and Principal Moderators and advise on their appointment, training and re-appointment.
- 3 To give instructions to Principal Examiners and Principal Moderators, if any, on paper setting and coursework/portfolio marking and to co-ordinate all work for the specification, including the setting of all papers, the moderation of centre-assessed components and the marking of the externally-assessed components.
- 4 To produce, in consultation with Principal Examiners, a specification grid indicating how the specification content and assessment objectives are met in the question papers and, where candidates can choose between questions, showing that any permitted combination of questions provides for the coverage of a similar balance of content and assessment objectives.
- 5 To confirm that the question papers as a whole cover the assessment objectives as set out in the specification, properly reflect their weightings and sample satisfactorily the specification content.
- 6 To ensure that, over a reasonable number of years, the examination as a whole will address all the specification content.
- 7 To seek to ensure parity across alternative components in terms of the demands made on candidates.
- 8 To attend the question paper evaluation meetings* for all papers in the specification.
- 9 To approve any necessary changes to question papers and provisional mark schemes on receipt of the Scrutineer's report.
- 10 To attend sufficient standardisation meetings* run by other Principal Examiners and Principal Moderators to be able to monitor their progress and to report to AQA.**
- 11 To prepare for and attend the awarding meetings* and assist in the determination of grade boundaries as required.
- 12 To prepare for and attend the marking review or equivalent meetings*, which may last one or more days.

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- 13 To prepare and collate a report on the performance of candidates for publication, after editing and co-ordinating reports on specific components prepared by the Principal Examiner(s) and the Principal Moderator(s).
- 14 To check mark schemes for publication and, if required, to edit such mark scheme(s) prepared by Principal Examiner(s).
- 15 To advise on, draft, or give replies to queries and comments from centres, as requested by AQA.
- 16 To attend, by invitation, meetings to discuss aspects of the examination and to advise AQA on any matters relating to the examination papers or problems with the specification.
- 17 To re-mark and/or report on the work of candidates as part of enquiries upon results, either by post or at AQA premises.
- 18 To respond to AQA to enquiries concerning the specification and the examination.
- 19 To prepare for, and attend, AQA or external appeal hearings.
- 20 To assist with conferences for teachers organised by AQA.
- 21 To undertake training as required by AQA, and, at the request of AQA, to prepare for and deliver training to other examining personnel.
- 22 To advise AQA on any other matters relating to the specification.
- 23 The Chief Examiner is not eligible to act in another position, other than Principal Examiner/Moderator in any of the specifications for which they are responsible.

*Whilst every attempt will be made to liaise with the Chief 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.