

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

In respect of the relevant examination year, a Principal Examiner is required to carry out the duties listed below, in accordance with AQA procedures and instructions.

- 1 To be responsible to the Chief Examiner for the setting of a paper and the standardisation of its marking.
- 2 To set the questions and mark schemes for the paper and/or approve the questions and mark schemes set by other examiners to meet the requirements and deadlines of the AQA question paper schedules which will be detailed at the point that work is commissioned.
- 3 To produce, in consultation with the Chief Examiner, a specification grid indicating how the specification content and assessment objectives are met in the question paper 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.
- 4 To attend question paper evaluation meetings* as required.
- 5 To attend, by invitation, any meetings to discuss aspects of the examination and advise AQA on any matters relating to the examination papers or problems with the specification.
- 6 To respond to AQA to enquiries concerning the specification and the examination.
- 7 To mark scripts.
- 8 To prepare for and lead standardisation meetings* of Team Leaders and Assistant Examiners.**
- 9 To re-mark scripts of Assistant Principal Examiners, Team Leaders and Assistant Examiners and give them advice to standardise their marking.
- 10 To report on the standardisation process to the Chief Examiner.
- 11 To prepare a report on the performance of Team Leaders and Assistant Examiners.
- 12 To prepare for and attend the awarding meetings* and assist in the determination of grade boundaries as required.
- 13 To prepare for and attend the marking review or equivalent meetings*, which may last one or more days.
- 14 To prepare a report for publication on the performance of the candidates with regard to the examination paper(s).
- 15 To prepare a final version of the mark scheme for publication, at the request of AQA.
- 16 To advise on, draft, or give replies to queries and comments from centres, as requested by AQA.
- 17 To answer queries raised by the Standing Joint Committee.

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- 18 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.
- 19 To assist with conferences for teachers organised by AQA.
- 20 To prepare for, and attend, AQA or external appeal hearings.
- 21 To undertake training as required by AQA, and to prepare for and deliver training for new examiners as required.
- 22 To advise on the appointment and re-appointment of Assistant Principal Examiners, Team Leaders and Assistant Examiners for the paper.
- 23 To advise AQA on any other matters relating to the specification.
- 24 The Principal Examiner is not normally eligible to act in another position, e.g. as an Assistant Examiner or Moderator in any of the specifications for which they are responsible.

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