

Revisers

Duties and Responsibilities for AS/A Level, FSMQ, GCSE and ELC

In respect of the relevant examination year, a Reviser is responsible for carrying out the duties listed below, in accordance with AQA procedures and instructions.

- 1 To provide written comments on draft question papers and associated mark schemes within a timescale set by AQA and to ensure that:
 - (a) the questions are set on subject matter which is clearly contained within the specification;
 - (b) the questions are worded in an unambiguous style and have not been set in similar or identical form in recent years, that the grammar, spelling and punctuation are correct, and that the level of the language employed is appropriate to the candidature for whom the examination is intended;
 - (c) the rubrics are clearly worded, both for the question paper as a whole and, where applicable, for individual sections within the question paper;
 - (d) the marks allocated to each question or part of a question, and to the paper as a whole, are in accordance with the mark allocation for the paper;
 - (e) the mark scheme represents an accurate interpretation of the question paper and that the marks allocated to each question or part of a question and to the paper as a whole match those shown in the question paper;
 - (f) there is parity between alternative questions or sections of a paper or papers or options, in terms of the demands made on candidates;
 - (g) the question papers do not contain bias of any kind;
 - (h) where stimulus material is used, it is appropriate to the question;
 - (i) the standard of the paper as a whole is appropriate to the target group for which it is intended;
 - (j) the mark scheme includes general instructions on marking, an indication of the nature and range of responses likely to be worthy of credit, and includes marking instructions for the assessment of written communication, where applicable;
 - (k) the grid prepared by the Principal Examiner shows accurately the relationship between the question paper, specification content and assessment objectives for the examination.
- 2 To attend the question paper evaluation meetings*.
- 3 To check the question papers and associated mark schemes following consideration of the material at the question paper evaluation meeting to ensure that:
 - (a) all amendments agreed at the question paper evaluation meeting are incorporated;
 - (b) the marks available for questions or parts of a question are correctly indicated;
 - (c) all diagrams and photographs are included, are correctly labelled, and can be clearly reproduced;

Duties and Responsibilities of Revisers for AS/A Level, GCSE and ELC(continued)

- (d) the lay-out of the whole paper is clear and will be understandable to the candidates;
 - (e) all rubrics have been included.
- 4 To proof-read question papers, as required.
 - 5 To undertake training as required by AQA.
 - 6 To attend meetings related to the subject at the request of AQA.

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