

examine@aqa

We are looking for teachers and lecturers to join our team:

- marking examination papers
- moderating coursework.



Join the team at AQA

GCE ● **GCSE** ● **KEY SKILLS** ● **ELC**

What will I be doing?

Examiners mark candidates' scripts:

- usually in the summer term
- three to four weeks after an examination
- in accordance with an agreed mark scheme.

Moderators check centres' assessment of coursework:

- usually in the summer term
- in accordance with agreed assessment criteria.

How will I benefit?

By joining our team you will be able to:

- enhance your professional skills
- earn extra money
- interact with teachers nationwide
- gain a clearer understanding of what examiners are looking for
- receive free, expenses-paid training.

What experience/training do I need?

You need:

- at least a year's relevant teaching experience for marking
- at least two year's relevant teaching experience for moderating or advising
- to attend a training/standardisation meeting.

How do I find out more?

For more information about AQA and our work log on to www.aqa.org.uk

For more information about our examining work e-mail: examine@aqa.org.uk

or leave a message on our 24 hour voicemail: **01483 556 056**

How do I apply?

Simply:

- complete the application form
- tear along the perforated edge
- fold it to A5 size
- seal it
- post it back to us free of charge.



FOR OFFICE USE ONLY			
Rec'd	_____	Refs requested	_____ rec _____
Ack'd	_____	Refs (OB) req'd	_____ rec _____
Appr'd by	_____		on _____
Paper	_____	Year	_____ Notified _____

Please complete this application form in black ink and return it to AQA, by folding the pages to show the reply label.

Which type of post and what subject are you interested in?
Tick to indicate level.

GCE GCSE ELC Key Skills

Subject(s) _____

Type of Post: Examiner Moderator

Have you any preference for a paper/component/unit?

First choice _____ Second choice _____

1 Surname _____ Forenames _____
Title (Dr/Ms/etc) _____ Date of birth _____

2 Home address _____

Post code _____ Home telephone number _____
(including area code)
e-mail address _____

3 Work address _____

Post code _____
Centre number _____ Telephone number _____
(if applicable) (incl area code)

4 University education or equivalent

From	To	Institution	Degree or diploma Subject studied – Class of degree etc

5 Professional and other qualifications

From	To	Awarding body	Qualification

6 Details of present post

Present post _____ Date of appointment _____

Name of school/college/university _____

Subjects currently taught (state level, eg GCE A Level, and name the examining/awarding body.)

7 Experience of preparing candidates for public examinations in previous teaching posts. Start with most recent post.

From	To	Post	School/college	Subjects	GCE, GCSE or other	Awarding body

8 Relevant recent non-teaching experience

From	To	Post	Employer	Position and duties

9 Experience of employment as an examiner, moderator or verifier for a public examining/awarding body, including AQA.

AQA reserves the right to share information with other awarding bodies.

Please start with most recent post. All previous appointments must be stated.

From	To	Post	Subject	Level	Examining/awarding body

10 Other information

Are you free to attend meetings during working hours if necessary?
(At least three weeks' notice is usually given.) _____

Have you previously submitted an application for an appointment with AQA? _____

If so, please give the approximate date(s) of submission(s) and the post(s) concerned. _____

11 There is increased use of technology in examining. Do you have access to a PC and broadband at home?

Yes

No

12 Additional information

Please use this space for any additional information which will help AQA to form a clear impression of your qualifications and abilities, and of your interest and particular expertise in public examinations.

Multiple horizontal lines for writing additional information.

13 Give the name, position and address of one referee who should be Head/previous Head of centre

Table with 3 columns: Name, Position, Address and telephone number. It contains four empty rows for data entry.

I confirm that the information given in this form is correct.

Signature _____ Date _____

Please indicate which advertisement you responded to _____

To return the completed application form to AQA, fold to A5 size, seal the edges, and post.

▶ Examining appointments

GCE ● **GCSE** ● **KEY SKILLS** ● **ELC**

Please fold along the dotted line.

Business Reply Plus
Licence Number
RLSR-YCXJ-XXSU



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