

Who's who

Assessment Design

AQA staff who ensure the paper and mark scheme are valid and comply with regulations.

Assessment Production

AQA staff who manage the process and ensure quality and consistency.

Lead Assessment Writer (LAW)

Subject expert that writes the questions and mark schemes.

Reviser

Subject expert that checks the paper's level of difficulty is consistent, identifies errors and complies with the blueprint.

Scrutineer

Subject expert that sits the paper to ensure that the assessment is suitable for all students.

Subject Reviewers

Subject experts that give their thoughts on the suitability of the questions.

Chief Examiner

Responsible for all the question papers in a specification. Provides advice to assessment writers to ensure alignment with the specification handbook.

Chair of Examiners

Responsible for the specification. Approves and signs off final assessment material.

BATOD

British Association for Teachers of the Deaf.

Creating question papers

The ten steps that go into putting together question papers each series

1 Review meetings:

AQA staff and Senior Examiners review the assessments from the previous series, checking performance, how marking went and making recommendations for future papers. Hear about these in our podcast episode ['Reviewing assessments: a date with data'](#).

2 Planning meeting:

Assessment Design, Assessment Production and Senior Examiners will agree the schedule for producing the papers and check the blueprint plan and specification handbook. These tools ensure that we assess all areas of the specification over time.

3 Draft questions:

The LAW drafts questions. The Reviser comments. A second draft is produced.

4 Reviews and amends:

The second draft goes to subject expert reviewers, the Chief, Scrutineer, a BATOD representative and Assessment Design to review. The LAW checks the comments and produces a further draft which is checked by the Reviser again.

5 Approval of questions:

A face-to-face meeting is held to approve all of the questions and mark schemes.

6 Typesetting the question paper and mark scheme:

Assessment production typeset the questions into a formatted question paper and mark scheme.

7 Checking the materials:

Assessment Design and Assessment Production review and proofread the typeset materials. A second scrutineer sits the paper. The LAW amends and the materials are now ready for sign-off.

8 Sign-off:

The materials have final quality checks and another proof read. The LAW, Chief, Chair and Assessment Production approve the final materials.

9 The paper gets modified:

The Special Requirements team modify the paper for visually impaired students. Find out how in our podcast episode [Macaroni and 36 point font](#).

10 Printing and despatching:

The question papers get printed and sent to schools in good time for the exam.

Find out more about how exams work by listening to our podcast series [Inside Exams](#)

Inside Exams
Podcast series