**Strictly Confidential**

**SCHEDULE 1**

**SERVICES TO BE DELIVERED**

**Chief Examiner Services**

**Background:**

The Contractor is responsible for implementing the subject strategy at specification level.

Tasks must be delivered in accordance with the subject strategy and blueprints, deadlines and quality guidance. The contractor must be able to provide information or evidence on the delivery of these core tasks in the event of any enquiries relating to them.

**Tasks:**

1. Work with the Chair of Examiners and Qualifications and Markets to determine how the specification will deliver the subject strategy.
2. Work with Qualifications and Markets to develop and maintain the specification assessment strategy.
3. Review exam performance data and use this to provide advice to improve future question papers.
4. Contribute to the creation and development of a Specification Handbook in line with the assessment strategy, in order for assessment writers to create a framework/blueprint for creating assessments that deliver the subject strategy and specification as a whole.
5. Create blueprints and provide advice to assessment writers on the question development process to ensure alignment with the Specification Handbook.
6. Provide expertise and advice to AQA on matters that have a bearing on the specification including responding to escalated customer queries.
7. Using a PC which meets the AQA advised specification, install and use content producer software to approve items, assessments, mark schemes and, where appropriate, criteria for internal assessments, ensuring that they:
* meet with appropriate standards and are error free and fit for purpose
* comply with the specification strategy and blueprints at component level (and ensure that external assessments as a whole cover the assessment criteria, as set out in the specification and satisfactorily sample the appropriate content).
* lead the team in taking actions to address any issues that occur during the production processes.
1. Monitor and take appropriate steps to ensure that the assessments, and optional routes, within a specification are comparable in demand (between components, routes and over time).

**Strictly Confidential**

1. Monitor and take appropriate steps to ensure that, over a reasonable number of years, the examination as a whole will address all the specification content.
2. Monitor the effectiveness of the standardisation and marking processes to ensure that the mark scheme is applied consistently and accurately.
3. Contribute to the awarding process to ensure that the specification standards are maintained at the appropriate level from one year to the next.
4. Check, edit and approve reports on the examination for the specification to ensure that AQA provides clear and consistent messages which are helpful to teachers in gaining a practical understanding of the requirements of the assessments.
5. Coordinate and monitor the development of support material, promotion material, training activities and advisory activities to ensure all material and training is relevant and consistent with the specification.
6. Maintain relationships with other contractors engaged in the assessment design and examination processes advising upon the appointments, providing training, mentoring and coaching.
7. Undertake briefings, as required.

\*The delivery of certain contracted tasks may entail attendance at meetings. Whilst every attempt will be made to liaise with associates 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 and/or during School Holidays.