

Make results happen:

Become an AQA Associate.



Associate
Recruitment
Pack

www.aqa.org.uk

AQA 
Realising potential

A message from Mark Bedlow, Chief Operating Officer

Thank you for taking the time to express an interest in working with us as one of our associates.

AQA is an organisation whose charitable purpose is to advance education and we focus this purpose on enabling teachers and students to realise their potential. Working with us offers an exceptional opportunity to make a big difference in the world of education; it offers you the opportunity to develop a new or existing set of skills in assessment; and, most importantly, it helps us enable students to progress to the next stage of their lives as they seek to fulfil their potential. It is vital work.

Our ethos is very much built on a set of values and behaviours that allow us to be our best, in ourselves and in the work we do. This pack will give you a clear idea of what being an associate with us is all about.

I wish you every success with your application and I hope that you join the team in our important mission.

Thank you.

With best wishes

Mark Bedlow,
AQA Chief Operating Officer

*“...enabling
teachers and
students to
realise their
potential...”*



Lead Assessment Reviewer

As an Assessment Reviewer you'll be responsible for checking specific types or specific aspects of questions, marking instructions and accompanying content or assessment objectives. Using your knowledge and experience, you'll ensure materials are error free, fit for purpose and aligned with assessment briefs, making suggested amendments where appropriate.

We'll work with you to ensure all of the below responsibilities are delivered to required deadlines and in accordance with the specification and quality guidance.

Our culture is built on a set of values and behaviours, the foundations of which enable us to bring the best out of ourselves and the great work that we do. You can find out more about our values and behaviours on page 7.

Responsibilities:

- Responsible for quality assuring assessment materials as instructed and approving assessment materials as suitable for use in question papers and mark schemes.
- Review and approve assessment materials, including marking instructions to ensure they:
 - meet with appropriate standards and are error free and fit for purpose
 - are in line with the instructions given in assessment briefs
 - include all of the relevant metadata and that the metadata is correct
 - comply with the assessment criteria, as set out in the specification.
- Submit recommendations where revisions should be made and where errors must be corrected.
- Work with Assessment Writers to address any suggested amendments to assessment materials.

- Support the Chief in reviewing the assessment bank to inform future production needs, as required.
- Attend and participate in the Planning Meeting and Approval Meeting.
- Complete tasks, as instructed, within agreed timescales and to required deadlines.

The delivery of certain contracted tasks may entail attendance at meetings. We'll liaise with you over the schedule of these meetings where possible.

We look forward to receiving your application.



Our community

By choosing to work with AQA, not only will you be making a difference to the world of education – you'll also be part of a 30,000 strong associate community who help design our assessments and mark our exams – over seven million of them each year!

During your time with us, there's lots of ways to have your say and be involved in our day-to-day activities to help shape our organisation.

These include:

- attending roadshows and demonstrations
- responding to annual engagement surveys
- contributing to monthly newsletters
- participating in action forums
- reviewing training materials
- undertaking user acceptance testing of core system developments.





Assessment banking at AQA

Assessment banking is the new two-part process that AQA uses to produce question papers. We are moving to this new way of working over a number of production cycles. For some specifications, banks of assessment content such as questions or parts of papers are planned, drafted, reviewed and managed within AQA's secure digital repository.

The following roles show the various positions that make up the assessment banking team in question paper production.



Creating the bank

Chief of Assessment Banking

The Chief will review banked content to ensure it's fit for purpose and to inform future production needs. They'll support the Writers and will approve materials as ready to use in live assessments. In most cases the Chief of Assessment Banking will also be the Chief of Exam Delivery.

Assessment Writer

Assessment Writers are responsible for drafting assessment materials. They'll consider comments made by Reviewers and make amendments to these materials before they are banked.

Lead Assessment Reviewer

Our Lead Assessment Reviewers will work alongside the Assessment Writers to ensure the assessment materials meet the assessment briefs and to address any issues before they're sent to Assessment Reviewers.

Assessment Reviewer

Assessment Reviewers quality assure specific aspects of questions, marking instructions and other supporting materials. They use their experience to ensure questions are relevant and error-free.

Paper construction

Paper Constructor

Paper Constructors are responsible for creating the suite of papers for a specification, using approved questions from the bank. Papers are constructed based on the instructions.

Paper Reviewer

Paper Reviewers ensure the papers, mark schemes and accompanying metadata created by Paper Constructors are compliant, series ready, fit for purpose and match the instructions.

Scrutineer

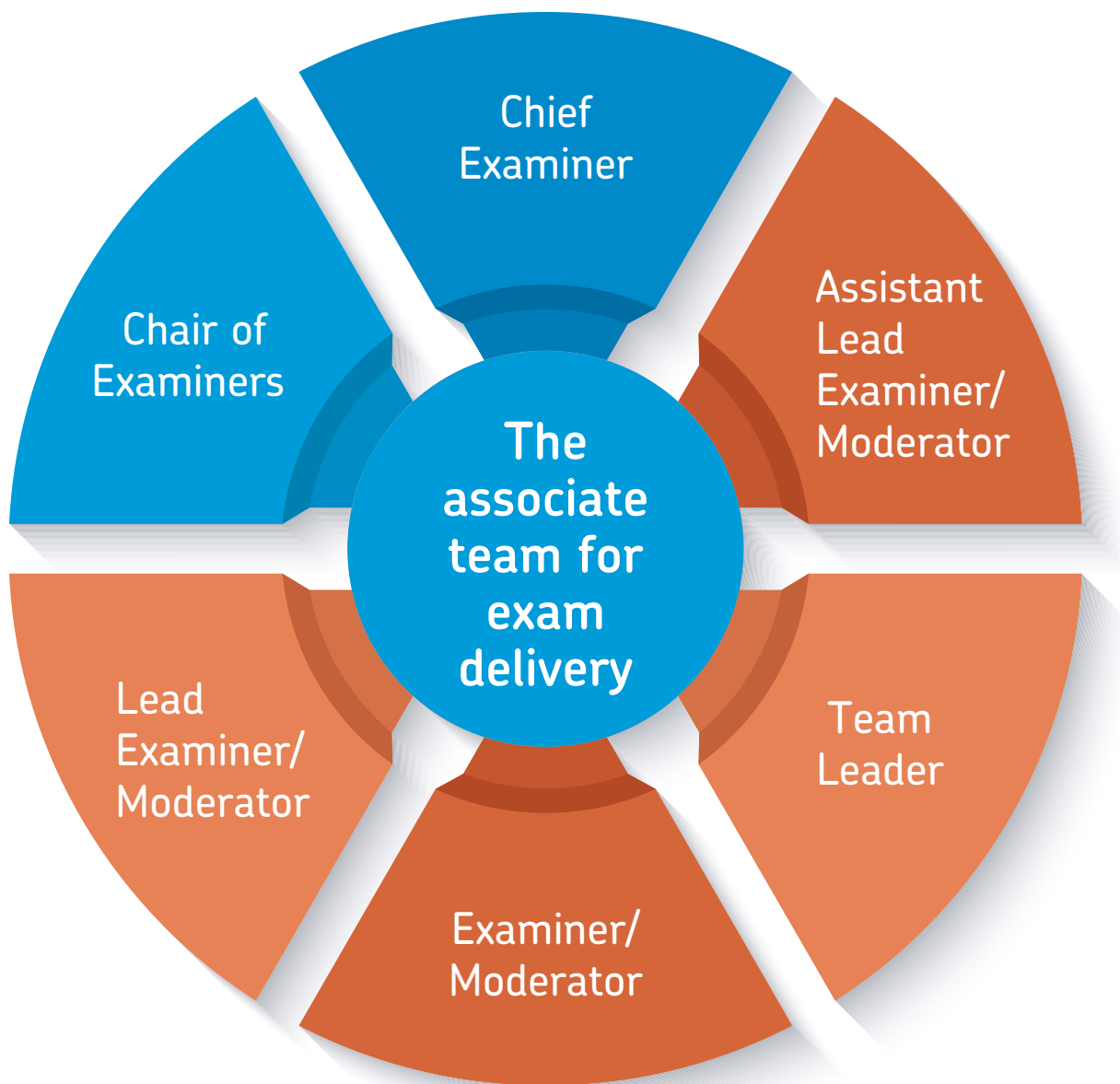
A Scrutineer will test draft question papers from a student's perspective to ensure that the assessment is complete, valid and appropriate.



Other associate teams: exam delivery

This diagram shows the various roles that make up the exam delivery team.

Our exams and non-exam assessments are marked by 30,000 examiners and moderators. Progress and quality is monitored by groups of associates, starting with standardisation and regular checking of marking, to awarding – where grade boundaries are set and applied to each student's mark.





Working together

At AQA we work in an honest, supportive and collaborative way to achieve great things.

Our culture is built on a set of values and behaviours, the foundations of which enable us to bring the best out of ourselves and the great work that we do.

Together we:

- treat everyone well and with empathy
- achieve amazing things by working together
- are open and honest
- do what we say we're going to do
- continuously learn and improve
- act in the best interests of AQA
- are optimistic and determined
- value everyone's expertise.



Commitments to working in partnership

The following set of commitments are embedded within our teams and underpin our partnership approach to ensure we are invested collectively in delivering accurate assessment outcomes, high quality marking and the smooth delivery of results.

We will at all times:

- act in a courteous and professional manner
- communicate and consult in an appropriate and timely manner
- keep each other informed
- listen, respond to requests for information and feedback within appropriate timescales
- resolve issues together where they arise
- lead meetings to provide the required outcomes and a positive experience for attendees
- work together to improve continuously our processes and advocate change.

Great people proud to be making a difference together



Training and support

AQA provides training for our core systems and processes to ensure you are fully equipped to carry out your work.

These include courses on:

- assessment writing and reviewing
- online marking and monitoring
- digital assessment creation
- awarding and statistical analysis.

You'll also be given access to Learning Space, our online learning platform where you can find a wealth of high quality training courses to help develop your skills and knowledge in all aspects of your role.

You'll be supported in your role by AQA colleagues and will also have the support of the associate team you'll be working with on the specification.

When you receive your contract you will be sent a welcome pack to provide you with lots of useful information and links to get you started.



Fees

Fees are dependent on your role, the paper you're working on and what is required year-to-year.

Fees vary due to the different banking styles associated with each paper. We'll therefore be able to explain the fees in more detail at the interview stage as this is when meetings and schedules will have been confirmed. An outline of all other fees payable to you as part of your role will be sent to you with your contract.

There are two meetings in the Creating the bank process: the planning meeting and the approval meeting. These meetings can be held during term time, school holidays and at weekends.

If you are employed by a school or college, you can claim a teacher release voucher for meetings or events attended during term-time. This means that we will financially reimburse your school or college for letting you out.

Most of your meetings will be online using either Zoom or Microsoft Teams.



The importance of confidentiality

As an awarding organisation, we must comply with Ofqual's General Conditions of Recognition, which include provisions regulating the management of conflicts of interest and confidentiality.

These conditions apply to any person who is currently or previously connected with the development, delivery or awarding of our qualifications. The effective management of conflicts of interest and confidentiality is key to protecting the reputation and integrity of AQA and our qualifications and assessments. If you are a full time teacher and teach our specifications, you will still be able to work with us, as long as you declare all the relevant information regarding your teaching role to us.

Please have a look at our [conflicts of interest guidance](#)



