Quick guide to being a centre coordinator

What is a Centre Coordinator?

One of the key roles for the project qualifications is that of the centre coordinator. The centre Coordinator is responsible for delivering the qualifications within a particular school, college or consortium.

The key areas of responsibility are:

• Developing staff understanding of the requirements of the qualification.

• Devising, timetabling and delivering the taught skills element (delivery may be delegated to other colleagues or outsourced to other experts but it must be centrally organised to ensure consistency for all students).

• Final sign off of all project proposals – it is imperative that the centre coordinator refer to the five point checklist in section 2.4 of the specification to ensure that all students have devised effective proposals that will allow them access to the full range of marks.

• Quality assuring the standard of supervision received by each student undertaking a project qualification.

• Ensuring that the AQA marking standard is understood by all supervisors and that it is maintained within the centre. This includes attending AQA standardisation meetings, communicating the standard to the supervisors who are marking the projects and then arranging internal moderation of the marking of each supervisor.

There are also some important administrative tasks that must be completed by the centre coordinator to ensure that the submission of the projects for external moderation runs smoothly. These are:

• Making the centre’s examination officer aware of candidates who should be entered for the projects.

• Setting internal deadlines in order that all AQA deadlines for submission can be met.

• Submitting marks to AQA and a requested sample of work to an external AQA moderator.

• Ensuring that every supervisor and the centre coordinator have signed the centre declaration sheet which must be submitted to the external moderator alongside the requested sample of work.

It is important that the centre coordinator registers their centre and provides AQA with relevant contact details in order that AQA can put them in touch with a project adviser and inform them of upcoming meetings and/or specification developments. The centre coordinator is the only person who should contact AQA or the adviser directly and all questions should be escalated via the centre coordinator.

AQA provides training for centre coordinators, either on or off-site through our professional development service which can be accessed from the AQA website.