

Eduqas Media Studies Examiner and Moderator FAQs

Contents

What are the benefits of becoming an examiner or moderator?	2
Application	2
Moderation	3
Examining.....	5
General Queries.....	7



What are the benefits of becoming an examiner or moderator?

A majority of our examiners and moderators cite the key benefit of this work is the professional development it facilitates, vastly improving understanding of the qualification and its assessment. Appointees can also earn up to £1000 in the role, depending on the amount of examining/moderating completed. It also provides opportunity to work with teaching colleagues from other centres as well as senior examiners and moderators, and to benefit from their experience, expertise and training.

Application

How do I apply?

All applications should be made online via the [Appointees system](#).

When should I apply?

We accept applications throughout the year, and successful applicants will start receiving invitations from January of the year of assessment. Those who apply later should bear in mind that a reference is required, and the application will not be reviewed until the reference is received. Appointments will be made until qualification teams are full, and this can mean that later applications will be accepted; however, we do advise to apply earlier if you can.

Can I apply to the examining and the moderation teams?

You can apply to both teams, however it is unlikely that that you would be appointed to both unless you are an experienced appointee who has demonstrated that the heavier workload can be managed. We will avoid appointing a person to two teams where the examining/moderating periods overlap. We will invite applicants to the team where there are spaces available; this can sometimes mean that you are invited to a moderating team if you applied to examine, and vice versa. If you are unhappy with the team to which you have been invited, you can contact media@eduqas.co.uk to discuss it; we will do what we can to accommodate your wishes.

Can I apply for the A Level and GCSE teams?

You can apply to both teams, however it is unlikely that that you would be appointed to both unless you are an experienced appointee who has demonstrated that the heavier workload can be managed. We will avoid appointing a person to two teams where the examining/moderating periods overlap. If you are unhappy with the team to which you have been invited, you can contact media@eduqas.co.uk to discuss it; we will do what we can to accommodate your wishes.

What criteria do I need to meet in order to be successful in my application?

We require at least three terms relevant teaching at the required level. It is highly preferable that the experience is recent (i.e. that you have taught the current specification).

When does the moderation/examining period begin?

The moderation/examining period usually begins between 10 days to two weeks after the date of the exam or the moderation deadline.

Moderation

What does a Moderator do?

Moderators re-assess a sample of marked candidate work from a centre to determine whether the centre's marking is aligned to the agreed national standard set by the Principal Moderator.

Moderators make an independent judgement by applying the marking criteria to decide on the appropriate mark for each candidate in the sample before looking at the centre marks.

Moderators download the sample of centre's work from IAMIS to re-assess it, then they will write a centre report that describes the moderation findings. In cases where there is a problem with the centre's upload, such as where there are missing elements, the moderator will contact the centre to request the missing element before they can complete the moderation.

What is a typical allocation?

The allocation differs each year depending on the size of the team. For GCSE and AS, the allocation is likely to be between 25 and 30 centres. For A Level, allocations are likely to be between 20 and 25 centres.

How will I be trained?

Training takes place over several stages. Prior to the conference, moderators undertake some pre-conference work in which they will read information about moderation processes and principles and will have the opportunity to make a judgement on some folders that have been selected by the Principal Moderator. During the conference, moderators work with the Principal Moderator and their Team Leader to look at, discuss and make judgements on a range of work so as to become aligned with the national standards.

Will I need to do anything before the conference?

Before the conference, moderators complete a Pre-Conference Pack which provides information about moderation processes and principles and asks them to make a judgement on some work. Moderators are also asked to read a selection of work that will be discussed during the online conference.

How long does the conference last?

The conference lasts around 5 hours, although moderators are paid for the full day so that they can do the pre-conference work beforehand.

Is the conference online or face to face?

The conference is online, on Microsoft Teams.

I can't attend the conference. Can I still moderate?

Attendance at the conference is compulsory, and therefore you cannot moderate unless you attend conference. If you are unable to attend the conference, you can email media@eduqas.co.uk to discuss moving to a different component.

Will I need my own computer to do the moderating?

Yes, Eduqas cannot provide computers to examiners. Moderators must download the work to be moderated and delete from their computers when moderation is over.

Can I use a MacBook pro to do my moderating?

Yes.

Can I moderate using an iPad or tablet?

No, we do not recommend using an iPad or tablet for this work.

What support will there be through moderating period?

Each moderator is part of a team and has a team leader who is there to support them throughout the process. There are several teams at Eduqas who are also on hand to offer support, and details about who to contact for specific issues is provided as part of the training. There are also lots of written and audio-visual materials that are available online to support moderators throughout the moderating period.

How long will the moderation last?

Moderators are expected to complete their allocation in three weeks. However, there are some instances where this is not possible such as if centres are delayed in uploading elements of their sample. Therefore, the moderation period is likely to last for four weeks.

How is my work quality assured?

Your team leader will quality assure your work by cross-moderating a selection of your centres.

How much will I be paid?

Moderators are paid for each folder they moderate, and rates of pay differ between each qualification. This information is given on the Appointee contract. The payment for writing the centre reports and any associated administrative work is embedded into the folder fee.

When will I be paid?

Payment is made at the end of the month, and is paid in either June, July or August (depending on when the work is completed).

Examining

What does an Examiner do?

Examiners are required to mark an allocation of exam papers on E-marker, which is online, to the standard set at conference. Examiners are expected to meet deadlines and respond to feedback from their Team Leader to ensure they are marking consistently to the standard set throughout the marking period.

What is a typical allocation?

The allocation differs each year depending on the size of the team. For GCSE and AS, the allocation is likely to be between 250 and 300 scripts. For A Level, allocations are likely to be between 200 and 250 centres.

How will I be trained?

Training takes place over several stages. Prior to the conference, examiners undertake some pre-conference work in which they will read information about examining processes and principles and will have the opportunity to make a judgement on some responses that have been selected by the Principal Examiner. During the conference, examiners work with the Principal Examiner and their Team Leader to look at a discuss and make judgements on a range of work so as to become aligned with the national standards.

Will I need to do anything before the conference?

Before the conference, examiners complete a Pre-Conference Pack which provides information about examining processes and asks them to make a judgement on some work. Examiners are also asked to read a selection of work that will be discussed during the online conference.

How long does the conference last?

The conference lasts around 5 hours, although examiners are paid for the full day so that they can do the pre-conference work beforehand.

Is the conference online or face to face?

The conference is online, on Microsoft Teams.

I can't attend the conference. Can I still examine?

Attendance at the conference is compulsory, and therefore you cannot examine unless you attend conference. If you are unable to attend the conference, you can email media@eduqas.co.uk to discuss moving to a different component.

Will I need my own computer to do the marking?

Yes. Eduqas cannot provide computers to examiners. Examiners must download the marking software in order to complete their allocation.

Can I use a MacBook pro to do my marking?

Yes, provided Windows is installed. If Windows is not installed, examiners can still use MacBooks, but they will need to register with us so that we can provide a work-around. Details of who to contact will be emailed to examiners before examining commences.

Can I mark using an iPad or tablet?

No; an iPad or tablet will not support the software required to examine.

What support will there be throughout the examining period?

Each examiner is part of a team and has a team leader who is there to support them throughout the process. There are several teams at Eduqas who are also on hand to offer support, and details about who to contact for specific issues is provided as part of the training. There are also lots of written and audio-visual materials that are available online to support examiners throughout the examining period.

How long will the examining period last?

This depends on the size of the team, however for A Level and GCSE, the examining period is likely to last 4 weeks.

How is my work quality assured?

Firstly, examiners are required to 'qualify' on each question, which requires accurate marking of a set number of responses. Then marking is checked throughout the process by comparing examiner's mark on a question with a senior examiner's mark. If an examiner is found to be inaccurate, they will discuss the marking with their team leader, they will be re-standardised and supported to restart marking.

How much will I be paid?

There is a whole script fee which differs for each qualification, and this is shared on the Appointee contract on AMP. Examiners are paid for each item they mark at a fee that is pro-rata amount relative to the question tariff.

When will I be paid?

Payment is made at the end of the month, and is paid in either June, July or August (depending on when the work is completed).

General Queries

I have examined/moderated before but would like to switch components. Is this possible, and how do I do that?

Yes, you can do that, provided you have the appropriate experience in the component you want to move to. You can do this by emailing media@eduqas.co.uk, or by adding the new subject or role to your AMP profile.

Can I examine/moderate two components at once?

If you are an experienced examiner/moderator, you would be permitted to do two components at once. However, we strongly recommend that the two components do not overlap as there would be heavy workload associated with it. Typically, moderation and the Component 2 exam work well as a combination of components. If you want to discuss the possibility of doing this, you should email media@eduqas.co.uk.

How much time will the pre-conference training take?

New examiners/moderators should expect to spend around 2 hours on the pre-conference work. Experienced examiners/moderators will take less time.

Will I be paid for the pre-conference training?

Yes. You are paid a 'onboarding fee', which is for your time in reading the materials to familiarise yourself with the role and the systems. You are also paid for a full day of training, which is for the time spent in the online conference and the time spent on the pre-conference training. Details of the payment are given on the Appointee contract.

Will the online training conference be held in school time?

Two GCSE components' conferences are held on a Saturday. This is to minimise difficulties that some examiners/moderators have with getting time away from school during this busy period. One GCSE conference will be held on a school day, so that those who cannot attend on Saturday are still able to examine.

AS and A Level conferences are held on a school day.

WJEC Eduqas will pay for teacher release if your school has had to provide cover for your lessons.

Will I be sent hard-copies of the training materials?

No. All materials are provided digitally, and examiners/moderators can claim back printing costs if needed.

What happens if I can't finish my allocation?

We do understand that sometimes there are unforeseen circumstances that mean that you are unable to continue marking/moderating. You should communicate with your team leader if this is the case, and we can reallocate your work.

In examining components, we set weekly targets and manage the allocations every week. This means that we will reduce examiners' allocations if weekly targets are not met. This is to ensure that the remaining workload is always manageable for examiners and that we meet our

component marking deadlines, which are set to allow WJEC to manage the results to be published to centres on time. However, we will reinstate your allocation if you catch up.

Can mark/moderate more than my allocation?

Often, yes. It is usually the case that we have some extra marking and moderating available for examiner/moderators who have met their targets. You can request this by talking to your team leader.

I have to take a year off moderating/examining but would like to come back next year. Is this possible?

Yes. Email media@eduqas.co.uk to let us know, and we can add you to the invitation list for the following year. If you do not receive an invitation when you want to return, just get in touch to let us know.

Can I work as an examiner/moderator if I live abroad?

No. Unfortunately, you must be a UK resident to be able to work with WJEC.

Do I need my centre's approval to examine or moderate?

It is useful to ensure that centre's support your application, as you may be required to take time away from teaching to attend the conference. However, you can apply for teacher release if your school has had to provide cover for your lessons.

Can I attend the remote conference from school?

At conference you will be discussing highly confidential information and therefore you must be in a private space and on a personal device. Therefore, we advise that the conference should be attended from home and using your personal computer, so that the files downloaded can be held securely and confidentially.