

Many thanks for agreeing to mark for Edexcel.

The standardisation process, as described in Section 4 of the Code of Practice, is designed to make sure all examiners mark candidates' work consistently and accurately. It establishes a common standard of marking that should be used to maintain the quality of marking during the marking period.

Please familiarise yourself with the following documents from Edexcel's AA Online website:

- the Online E38/39
- the question paper and provisional mark scheme
- ePEN Marker User Guide
- ePEN Online Standardisation Marker Guide

Please remember that marking is a **confidential** process. Marking must take place in a private place. If this will cause a problem, please let the Assessment team know asap.

If you are not able to complete your contracted marking, it is essential to let your **Qualification Delivery and Award Manager** - Rob Cackett - know immediately.

You should by now have received a covering letter detailing your username and password for the training, practice and live marking sites and have download and installed ePEN from the [www.exam2score.com](http://www.exam2score.com) website.

A Pre Standardisation meeting has been held, and the mark scheme discussed and finalised.

The finalised mark scheme will be placed on AA Online this evening.

Later this evening (around midnight) all marks submitted in 'free marking' will be reset. When this reset takes place, any examiners accessing ePEN will be logged out for a few minutes. A message will appear informing you that the reset is taking place.

Please ensure that you download the final version of the mark scheme and read it carefully, making note of any amendments or additions.

*There will have been significant changes to the mark scheme so it is essential that you download the updated version.*

Following the reset you can then complete the practice marking. For this you will mark a set of practice items for each item you have been contracted to mark on the paper. Each set will contain approximately 5 items. Your marking of the practice items is recorded but there are no set parameters for 'passing' the practice marking. You will receive feedback on your marking in the form of annotation, and be given the true score assigned to each item that you mark.

Please contact your Team Leader if you have any further queries.

Once you have completed the practice marking you can move onto the qualification marking. Again you will mark a set of qualification items for each item you have been contracted to mark on the paper. Each set will contain 10 items. Your marking of the qualification items is recorded and there are set parameters for 'passing' the qualification marking. At the end of the set you will receive feedback on your marking in the form of annotation, and be given the true score assigned to each item that you mark. You will also be informed whether you have passed the qualification marking or not. Please remember to check any mistakes on your qualification marking for future reference even if you have passed.

Once you have passed the qualification marking, you will be given clearance to mark and the Mark Student Responses option will appear in the drop down list of available tasks. Remember that you need to look at every page of the response before you can submit a mark. Please also ensure that you scroll all the way down each page in case there is work towards the bottom of the page

Please contact your Team Leader if you have any further queries.

Please keep marking at a steady pace **equally** across the items allocated to you. Further sampling is integrated into your marking throughout the marking period.

All marking should be completed by the contract completion date.

Thank You

Rob Cackett  
Qualification Delivery and Award Manager