



APPROVED, INDEPENDENT, PROFESSIONAL.

# **MOCK EXAMS MARKING & VERIFICATION**



# WHY USE EXTERNAL MARKING SUPPORT

Practice, or mock, examinations are an established part of the modern academic calendar and form an important component of teaching practice that can be used to benefit students and teaching professionals alike.

To be effective, accurate assessment and constructive feedback is essential, which is a complex and time-consuming process. This marking burden is a huge concern for many schools & colleges and comes at the expense of valuable teaching time. QA Associates offers a range of exam and assignment marking services that can help relieve this pressure; provide fast, accurate, unbiased assessment and feedback for both learners and educators.

Benefits of using external companies to support Mock Marking or sampling:

- ***Reduces already increasing teacher workloads, allowing focus on teaching***
- ***Eliminating any perceived marking bias to in formulating assessment grades***
- ***Giving teachers a benchmark, allowing reinforcement to students and parent.***

## SERVICES WE OFFER

We can mark across entire Academy-chains or individual classes and cohorts drawn from small schools and training providers. Our turnaround times is to mark all papers within 10 working days from receipt of papers. This means your students and teaching staff are not left waiting for results and feedback and are able to focus their teaching and revision strategy.

### MARKING

We will take papers from either a single class, a whole year and mark these to the marking guidelines that you send to us. This can either be using past papers from an examining body or an exam that you have designed internally. There is a minimum number that we can economically mark per subject (see pricing table).



























The results will be sent to you via a marking spreadsheet by email and the actual papers then following by post. A separate summary report can also be delivered that identifies key trends with specific questions or classes.

### SAMPLING & VERIFICATION

If you are happy with performing the main marking within the school but would like an external independent cross-check to ensure your teachers are being consistent then we can take smaller samples of papers to achieve this. We have minimum sample sizes and recommend c.25% of the total to be fully representative.

# WHAT SUBJECTS CAN WE HELP WITH

We are able to support a broad range of subject topics that currently includes:

 BIOLOGY	 BUSINESS STUDIES	 CHEMISTRY	 COMPUTER SCIENCE
 DESIGN & TECHNOLOGY	 DRAMA	 ENGINEERING	 ENGLISH LANGUAGE
 ENGLISH LITERATURE	 FOOD & NUTRITION	 FRENCH	 GEOGRAPHY
 GERMAN	 HEALTH & SOCIAL CARE	 HISTORY	 MATHEMATICS
 MEDIA	 MUSIC	 PHYSICAL EDUCATION	 PHYSICS
 PSYCHOLOGY	 RELIGIOUS STUDIES	 SCIENCE	 SPANISH
 SPORTS STUDIES	 ITALIAN		

## QA ASSOCIATES - BACKGROUND

Established in 1997, QA Associates are specialists in the education and training sector. In 2017, in conjunction with the Department of Trade & Industry, we developed a unit to mark 'mock' examination papers for schools and academies. From this initial work we developed a marking service that has grown year-on-year, to marking over 10,000 papers last academic year, even throughout the impact of Covid-19.

Our team of associates have a wealth of experience of marking mock examinations across a wide range of subjects that follow the British curriculum at GCSE and A Level. We work with subject experts from both academic and professional backgrounds and ensure that all have relevant teaching or practitioner/consultancy experience and the capacity to mark quickly & accurately to a scheme.

**“ QA delivered a flexible and impeccable service during the GCSE mock season. The marking has been quick, accurate and the reports have helped our departments to refine their teaching and provide our students with the feedback they need to move to the next level. The service has been without fault.”**

# RESERVATION OF MARKING SLOTS

To enable us to ensure we can allocate potential projects to the correct markers and ensure we have sufficient capacity for you, it is helpful to indicate dates, courses and volumes of papers as early as possible.

Please contact us with your potential subjects and volumes so we can produce an accurate quote for you that you can then review and guarantee resources. Prices & Quotes

Our prices (list attached) are valid until May 2022. We will send you a quote electronically that you are able to digitally approve and sign or print, scan and email back to us.

		Mock GCSE		Teacher Designed		Mock A Level	
		Paper	Digital	Paper	Digital	Paper	Digital
Marking	Price/Paper	£6.25	£6.25	£6.75	£7.00	£12.50	£12.75
	Min Papers	20	20	25	25	10	10
Moderating	Price/Paper*1	£7.50	£7.75	£7.50	£7.75	£15.00	£15.75
	Min Papers*2	5	5	5	5	4	4
Summary Report		£25.00		£25.00		£25.00	
Scanning & PDF by QAA	Total	<=200 Papers	>201 Papers				
	Price / Paper	£0.20	£0.15				

## NOTES:

Please note the minimum total number of papers shown above relates to per subject.

The minimum number of papers in an order for marking is 60.

\*1 There is an additional fee of £20 in addition to the minimum number of papers. This for the marker to familiarise with the mark scheme/guide

\*2 We recommend a moderating sample size of 25% of the cohort

Some specialist subjects may be chargeable at a higher price, which will be confirmed with a formal quotation



# FAQ'S

## HOW DO I GET A QUOTE?

Please send an email to [jasmine.fretwell@qa-associates.co.uk](mailto:jasmine.fretwell@qa-associates.co.uk) or call our office on 01773 748866.

## HOW DO I ACCEPT A QUOTE?

You will have received an emailed quotation from our Examinations Manager for our services against an estimated number of answer papers for marking and a possible timescale. Please send an email back accepting the quote, using the quote reference number in your response.

## WHEN DO I NEED TO ACCEPT THE QUOTE?

At least fifteen business days before the date you intend to send exam papers to us. Allowing us time to resource the marking. Please telephone if you have a more urgent need.

## POSTAGE & DELIVERY?

It is strongly recommended that you deliver papers to us by special delivery as this method is very reliable on delivery times and allows tracking of a parcel containing answer papers. The school/academy is responsible for the cost of postage for the delivery and return of answer papers.. All answer papers will be returned to you by QAA using a 'sign for' method of delivery, requiring an on site signature.

## WHEN DO QA ASSOCIATES RAISE AN INVOICE?

Our terms of business are strictly 30 days from the invoice date. Invoices are issued as soon as results are dispatched.

## ARE QUOTES A FIXED PRICE?

If your actual number of answer papers to be marked is less than 90% of the initial quote, we may adjust the price. This will only be a possibility if you contact our examinations marker five days before the papers are sent to QAA and we write to confirm the new quote.

## WHEN WILL I RECEIVE THE MARKING RESULTS AND PAPERS BACK?

We will return the results on the marking spreadsheet immediately after the marking period of ten working days. Papers will be returned to the school/academy as soon as possible. This is normally two working days after results are issued.

## WHAT HAPPENS IF THE SCHOOL DOES NOT SEND THE PAPERS ON THE DAY THEY ADVISED?

The agreed date for receiving your answer papers at our offices has not been met. We will need to extend the target date for results accordingly.

## WHAT ABOUT THE MARKING GUIDES?

You are required to supply a copy of the 'Marking Guide/Scheme' for each subject area that you wish us to mark. This should be provided in either Microsoft Word or PDF.

## HOW DO I TELL YOU WHICH STUDENTS ARE BEING TESTED?

Please supply a list of student names using Microsoft Excel. The list should have separate columns for the forename and for the family name. Alternatively, provided the candidate number is clearly shown on the answer paper, you may provide an electronic list of candidate numbers where you do not wish to supply names.

## HOW DO I SEE THE RESULTS FROM MARKING?

The results of our marking will be shown on the spreadsheet that you have provided and will include a total mark for each question and the total for the answer paper. Total marks will also be shown on the front cover of the answer paper. Marks awarded for each part of a question will be shown in the margin on the answer paper.

## DO YOU GRADE THE PAPERS?

We will not apply a 'Grade' to the total marks awarded as a school/academy may wish to adjust according to any exceptional circumstances appertaining to the school/academy.

## WHAT HAPPENS IF WE FIND INAPPROPRIATE EXAM CONTENT?

If students are making persistent errors in spelling or grammar, we will make a note on the answer paper and mark 'SP'.

If a student has made any irrelevant, rude, or inappropriate comments within their answer paper, we will write a comment on the exam paper. If an issue is raised within an answer paper which prompts us to consider that this presents a 'risk' that we feel the school should be aware of, our Examination Manager at QAA will contact you.

## WILL YOU MARK TEACHER-DESIGNED PAPERS?

We can offer a marking service for 'Teacher' designed question papers if there is an effective Marking Guide/Scheme. A request for a quotation should be made to our 'Examinations Manager.'

## IS THERE A SUMMARY REPORT?

We can present a short feedback report, typically one side of A4 for each batch of marking. (See pricing table) This will contain generic comments on each question. It is not an examiner's report and is not a report on each student. It is for the school/academy to interpret the individual results based on school and teacher knowledge.

## DO YOU OFFER A MODERATION SERVICE TO VERIFY OUR INTERNAL MARKING IS CONSISTENT?

QAA offer a moderation/verification service where we look at the marks allocated by internal markers at the school/academy and provide an independent result. It would be usual for 25% of a batch of papers to be moderated in this way.

## CAN YOU HELP WITH A STUDENT WHO CANNOT ATTEND SCHOOL FOR MOCKS?

We offer an online marking service for students who may have been affected by Covid 19 and who cannot attend school for their mock exams. Please contact [jasminefretwell@qa-associates.co.uk](mailto:jasminefretwell@qa-associates.co.uk) to discuss your requirements.

## HOW DO I SUBMIT PAPERS DIGITALLY TO BE MARKED?

To provide data security, QAA uses Google G Suite. A bespoke folder system (Drive) is provided for a nominated person from the school/academy to load student answer papers. Answer papers will require to be loaded in either a 'word' format or 'PDF' format

The folder, (Drive) is then accessed by our admin team and the nominated marker. Only the subject marker can view the paper. If the school requires more than one subject, separate Drives are provided for each subject marker to access.