



Chair of Examiners, GCSE (Eduqas) Mathematics Role Profile and Application Form

ROLE PROFILE

Purpose

WJEC is recruiting for a Chair of Examiners for GCSE Mathematics. The successful candidate will be responsible for the assessment of the Eduqas qualifications in England.

The Chair of Examiners is responsible for the maintenance of standards within the subject across the specifications from year to year. The Chair is also responsible for monitoring the standards of the Principal Examiners.

Responsibilities

- assist WJEC staff in maintaining standards within a specified subject and across different specifications, where appropriate, from series to series
- chair a range of meeting(s) including the Question Paper Evaluation Committee (QPEC), examiner conferences and awarding and standardisation meetings
- ensure the question paper(s) and mark schemes meet the requirements of the assessment criteria as set out in the specification and are of a comparable standard that is maintained year on year
- recommend mark boundaries for each grade in each of the qualifications at the conclusion of the awarding process
- prepare reports on the processes, as requested

The Chair of Examiners will need to be available for a minimum of **twenty-six** days a year which may be during term time, at weekends and during holiday time. Release payment to centres is available. This will enable the post holder to attend QPECs, attend the examiners' conferences and the awarding meetings.

Experience/qualifications needed

- degree in the subject specific to this qualification
- relevant assessment and teaching experience
- experience of managing people
- the ability to work well under pressure
- excellent written and verbal communication skills

For further information, please contact kathryn.rees@eduqas.co.uk The closing date for applications is **31st January 2025**.

How to apply

If you wish to apply for the role and are **not currently working** for WJEC please go to <https://appointees.wjec.co.uk> and click 'Apply to become an Examiner' to fill out the application form.

If you currently work for WJEC, please log in to your Appointees Management Portal account (using your new username) and click on the 'My Application' icon on the home screen. Please ensure you add the role of **Chair** for **Eduqas GCSE Mathematics** on the 'subject area' tab and fill in the other fields of the application.

If you require any further assistance in completing the application please contact

Rob Reynolds
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02920 265 050

or Rabina Chowdhury
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