



# Principal Examiner, GCE Digital Technology Unit 3 (WJEC) Role Profile and Application Form

## ROLE PROFILE

### Purpose:

WJEC is recruiting for a Principal Examiner. Successful candidates will be responsible for the assessment of the WJEC qualification in Wales. The Principal Examiner is responsible for the setting of the question papers and mark schemes and ensuring the standardising of marking.

### Responsibilities:

- set the questions and mark schemes for the electronic question paper or approve those by other examiners
- attend the Question Paper Examination Committee meeting
- monitor the standards of marking of all the examiners for the paper, including, where necessary, any assistant examiners and team leaders, and take appropriate steps to ensure accuracy and consistency
- advise on the appointment, training and reappointment, where necessary, of team leaders and examiners for the question papers
- attend the awarding meeting, advise members on how the question paper functioned and recommend preliminary mark ranges for the judgemental grade boundaries for the question paper
- submit an evaluation report on the performance of the question paper/tasks
- be available to carry out review of marking at each session as required by WJEC for Enquiries about Results during the relevant periods

Principal Examiners need to be available for approximately **five** 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 (two days), standardise team leaders for the examination paper in June (one day), and attend the examination conference, (one day) and the awarding conference in July (one day).

### Experience/qualifications needed

- degree in the subject specific to this qualification or a related subject
- relevant assessment and teaching experience
- experience of managing people
- the ability to work well under pressure
- should have an excellent knowledge of Digital Technology

For further information, please contact [gareth.gillard@wjec.co.uk](mailto:gareth.gillard@wjec.co.uk). The closing date for applications is **6<sup>th</sup> December 2024**.

**Interviews are anticipated to be held, week commencing 16<sup>th</sup> December 2024.**

**How to apply:**

If you wish to apply for the role and are **not currently working** for the 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 **Principal Examiner for GCE (WJEC) Digital Technology Unit 3** on the 'subject area' tab and fill in all the other fields of the application.

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

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