

Chair of Examiners GCSE (Eduqas) Electronics Full Course

Role Profile and Application Form

ROLE PROFILE

Purpose:

WJEC/Eduqas is recruiting for a Chair of Examiners. The successful candidate will be responsible for the assessment of the Eduqas GCSE Electronics qualification.

The Chair of Examiners is responsible for the maintenance of standards within the subject across the specification 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/moderator 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 **10** 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 examination / moderation conferences and the awarding conferences. **Please note that some meetings are on-line and some are in-person.**

Experience/qualifications needed:

- degree in a subject relevant to this qualification and PGCE
- relevant, recent assessment and teaching experience of Electronics
- experience of the public assessment process at a senior level (i.e. as a team leader, assistant principal examiner, principal examiner)
- proven experience of managing people successfully
- proven ability to work well under pressure
- proven ability to produce high quality written reports

For further information, please contact Susan Miles (Electronics Subject Officer) on 029 20265314 or at susan.miles@wjec.co.uk.

The closing date for applications is on Friday 15th November.

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 **Chair for Chair of Examiners, GCSE (Eduqas) Electronics** 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
rob.reynolds@wjec.co.uk
0290 265 050

or Emily Safadi
emily.safadi@wjec.co.uk
02920 265 305