



## **Principal Examiner, A Level (Eduqas) Sociology Component 1 Role Profile and Application Form**

### **ROLE PROFILE**

#### **Purpose:**

The WJEC is recruiting for a Principal Examiner for A Level Sociology. Successful candidates will be responsible for the assessment of one of the components for the GCE A Level qualification in England.

The Principal Examiner is responsible for ensuring the standardising of marking. The Component 1 Question Papers will be set by a Question Paper team and will not form part of the Principal Examiner's responsibilities.

#### **Responsibilities:**

- 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 **three** 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 standardise team leaders for the examination paper in May/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
- 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 [emma.edwards@wjec.co.uk](mailto:emma.edwards@wjec.co.uk) . The closing date for applications is **Friday 31<sup>st</sup> January 2025**.

**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 A Level (Eduqas) Sociology Component 1** 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:-

Rob Reynolds  
rob.reynolds@wjec.co.uk  
02920 265 050

or Rabina Chowdhury  
rabina.chowdhury@wjec.co.uk  
02920 265 019