Principal Examiners, GCSE (QFF) New Qualification Computer Science
Role Profile and Application Form

Positions:
GCSE Principal Examiner Computer Science Unit 1
GCSE Principal Examiner Computer Science Unit 2

ROLE PROFILE

Purpose:

The WJEC is recruiting for Principal Examiners for the new **GCSE Computer Science** qualification in Wales.

The Principal Examiner is responsible for the setting of the online only question papers and mark schemes and ensuring the standardising of marking. Successful candidates will be responsible for the assessment of one of the units.

Responsibilities:

- set the questions and mark schemes for the question paper or approve those by other examiners

- attend QPEC (Question Paper Evaluation Committee) meetings

- prepare and deliver conference training for examiners

- set and monitor the standards of marking of all the examiners for the online 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

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- submit an evaluation report on the performance of the question paper/tasks

- Principal Examiners need to be available to attend meetings for a minimum of 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 (one day, two papers will be required for 2026), standardise team leaders for the examination paper in April (one day), and attend the examination conference, (one day) and the awarding conference in July (one and a half days).

Experience/qualifications needed

- degree in the subject specific to this qualification
- relevant assessment and teaching experience
- experience of managing people
- digital literacy with confidence in using a range of software to produce online only examinations.
- the ability to work well under pressure and meet deadlines

For further information, please contact Stephen Oliver on email gareth.gillard@wjec.co.uk
The closing date for applications is **Monday 11th 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:
You need to update your Supporting Statement on the application, 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 **Computer Science GCSE (WJEC) Unit 1 and/or Unit 2** 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   or   Rabina Chowdhury
rob.reynolds@wjec.co.uk   rabina.chowdhury@wjec.co.uk
02920 265 050   02920 265 319

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