

Principal Examiner

AS Geology Component 2

Role Profile and Application Form

ROLE PROFILE

Purpose:

WJEC is recruiting for a Principal Examiner in GCE Geology. Successful candidates will be responsible for the assessment of the Eduqas qualification.

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 question paper or approve those by other examiners
- 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 QPEC, standardisation conference and awarding meetings, 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

Principal Examiners need to be available 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, standardisation meetings, examination conference and the awarding conference

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

For further information, please contact David Evans email:- david.evans@wjec.co.uk. The closing date for applications is **Tuesday 22nd October 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. It is important to complete all areas of the application.

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 AS Geology (Eduqas) Component 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
rob.reynolds@wjec.co.uk
02920 265 050

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