



GCE AS/Advanced, GCSE and Entry Level Examinations Information for Applicants seeking Appointment as an Examiner or Moderator

1. Your application for appointment as an examiner or moderator will be held in a reserve file until such time as vacancies in your particular subject occur. At that point the applications in the reserve file are considered by subject officers who will decide who to appoint. In selecting applicants for appointment, consideration will be given to a variety of factors including qualifications, and the nature, extent and relevance of teaching experience in the subject concerned. Account may also be taken of other factors such as previous examining experience and, in appropriate cases, the ability to speak or understand Welsh.
2. If your application is successful, then, subject to vacancies, you will receive your invitation to examine. The invitation letter will have details of the examiners'/moderators' conference date and venue. Further information on the terms of appointment is contained in the documents '*Duties and Terms of Appointment for Examiners*' and '*Duties and Terms of Appointment for Moderators*' which will be enclosed with the invitation letter. Please note that, as stated in the documents, you will not be allowed to mark scripts or moderate coursework unless you attend the examiners'/moderators' conference. This decision reflects the requirements of the GCE/GCSE Mandatory Code of Practice.
3. After you have accepted the invitation to mark, an examiner/moderator pack containing detailed instructions will be sent to you a few weeks before the examination period begins. This should be studied carefully in order to ensure that all necessary administrative and professional requirements can be met without difficulty.
4. Rates of payment for examining together with any supplementary fees and expenses are reviewed annually. Full details will be made available at the earliest opportunity to those appointed.
5. Where examiners/moderators serve as teachers in maintained schools, a payment will be made to the school concerned in respect of the release of the teacher for attendance at meetings or other examining activities.
6. The period allowed to examiners for the marking of scripts and to moderators for the moderation of coursework is normally three weeks from the conference date. All applicants are advised to consider this carefully as it involves an intensive period of work in a relatively short space of time. Such an arrangement is essential to the effective functioning of the examination system.
7. There is no official age limit for applicants but it should be noted that recent and relevant teaching experience (not primary school teaching) is a prerequisite for appointment.
8. Teams of examiners/moderators are reviewed annually, and each appointment is made on an annual basis.
9. Enquiries concerning any aspect of the appointment of examiners and moderators may be taken up with the GCE/GCSE/Entry Level section of WJEC at any time.