

2604-03 Assessment Materials Officer (Mark Schemes)

Salary: £28,641 - £31,068 per annum (Grade 5)

Contract type: Full-time, Fixed term to 31 December 2026

We're looking for highly organised individuals with a good eye for detail and accuracy, to come and join our Assessment Materials team.

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

The role-holder plays an important support role to the Assessment Materials Unit producing high quality, confidential assessment materials. You'll be required to accurately typeset assessment materials (Mark Schemes) in Microsoft Word across a range of subjects and levels following house style rules regarding layout following a predetermined process. You will be dealing with many documents across multiple series and qualifications liaising with colleagues across AMU (Assessment Materials Unit) and Subject domains.

About you

To flourish in this role, you'll be an organised, meticulous with an eye for detail. You will need to have excellent communications skills and a very good understanding of Microsoft Office applications, specifically Microsoft Word.

Benefits

We offer a range of excellent benefits and take pride in being an inclusive and supportive place to work. Highlights include: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59, Monday 27 April 2026



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 245 Western Avenue, Cardiff, CF5 2YX
 Ffôn/Tel 029 2026 5002 / 5189 / 5015
 www.cbac.co.uk / www.wjec.co.uk

JOB DESCRIPTION

Job title	Assessment Materials Officer (Mark Schemes)
Department:	Operations
Section:	Assessment Materials Unit (AMU)
Responsible to:	Team Leader AMO
Grade:	5
Location:	Hybrid (Treforest / Home-based)

Main purpose of Job:

To take responsibility for the management and editing of all assessment material mark schemes content.

To work in collaboration with Assessment Materials Officers (Question Papers) (AMOs - QP), to ensure marking schemes are developed in an efficient and timely manner, in 'house style' and in tandem with the relevant assessment materials.

The role-holder will ensure that Subject Officers (SOs) follow the assessment materials production process, escalating any issues to Assessment Materials Officer Team Leader. Working with the responsible SO, the post holder has sole responsibility for developing all marking schemes across all domains from original submission to post conference versions. This includes co-ordinating sign off and making them available for publication on results day. Role-holders similarly coordinates the development and sign off of all vocational award Candidate and Assessor Packs for publication on their relevant release dates.

The post holder will liaise with a range of internal and external staff, including AMU colleagues, SOs, e-processing, translation and appointees' team. They will be adept to managing their time in a constantly evolving environment with changing priorities and conflicting deadlines across multiple exam series.

Principal Duties and Responsibilities:

Sole responsibility to manage, log and prepare all marking schemes across all domains throughout the assessment development process.

- To maintain accurate records of all marking schemes across all domains.
- To monitor all marking scheme production stages, creating and manipulating data appropriately with the aid of QPMS (report management software).
- To type-set and format all English and Welsh translated marking schemes, using appropriate software, in line with the agreed process and procedure, ensuring that work is completed accurately and in a timely manner.
- To create and organise all confidential SharePoint folders for all marking schemes across all domains, managing access for Subject Officers, Subject Support Officers, Translation, Appointee and e-processing teams.
- To type and interpret complex content including mathematical equations and scientific formulae.

- To create document templates / layouts in Microsoft Word, for a diverse range of marking schemes across all domains, to ensure an efficient and consistent approach that meets WJEC house-style.
- To continually content edit all assessment materials throughout the assessment development process.
- To demonstrate creativity and problem-solving skills regarding format and content design issues, advising others within WJEC where necessary.
- To manage a constantly evolving workload and changing priorities as necessary working across multiple exam series, with responsibility for all marking scheme assessment materials across all domains and completion against the annual schedule.
- To continually track progress of all marking schemes throughout their development and inform the Line Manager and Subject Officer of any issues requiring escalation.
- To liaise with Subject Officers regarding the availability of all conference versions of marking schemes.
- To check accuracy of work to ensure that marking schemes are error free.
- To file and archive marking schemes as appropriate, ensuring accurate version control.
- To collaborate with AMO - QP to act on any conflict of interest (COIs) within domains and subject areas.
- To liaise with the AMO - QP to ensure that all mark schemes are amended / updated at all stages of the process alongside the QPs for distribution to SOs, Principal Examiners and scrutineers.
- To manage receipt, review and update the post conference changes to all marking schemes across all domains.
- To log and prepare identified marking schemes for Welsh translation in accordance with their processes.
- To instruct the Welsh translation and e-processing teams with any updates and changes to marking schemes.
- To provide revised and finalised versions of marking schemes for publication on results dates.
- To use SharePoint to receive, manage and log all marking schemes securely.
- To ensure confidentiality is always adhered to, declaring conflicts of interest to the Line Manager as required.
- To support, instruct and readily offer guidance to all staff on assessment procedures and processes as required.
- To take sole responsibility for all marking scheme files to be signed-off and made available to the IT department for publication to the secure website at the appropriate date for each series as well as Welsh translation.
- To work with AMO - QP to retrieve and update unused marking schemes alongside question papers when selected for a future series.
- To complete post publication amendments to all marking schemes where necessary to ensure highest quality is maintained online.

Manage the production of the Candidate and Assessor Resource materials:

- To manage and contribute to the production of the Candidate and Assessor pack materials, ensuring that all deadlines are met.
- To maintain accurate records of production stages updating spreadsheets demonstrating advanced skills in software such as SharePoint and Microsoft Office packages.
- To create confidential SharePoint folders, to allow access for Subject Officers.
- To collaborate with Subject Officers as required to ensure the timely production of the resources.
- To Inform the Assessment Officer Team Leader of any issues and matters requiring further attention.
- To transfer the packs through the quality assurance process, working with Proof reading, AMO -

QP and SOs to achieve Clear status within given publication dates.

- Formatting of both English and Welsh versions of all documents including the insertion of technical drawings and working with locked templates, following house-style.
- To action any amendments received from the multiple stakeholders and move the files through the process.
- To assist the Translation team to ensure files are returned and formatting checked within the scheduled completion deadline.
- To make files available to IT for upload to secure website at the appropriate point.

Confidentiality and Quality Assurance:

- To ensure safekeeping of highly confidential and sensitive data and assessment assets linked to live assessment materials.
- To take sole responsibility for managing conflicting workload of marking schemes, assessment materials against multiple exam series and C&A Packs working to strict deadlines.
- To ensure the critical to quality process for AM development has been followed understanding the impact on the organisation and compliance with regulatory conditions.
- To take responsibility to declare any conflicts of interest to the Team Leader or the Head of Assessment Materials Unit as appropriate.
- To collaborate with AMO - QP to act on any conflict of interest within domains and subject areas. It is imperative that confidentiality and accuracy is always maintained.

Contacts and Relationships:

- To communicate information with key members of AMU staff, domain colleagues and external contracted appointees in regard to AM process and AM progress at appropriate points.
- To establish and maintain strong working relationships as well as dealing with sensitive situations with tact and diplomacy.
- To identify and initiate contact with SOs required to return MS.
- To acknowledge any mitigating circumstances and agree new deadline.
- To log relevant information and outcomes.
- To readily offer guidance to other staff on assessment procedures and processes.
- To assist with the induction of new Subject Officers and AMU colleagues – inductions, handovers, processes.
- To outline processes to appointees including risk mitigation and impact of delays within process on MS development
- To provide specific role knowledge and technical abilities to assist with colleagues where required and promote good working practices within AMU, domains and other departments within WJEC
- To collaborate with the Translation and Proof-reading teams to develop best practice strategies, whilst continually reviewing and improving the assessment processes and procedures.
- Under the direction of the line manager, to provide support to additional tasks whilst also considering Marking Schemes and the C&A Packs workload; requiring a flexible approach.
- To manage and provide access to confidential documents when required by the appointee team and the E-Assessment team.
- To prioritise work in conjunction with the line manager.

Additional Responsibilities and Duties:

- To fulfil other duties as appropriate to the post and as determined by the Line Manager.
- To actively participate in Lessons Learned.
- To contribute to and participate in Continuous Improvement projects and pilots (SharePoint, HREO) to develop processes and procedures whilst applying own knowledge to provide feedback.
- To assist the Head of AMU in providing papers for Gaelic script translations.

- To abide by WJEC processes and procedures, including IT security, Safeguarding, Health & Safety and Equality, Diversity & Inclusion.
- To take responsibility and maintain awareness on the application of data protection policy.
- Awareness of how other departments are impacted by late assessment material sign off (E-Assessment/Electronic Marking/ Printing etc.)
- To follow agreed guidelines in relation to WJEC bilingual policy.
- To enhance skills and knowledge through appropriate professional development courses.

Person Specification

Job title: Assessment Materials Officer (Mark Schemes)

Department: Assessment Materials Unit (AMU)

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Administrative skills.
- Proofreading skills, evidencing the ability to work to a high degree of accuracy with excellent attention to detail.
- Excellent verbal and written communication skills, including demonstrable ability to negotiate with others.
- Strong organisational skills, including good time management and the ability to plan and prioritise work independently.
- Ability to work independently as well as part of a team and take initiative to make decisions independently.
- Ability to follow an agreed procedure, following and interpreting instructions carefully.
- Ability to work under pressure meeting goals and deadlines.
- Flexibility and adaptability to undertake a variety of different tasks as required.
- Understand the importance, and maintain high levels, of confidentiality.
- Ability to problem solve effectively, applying knowledge and understanding of equipment/software making appropriate use of the various features available.

Desirable

- Fluency in Welsh, written and oral.
- Supervisory skills.

Knowledge

Highly desirable

- In depth knowledge of Microsoft Office packages (specifically Microsoft Word).
- Knowledge of examination cycles.

Experience

Highly desirable

- Examinations administrative experience
- General administrative experience

Training / Qualifications

Highly desirable

- Educated to GCE/A-level or equivalent, or equivalent work-related experience

Other Requirements

Highly desirable

- An understanding of the requirements to work successfully within a hybrid environment.

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Swyddog Deunyddiau Asesu (Cynlluniau Marcio) / <i>Assessment Materials Officer (Mark Schemes)</i>		
Cyflwg / <i>Salary:</i>	£28,641 - £31,068 y flwyddyn (pro rata lle y bo'n gymwys) / <i>£28,641 - £31,068 per annum (pro rata where applicable)</i>	Gradd / <i>Grade:</i>	5
Gwyliau Blynnyddol / <i>Annual Leave:</i>	<p>25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig.</p> <p><i>25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff who work part-time or compressed working patterns.</i></p>		
Pensiwn / <i>Pension:</i>	Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol. <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		
Math o Gytundeb / Contract Type:			
Oriau Gwaith / Working Hours:		Hyd y Contract / Length of Contract:	
<input checked="" type="checkbox"/> Llawn-amser / Full-time		<input type="checkbox"/> Parhaol / Permanent	
<input type="checkbox"/> Rhan-amser / Part-time		<input checked="" type="checkbox"/> Tymor penodol / Fixed-term	
Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 36.5		Dyddiad gorffen arfaethedig / <i>Planned end date:</i>	31 Rhagfyr 2026 / <i>31 December 2026</i>
		Rheswm dros y cyfnod penodol / <i>Reason for fixed term:</i>	Llenwi Swydd / <i>Backfill</i>
Arall / Other:			
Cyfnodau prysur llwyth gwaith / <i>Workload Peaks:</i>		Amh <i>N/A</i>	
Dull Ymgeisio / Method of Application:			
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59, dydd Llun 27 Ebrill 2026.</p> <p>Completed forms should be sent by email to HR@wjec.co.uk by 23:59, Monday 27 April 2026.</p>			