



Portal

Change of Exams Officer

Please follow the steps below:

Need more help?

If you need further help or are having any issues, please do not hesitate to contact our Centres Team at centres@wjec.co.uk

1

Please email centres@wjec.co.uk on school letterhead to outline the change of personnel. Your email must include:

- 1.New Exams Officer Name
- 2.New Exams Officer Email Address
- 3.Your School name
- 4.Your Centre Number

Finally, the letterhead should be signed off by the Head of Centre or Senior Leadership Team



2

WJEC will amend the details as soon as possible
Our aim is to process these requests within 48 hours



3

Once updated, WJEC will perform a security check



4

WJEC will confirm the changes via email and send a Portal invite to the new Exams Officer's email address.



Portal

Change of Exams Officer - Name incorrect on Portal

Please follow the steps below:

1

Exams Officer or Admin account can log in to Portal.

Click profile icon and then 'Manage Centre'

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2

Update details:

1. EO Name
2. Email Address
3. Save Changes

A screenshot of the 'Account Admin' form. It has sections for 'Account Details: (68999) - Administrator', 'Examinations Officer Details', 'Centre Details', and 'Post Results Email Address'. The 'Name' field is marked with a red '1' and the 'Email Address' field with a red '2'. At the bottom, there are 'SAVE CHANGES' and 'CANCEL CHANGES' buttons, with the 'SAVE CHANGES' button marked with a red '3'.

3

Once updated, please email ithelpdesk@wjec.co.uk to confirm the change of Exams Officer



4

WJEC will confirm the changes via email and send an invite to the new Exams Officer's email address if necessary.

