

Assessment Materials Officer (Question Papers)

Salary: £27,807 - £30,162 per annum pro rata (Grade 5)

Contract type: Full-time (36.5 hours per week), Fixed-term for 3 months

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

Working within a friendly, fast-paced environment, this role is required to ensure that the production of all the assessment materials for specified domains is effectively planned and scheduled in consultation with all relevant internal and external/ contracted staff. To oversee the production of those materials, ensuring that they are delivered accurately and in a timely manner as determined by the planned schedule.

About you

To enjoy this role, you'll be a flexible, enthusiastic, conscientious person who likes being busy and working with other colleagues across WJEC in Treforest. You'll have an organised and efficient approach to work, alongside a willingness to learn and undertake duties which may be of a repetitive nature.

Benefits

We offer a range of excellent benefits including a Local Government Pension Scheme, opportunity to learn Welsh, options for flexible working and generous leave entitlements – all within a great team and a culture encouraging inclusion and diversity. A career with WJEC can be extremely rewarding and specific training to develop your professional skills in role will be provided.

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: 12:00; Friday 07 February 2025



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www.cbac.co.uk / www.wjec.co.uk

JOB DESCRIPTION

Job Title:	Assessment Materials Officer (Question Papers)
Department:	Operations
Section:	Assessment Materials Unit
Responsible to:	Team Leader Assessment Materials Office (AMO)
Grade:	5
Location:	Hybrid

Main purpose of Job:

To be responsible for ensuring assessment materials follow the Assessment Material Development Process for specified domains. To ensure that the assessment materials are delivered accurately, efficiently and in a timely manner as determined by the planned schedule.

The post holder will liaise with a range of internal and external staff, including Assessment Materials Unit (AMU) colleagues, Assessment Materials Officer - Mark Schemes, Subject Officers (SO), e-Processing, the translation team and appointees. The post holder 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

1. Responsibility for ensuring assessment materials (AM) follow the end-to-end Assessment Development Process, within specified Domains (Subject areas).

- To support, advise and instruct both internal and external stakeholders on the assessment materials development process.
- To prioritise and effectively manage conflicting workloads, changing priorities, whilst also ensuring updates are provided to key stakeholders throughout the process.
- To take responsibility for and maintain awareness of Conflicts of Interest (COI) across multiple series, ensuring confidentiality is always maintained.
- To maintain compliance with internal policy and regulatory conditions, namely condition A4, in relation to conflicts of interest, and to manage COI information carefully across multiple years/series maintaining confidentiality at all times.
- To liaise with SOs to identify AM allocation, COIs and confirm release of all assessment materials for uploading or distribution at specified times.
- To maintain an awareness of new qualifications, ensuring these are planned and scheduled alongside existing qualifications, advising on delivery risks as appropriate.
- To manage a constantly evolving workload and changing priorities as necessary; working across multiple exam series.
- To ensure confidentiality and safekeeping of all assessment assets linked to live assessment materials.
- To follow the critical to quality process for AM development, understanding organisational impacts and compliance with regulatory conditions.

- To arrange printing and distribution of Final Master copies to SOs.
- To inform the Line Manager of any issues and matters requiring escalation.

2. Monitor and manage draft materials ensuring availability for the Question Paper Evaluation Committee (QPEC)

- To liaise with SOs to ensure QPEC dates are provided so that deadlines are met.
- To create confidential SharePoint folders, to allow access for external regulators.
- To create and maintain accurate base data on the Question Paper Management System (QPMS).
- To verify all auditable documentation provided by the QPEC team before progressing AM development.
- To ensure QPEC materials have gone through quality assurance processes before distributing to QPEC attendees.
- To manage the dispatch of pre-QPEC materials to appointees and moderators, adhering to any COI restrictions and record AM progress on QPMS and monitor receipt.
- To ensure that pre and post QPEC assessment materials (question papers/controlled assessment tasks and marking schemes) are received from Principal Examiners / SOs in accordance with planned schedules, including dealing with any late submissions.

3. Monitor and report on KPIs to domain leaders and AMU managers.

- To take the lead in regular meetings with SOs, identifying issues and providing solutions as required, whilst also keeping minutes to ensure a full audit trail is maintained. Meetings involving Line Manager and Domain Leaders alternate fortnightly
- To generate detailed domain progress reports for distribution to domain leaders and AMU managers.
- To use initiative to prevent delays in the AM process whilst ensuring predefined quality and confidentiality processes are adhered to.

4. To maintain accurate records of all assessment material production stages, updating the management system and spreadsheets as appropriate.

- To collate AM development feedback from external stakeholders, whilst also maintaining accurate feedback records. File and record feedback accurately and confidentially for audit.
- To ensure key steps are adhered to throughout the Assessment Materials development process.
- To ensure Proof Reading Quality Forms are responded to and countersigned by SOs.
- To create and update the Appointees Payment spreadsheets for each series, authorising Finance to make payment. Assist Finance with payment queries as and when appropriate.
- To arrange distribution of all assessment materials to appointees and Subject Officers throughout the AM development process.
- To liaise with the Assessment Materials Officer – Mark Schemes (AMO – MS) to ensure that all mark schemes are amended/updated at all stages of the process alongside the Question Papers for distribution to Subject Officers and appointees.
- To work with AMO - MS to retrieve and update unused Mark Schemes alongside question papers when selected for a future series and act on any COI within domains and subject areas.
- To complete pre-defined Assessment Material Officer checks prior to sign off and ensure correct PDFs have been uploaded to QPMS.

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- To work with AMO - MS to retrieve and update unused Mark Schemes alongside question papers when selected for a future series and act on any COI within domains and subject areas.
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6. Contacts and Relationships

- To effectively communicate information both verbally and electronically with key stakeholders in relation to AM process and progress at appropriate points.
- To establish and maintain strong working relationships which may require sensitivity and diplomacy in handling situations -
 - Identify and initiate contact with appointees required to return AM.
 - Acknowledge any mitigating circumstances and agree new deadline.
 - Record relevant information and outcomes on QPMS.
- To assist with the induction of SOs and AMU colleagues.
- To outline processes to appointees including risk mitigation and impact of delays within the AM development process.
- To promote good working practices within AMU, domains and other departments within WJEC.

7. Additional Responsibilities and Duties:

- To undertake other duties, as required, which are commensurate with the grade of the post.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To actively participate in Lessons Learned.
- To support Modified Large Print (MLP) processes as required including but not limited to:
 - sending out Assessment Materials to appointees for checking
 - updating the MLP payment spreadsheet
 - chasing up appointees who have not responded within the stated deadline
 - carrying out quality assurance checks and updating QPMS.
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To maintain awareness of how other departments are impacted by late assessment material sign off (E-Assessment/Electronic Marking/ Printing etc.)

- To engage in personal and professional development activities relevant to the role.
- To participate and contribute in Continuous Improvement projects and pilots (SharePoint, High Reliability Education Organisation - HREO) to develop processes and procedures whilst applying own subject/paper knowledge to provide feedback.

Person Specification

Job Title:	Assessment Materials Officer (Question Papers)
Department:	Operations

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

- Computer literacy, to have good knowledge of and utilise QPMS, AS400, AMP – including SFT, SharePoint, MIMs, Microsoft packages including Teams, Outlook and Excel
- Knowledge of examinations cycle

Experience

Highly desirable

- Examinations administrative experience
- General administrative experience

Training and 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 /
Job Title:**

Swyddog Deunyddiau Asesu (Papurau Cwestiynau) /
Assessment Materials Officer (Question Papers)

**Cyflog /
Salary:**

£27,807 - £30,162 y
flwyddyn / per annum pro
rata

**Gradd /
Grade:**

5

**Gwyliau Blynyddol /
Annual Leave:**

25 Diwrnod pro rata y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol /
ychwanegol o wyliau yn ogystal ar hyn o bryd.

25 Days pro rata per annum. In addition, WJEC currently allows 16 statutory / additional
holidays.

**Pensiwn /
Pension:**

Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol.

The provision of the Local Government Superannuation Act apply.

Math o Gytundeb:

Contract Type:

Llawn-amser / Full Time

Rhan-amser / Part Time

Llawn-amser Tymor Cyfyngedig / Full Time
Limited Term

Rhan-amser Tymor Cyfyngedig / Part Time
Limited Term

**Nifer yr oriau yr wythnos
No of hrs per week**

**Diwedd y Tymor
End of Term**

3 mis/ months

**Diwedd y Tymor
End of Term**

**Nifer yr oriau yr wythnos
No of hrs per week**

Dull Ymgeisio:

Method of Application:

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 12:00; dydd Gwener 07 Chwefror 2025.

Completed forms should be sent by email to hr@wjec.co.uk by 12:00; Friday 07 February 2025.