



Chair of Examiners, Entry Level Science Role Profile and Application Form

ROLE PROFILE

Purpose:

WJEC is recruiting for a Chair of Examiners. The successful candidate will be responsible for the assessment of the Entry Level qualification in Wales and England.

The Chair of Examiners is responsible for the maintenance of standards within the subject across the specification from year to year. The Chair is also responsible for monitoring the standards of the Principal Examiners.

Responsibilities:

- assist WJEC staff in maintaining standards within a specified subject and across different specifications, where appropriate, from series to series
- chair a range of meeting(s) including the Question Paper Evaluation Committee (QPEC), examiner/moderator conferences and Awarding and Standardisation meetings.
- ensure the question paper(s) and mark schemes meet the requirements of the assessment criteria as set out in the specification and are of a comparable standard that is maintained year on year
- recommend mark boundaries for each grade in each of the qualifications at the conclusion of the awarding process
- prepare reports on the processes, as requested.
- carry out any other duties as may be reasonably requested by WJEC.

The Chair of Examiners will 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, attend the examination/moderation conferences and the awarding conferences.

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 llinos.wood@wjec.co.uk . The closing date for applications is **4th December 2023**.

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.

If you currently work for WJEC, please log in to your Appointees Management Portal Account and click on the 'My Application' icon on the home screen. Please ensure you add the role of **Chair** for **Entry Level Science** on the 'subject area' tab and fill in the other fields of the application.

If you require any further assistance please contact:-

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