

**Principal Examiner**

**GCE AS/A Level Health & Social Care and Childcare**

**Role Profile and Application Form**

**ROLE PROFILE**

**Purpose:**

The WJEC is recruiting for a Principal Examiner. The successful candidate will be responsible for the assessment of the WJEC qualification in Wales.

The Principal Examiner is responsible for the setting of the question papers and mark schemes and ensuring the standardising of marking.

**Responsibilities:**

* set the questions and mark schemes for the question papers
* monitor the standards of marking of all the examiners for the papers, including, where necessary, any assistant examiners and team leaders, and take appropriate steps to ensure accuracy and consistency
* advise on the appointment, training and reappointment, where necessary, of team leaders and examiners for the question papers
* attend the awarding meeting, advise members on how the question papers functioned and recommend preliminary mark ranges for the judgemental grade boundaries for the question papers
* submit an evaluation report on the performance of the question papers
* Principal Examiners need to be available for a **minimum of seven 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 (two days), standardise team leaders for the examination papers in June (two days), and attend the examination conferences, (two days) and the awarding conference in July (one day).

**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 Karen Bushell 029 20265147 karen.bushell@wjec.co.uk The closing date for applications is **Friday, 15th May 2020**.

**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 Principal Examiner for **GCE Health & Social Care and Childcare** on the 'subject area' tab and complete all the other fields of the application.

If you require any further assistance please contact:-

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| Rob Reynolds  rob.reynolds@wjec.co.uk  0290 265 050 | or | Beth Edgar  beth.edgar@wjec.co.uk  02920 265 476 |