

**Principal Examiner/Moderator,**

 **Entry Level Welsh**

 **Role Profile and Application Form**

**ROLE PROFILE**

**Purpose:**

The WJEC is recruiting for a Principal Examiner/Principal Moderator. The successful candidate will be responsible for the assessment of Entry Level Welsh.

The Principal Examiner/Principal Moderator is responsible for setting questions and mark schemes and ensuring the standardising of marking.

**Responsibilities:**

* set the questions and mark schemes
* monitor the standards of all examiners/moderators for the units and take appropriate steps to ensure accuracy and consistency
* advise on the appointment, training and reappointment, where necessary, of examiners for the units
* attend the awarding meeting, advise members on how the unit functioned
* submit an evaluation report on the performance of the unit
* There is one examination series each year for this qualification. Principal Examiners need to be available for a minimum of eight 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 marking and moderation conferences, select examples of work for marking/moderation conferences, standardise and attend awarding conferences. CPD provision for centres will also be required.

**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 Lloyd 029 2105 7111 llinos.lloyd@wjec.co.uk The closing date for applications is Friday, 16 October 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 (as an examiner or moderator)**, please log in to your Appointees Management Portal Account (using your new username) and click on the 'My Application' icon on the home screen. Please ensure you add the role of Principal Examiner for Entry Level Welsh on the 'subject area' tab and fill in the other fields of the application.

If you require any further assistance in completing the application please contact:-

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| Rob Reynoldsrob.reynolds@wjec.co.uk029 2105 7511 | or | Beth Edgarbeth.edgar@wjec.co.uk029 2105 7539 |