



# **Principal Examiner**

## **GCSE (WJEC) Welsh First Language Unit 3**

### **Role Profile and Application Form**

#### **ROLE PROFILE**

##### **Purpose:**

The successful candidate will be responsible for the assessment of GCSE (WJEC) Welsh First Language Unit 3.

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 paper
- attend the Question Paper Examination Committee meeting
- monitor the standards of marking of all the examiners for the paper, 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 paper functioned and recommend preliminary mark ranges for the judgemental grade boundaries for the question paper
- submit an evaluation report on the performance of the question paper/tasks
- be available to carry out review of marking at each session as required by WJEC for Enquiries about Results during the relevant periods

Principal Examiners need to be available for approximately 8 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), attend the examination conference (two days) and the awarding conference in July (two days). Additional days can include a CPD preparation meeting and delivering CPD (two days).

##### **Experience/qualifications needed**

- degree in the subject specific to this qualification or a related subject
- relevant teaching experience
- experience of marking for awarding organisations
- experience of managing people
- the ability to work well under pressure
- excellent written and verbal communication skills

For further information, please contact Manon Maddock 029 20265004  
manon.maddock@wjec.co.uk

The closing date for applications is **4<sup>th</sup> 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 (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 **GCSE (WJEC) Welsh 1<sup>st</sup> Language Unit 3** on the 'subject area' tab and fill in all the other fields of the application.

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

Rob Reynolds  
rob.reynolds@wjec.co.uk  
02920 265 050

or Emily Safadi  
emily.safadi@wjec.co.uk  
02920 265 305