Principal Examiner, GCE (WJEC) Welsh First Language Unit 4 (Orals)

Role Profile and Application Form

ROLE PROFILE

Purpose:

WJEC is recruiting a Principal Examiner for Unit 4. The successful candidate will be responsible for the assessment of the WJEC GCE qualification in Wales.

The Principal Examiner is responsible for the setting of the questions and ensuring the standardising of marking.

Responsibilities:

- set the questions where appropriate for the unit

- monitor the standards of marking of all the examiners for the unit, 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 unit

- attend the awarding meeting, advise members on how the questions functioned and recommend preliminary mark ranges for the judgemental grade boundaries for the unit

- submit an evaluation report on the performance of the unit

The Principal Examiner needs to be available for a minimum of ten 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 the examination conference, (one day) and the awarding conference in July (two days). CPD will also need to be provided for centres.

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 Manon Maddock on 029 2026 5004, manon.maddock@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 (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 **GCE (WJEC) Welsh First Language Unit 4** on the 'subject area' tab and complete all the other fields of the application.

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

Rob Reynolds   or   Emily Safadi
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