Principal Examiner,
Level 1-2 (WJEC) Solving Engineering Problems Unit 3
Role Profile and Application Form

Purpose:

The successful candidate will be responsible for the assessment of Solving Engineering Problems Unit 3 Level 1-2 (WJEC).

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 20 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), team leaders meeting (two days), the examination conference (two days) and the awarding conference in July (one day). Additional days can include a CPD preparation meeting, delivering CPD (two days).

Experience/qualifications needed

- educated to degree level. (i.e. D&T)
- minimum Level 3 in engineering or equivalent experience. (i.e. D&T)
- relevant teaching experience
- experience of marking for awarding organisatons
- experience of managing people
- the ability to work well under pressure
- excellent written and verbal communication skills

For further information, please contact engineering@wjec.co.uk . The closing date for applications is **5th August 2024.**

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 **Level 1-2 (WJEC) Engineering 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	or	Emily Safadi
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02920 265 050		02920 265 305