

Principal Examiners, GCSE (QFF) New Qualification History

Role Profile and Application Form

Positions:

GCSE Principal Examiner History Unit 1, An in-depth study on Welsh history

GCSE Principal Examiner History Unit 2, An in-depth study on European and/or World history

GCSE Principal Examiner History Unit 3, A study of a period in world history

ROLE PROFILE

Purpose:

The WJEC is recruiting for Principal Examiners for the new **GCSE History** qualification in Wales. The Principal Examiner is responsible for the setting of the question papers and mark schemes and ensuring the standardising of marking. Successful candidates will be responsible for the assessment of one of the units.

Responsibilities:

- Setting questions and mark schemes for the question paper or approving those created by other examiners
- Attending QPEC (Question Paper Evaluation Committee) meetings
- Preparing and delivering conference training for examiners.
- Setting and monitoring the standards of marking of all examiners for the paper, including, where necessary, any assistant examiners and team leaders, and taking appropriate steps to ensure accuracy and consistency
- Advising on the appointment, training and reappointment, where necessary, of team leaders and examiners for the question papers
- Attending the awarding meeting, advising members on how question papers have functioned and recommending preliminary mark ranges for the judgemental grade boundaries for the question paper
- Submitting an evaluation report on the performance of the question paper/tasks

Principal Examiners need to be available to attend meetings for a **minimum of five 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 paper (one day), and attend the examination conference, (one day) and the awarding conference (one day).

Experience/qualifications needed

- degree in the subject specific to this qualification
- relevant assessment and teaching experience
- experience of managing people
- computer literacy with confidence in using a range of software
- the ability to work well under pressure and meet deadlines

For further information, please contact Paula Morgan on email Paula.Morgan@wjec.co.uk

The closing date for applications is **9th December 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:

You need to update your Supporting Statement on the application, 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 History GCSE (WJEC) Unit 1 and/or Unit 2 and/or 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 Rabina Chowdhury
rabina.chowdhury@wjec.co.uk
02920 265 319