

# FREQUENTLY ASKED QUESTIONS

## Examiners and Moderators

### **The application process**

#### **Can I track the progress of my application?**

Yes. You can track the progress of your application via the 'Subject Area' section of the Appointees application website, under 'approval status'. If your online application status changes at any time, you will receive an email advising you to check the website.

#### **I have examined for WJEC previously, do I need to reapply?**

If you have previously worked as an Examiner or Moderator with WJEC, you will not need to re-apply unless you are applying for a Principal Examiner or Moderator role.

#### **The subject/level I wish to apply for is not available on the appointees application site.**

From time to time, the subjects and levels on the site will change, according to our requirements. Details of available vacancies will appear on the public website.

### **Appointees application website**

#### **How do I create an account?**

To create a new account, click on the 'Apply to be an examiner' link on the Appointees application website. You will need to enter your name and email address, and choose a password and security question/answer.

#### **I am unable to log into my account.**

You need to activate your account prior to logging in. Once you've created an account, a validation email will be sent to you. This email will contain a link to validate your account – this will need to be clicked before you can log in.

#### **I haven't received an activation email.**

It can take up to four hours from setting up an account for an activation email to be sent to you. Please check your spam/junk folder in case the email has arrived there. If you have not received your email within four hours, please email [application.support@wjec.co.uk](mailto:application.support@wjec.co.uk) or call 029 2026 5457.

**I've forgotten my username for the appointees application site.**

Please click on the 'Forgotten username' tab on the Appointees application website. You will be prompted to enter your email address, and a reminder of your username will be emailed to you.

**I've forgotten my password for the appointees application site.**

Please click on the 'Forgotten password' tab on the appointees application site. You will be prompted to enter your username, and a password reminder email will be emailed to you.

**Who do I contact if I need assistance with the appointees application site?**

If you require assistance with any aspect of the online application process, please email [application.support@wjec.co.uk](mailto:application.support@wjec.co.uk) or call 029 2026 5457.

**I have received an email from the appointees system, but the links don't work.**

For security reasons, links are only active for a short period of time. If you require a new link, please email [application.support@wjec.co.uk](mailto:application.support@wjec.co.uk) or call 029 2026 5457.

**My account has been locked out – how can I unlock it?**

To unlock your account, please follow the 'Forgotten password' link – this can be found on the appointees application site homepage.

**How do I change my details?**

Once you have set up an account, you will be able to login at any time and update your details as required.

**I want to remove my details from the appointees application site.**

If you wish to have your details removed from the site, please email [application.support@wjec.co.uk](mailto:application.support@wjec.co.uk) or call 029 2026 5457.

**I have received an email request to provide a reference, but I don't have any login details for the appointees application site.**

Referees do not require log in details to access the reference section of the site. Simply click the link in the email and you will be taken directly to the reference page of the site. (N.B. The reference page is the only portion of the site that referees will be able to view). If you are taken directly to the login page of the site, copy and paste the link into your internet browser. If the link you were sent has expired, please email [application.support@wjec.co.uk](mailto:application.support@wjec.co.uk) or call 029 2026 5457 and you will be provided with an updated link.

## **Role information**

### **How many scripts do I mark?**

We typically allocate approximately 350 scripts for GCSE. For GCE, this is approximately 250 scripts.

### **How much time is allocated to marking scripts?**

Marking is typically undertaken over a 3 week period. There are specific deadlines which must be met during the assessment process which you will be notified of.

### **How much time do I need out of school and is substitute cover provided?**

You are required to attend the face-to-face Examiner / Moderator training conference which is usually held on a weekend where possible. Should you need time out of school or college, the cost of substitute cover will be covered by WJEC. Marking will need to be undertaken in your time so it is important that you manage your time effectively during the assessment period.

### **How do I receive and return the examination scripts?**

Scripts will be sent you directly from schools or colleges by first class post and Parcelforce on the day of the examination. To return marked scripts, please deliver them to our office in Treforest, or take them to a Post Office which accepts Parcelforce deliveries for despatch using the tracked despatch labels in your stationery pack. Alternatively, you can arrange for the marked scripts to be collected from your school/college or preferred address and ensure that the trackable Parcelforce label in your stationary pack is used on the parcel.

### **Will my school or college be reimbursed for my time out of work?**

Where applicable, for Examiners or Moderators that also work as teachers in schools/colleges, a payment will be made to the centre for teacher release so they may attend meetings.

### **What are my other responsibilities besides marking?**

Examiners are asked to check that all of the scripts allocated to you on EMI have arrived safely, if any scripts are missing they must be reported as soon as possible so that an investigation can begin. You will also be required to provide appropriate comments and total marks on the front cover of each script and also transfer the total mark to an electronic mark input system (EMI).

### **Can I specify which units I would like to mark?**

Yes, you can specify in the supporting statement for your application or via telephone when we contact you if you would only like to mark specific units.

### **What training and guide is available to help through the process?**

All details are available on our [Training and Support page](#).

**I am currently working towards my teaching qualification, am I eligible to be an Examiner or Moderator?**

No. To be eligible, you will need to be a fully qualified teacher, with a minimum of two year's teaching experience in the relevant subject and at the relevant level and preferably delivering WJEC's specification. Criteria are listed on the [Do I qualify? page](#) and also in the job description.

**When would I need to be available?**

We ask first-time Examiners / Moderators to assess in the summer period only. The precise period depends on the date of the examination that you will be marking. Further information is available on the [Training and Support page](#).

**When can I expect to hear if a position is available for?**

Positions are offered from Christmas until the face-to-face training conference takes place in the summer. Please view the [Application process page](#) for further details.

**How do I find out about which dates I need to make available?**

Information is included in the contract and the face-to-face training conference.

**Which deadlines will I need to meet?**

The deadlines are specified in the contract and in the conference. If you feel that you cannot meet the deadlines specified at any time, please do not hesitate to contact our Appointees team who are more than happy to help.

**If I need more information who should I contact?**

If you have any questions, please email us at [application.support@wjec.co.uk](mailto:application.support@wjec.co.uk) or call us on 029 2026 5457. Please note, our office hours are 9am – 5pm Monday to Friday.

Alternatively, please contact the Subject Officer for your qualification. Their details are available on the specific qualification page.