 

GCE German Reviser

WJEC is looking to recruit a reviser for A-level and AS German. The role will involve the Reviewing of examination related documentation for WJEC and/or Eduqas GCE qualifications in Wales and/or in England.

**Responsibilities:**

• review the initial drafts of question papers, mark schemes, assessment grids and any resource material, ensuring each question is appropriate and completely within the specification;

• ensure that the questions have not been set in previous examinations;

• take into account feedback from previous examination sessions, including recommendations from relevant monitoring reports where these are available;

• check the marking scheme for each question is comprehensive, accurate and appropriate;

• provide detailed written comments on the initial drafts of all questions, their associated marking schemes, resource material and assessment objective grids;

• complete the required report forms and forward them to WJEC;

• participate in meetings of the Question Paper Evaluation Committee, at which the draft question papers and mark schemes are discussed in detail;

• carefully proof read subsequent proofs of materials to ensure the question papers and associated resource materials are error free.

* Successful candidates are required to maintain the confidentiality of the work undertaken.

**Experience/qualifications needed**

* degree in the subject specific to this qualification or a related subject
* relevant assessment and teaching experience
* the ability to work well under pressure

For further information, please contact Naomi Taylor on naomi.taylor@wjec.co.uk The closing date for applications is Monday, 10 May 2021.

**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 and click on the 'My Application' icon on the home screen. Please ensure you add the role of **Reviser** for **GCE German** on the 'subject area' tab and complete **all** the other fields of the application.

If you require any further assistance please contact:-

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| Rob Reynolds  rob.reynolds@wjec.co.uk  029 2105 7511 |  |  |