

**Principal Examiner,  
AS Level (Eduqas) Computer Science Component 2  
Role Profile and Application Form**

**ROLE PROFILE**

**Purpose:**

The WJEC is recruiting for a Principal Examiner, AS Level (Eduqas) Computer Science Component 2. Successful candidates will be responsible for the assessment of this Eduqas qualification in England.

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 or approve those by other examiners
- 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
- 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 in the examination

Principal Examiners need to be available 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 for term time working. This will enable the post holder to – amongst other things - attend QPECs and planning meetings, standardise assistant examiners for the examination paper, take part in the script selection process, run the examination conference, and attend the awarding conference in July.

**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 029 2026 5003 [gareth.gillard@wjec.co.uk](mailto:gareth.gillard@wjec.co.uk) The closing date for applications is **Friday 29<sup>th</sup> March 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 and click on the 'My Application' icon on the home screen. Please ensure you add the role of **Principal Examiner** for **AS (Eduqas) Computer Science Component 2** on the 'subject area' tab and fill in all the other fields of the application.

If you require any further assistance please contact:-

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