

Portal

Change of Exams Officer Guidance

Click the tiles below:

Need more help?

If you need further help or are having any issues, please do not hesitate to contact our Centre Support Team at centres@wjec.co.uk



I have access to Portal and
I want to change Exams Officer details



I can't access Portal but
I need to change Exams Officer details



How to Edit your Profile

Portal

Change of Exams Officer

I have access to Portal and I want to change Exams Officer details:

Need more help?

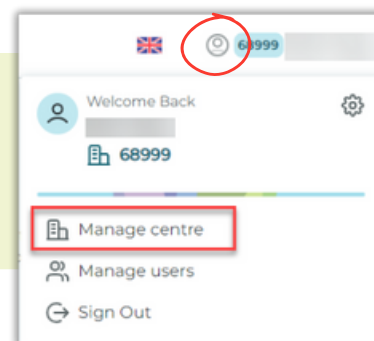
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1

Exams Officer or Admin account can log in to Portal.

Click the profile icon and then 'Manage Centre'



2

Update details:

1. EO Name
2. Email Address
3. Save Changes

Account Admin
Account Details: (68999) - Administrator

Examinations Officer Details
Updating details here will update central records held on WJEC systems. An Examinations Officer Portal change to ithelpdesk@wjec.co.uk

1 Name:

2 Email Address:

Centre Details
Updating Details here will update central records held on WJEC systems. A Head of Joint Council for Qualifications

Head of Centre Name:

Telephone Number (Update via NCN):

Post Results Email Address
For receiving email alerts regarding review of marking and clerical error requests.

Email Address (if different from EO Email):

3

3

Once updated, please email centres@wjec.co.uk to confirm the change of Exams Officer



4

WJEC will confirm the changes via email and send an invite to the new Exams Officer's email address if necessary.





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1

Please email centres@wjec.co.uk on school letterhead to outline the change of personnel. Your email must include:

1. New Exams Officer Name
2. New Exams Officer Email Address
3. Your Centre name
4. Your Centre Number

Finally, the letterhead should be signed off by the Head of Centre or Senior Leadership Team



2

**WJEC will amend the details as soon as possible
Our aim is to process these requests within 48 hours**



3

Once updated, WJEC will perform a security check



4

WJEC will confirm the changes via email and send a Portal invite to the new Exams Officer's email address.



Portal

User Guide - How to edit your profile

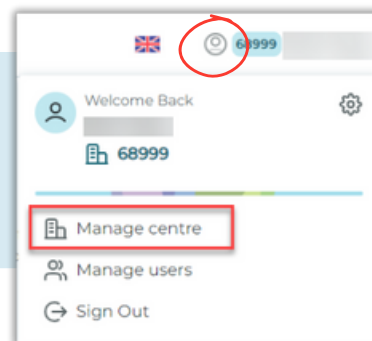
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