



# Spotlight on...

## How are papers set?



Exams test learners' knowledge, understanding and skills. Each question paper is developed by WJEC subject teams over an 18-month period to ensure it will produce a fair assessment. A WJEC Subject Officer manages the process.

A **Principal Examiner** drafts each question paper and the mark scheme.

This is checked and amended by the **Reviser**.

The materials are reviewed by a committee of **senior examiners** and **subject experts** to ensure each question is clear to understand and that the question paper is a valid assessment. At least one member of this committee is a Welsh speaker.

The question paper is created in the correct template and layout and a **Scrutineer** then tests the paper.

The question paper is translated into Welsh by a **Translator** and checked by a **Subject Specialist**.

The English and Welsh versions of the paper are returned to the **Subject Officer, Principal Examiner** and **Reviser** for a final check before they are ready.

The **Principal Examiner** writes the questions for the question paper ensuring that they are within the specification and the level of demand is comparable to previous years. The **Principal Examiner** will also review the question paper at certain points during the process.

The **Subject Officer** is responsible for managing the process of the question paper from first draft to final version.

The **Reviser** carefully checks the question paper and, along with the **Principal Examiner**, ensures that the questions are suitable and that they are error free.

The **Scrutineer** sits the question paper as if they were a learner. They check it can be completed in the time allowed for the exam, there are no errors or omissions and it is pitched at the correct level.

The **Translator** translates the English version question paper into Welsh.

The **Subject Specialist** ensures that the Welsh translation matches the English version and ensures that terminology matches the specification.