

Job Description / Person Specification

Role: JCQ Inspector

Purpose of the post

- 1 To undertake inspection visits to centres operating timetabled examinations offered by the JCQ awarding bodies which are covered by the *Instructions for conducting examinations* (ICE) booklet.
- 2 To ensure the examination process has integrity and JCQ regulations are being applied consistently.
- 3 To provide general advice and guidance, as necessary, to centre staff during each visit.
- 4 To provide written feedback to both the centre and the JCQ Centre Inspection Service team on a centre's compliance with JCQ regulations.
- 5 To carry out other types of centre visits to reinforce specific requirements of the examination process (pre-registration, advisory, MFL speaking tests, Access Arrangements).

Further information

- 1 Inspectors must have previous experience of the examination process either within a centre as Examinations Officer, Deputy Head, Head or equivalent relevant experience within an Awarding Body and be familiar with examinations administration.
- 2 Inspectors must be available to undertake multiple inspections in a range of dates during the main examination periods in January and March-June, as well as being available to carry out other ad-hoc visits as necessary at other times of the year.
- 3 Inspectors must ensure that they do not have any other work commitments which might cause any conflict of interest during the inspection process.
- 4 Inspectors will be allocated a range of centres within reasonable travelling distance of their home.
- 5 Inspectors must have access to a PC with internet facilities, e-mail and have an acceptable level of IT literacy.
- 6 Inspectors must have a full driving licence. (This may be waived for Central London.)
- 7 Inspectors must attend an annual briefing session held in the autumn of each year.

JD-JCQInspector_March 2012