

**JOB DESCRIPTION**

<b>Job title</b>	JCQ Centre Inspector (Wales)
<b>Department:</b>	Assessment Delivery
<b>Section:</b>	Centre Support & Entries
<b>Responsible to:</b>	JCQ Inspection Service (Wales)
<b>Location:</b>	Wales – various locations within reasonable distance of an inspector's home

**Main purpose of Job:**

The main purpose of the post is to monitor that centres in Wales offering Joint Council for Qualifications (JCQ) awarding body qualifications are applying JCQ procedures correctly and consistently when administering examinations and assessments.

Monitoring is undertaken through an annual programme of centre inspections. The work of JCQ Inspectors is highly confidential.

**Principal Duties and Responsibilities:**

1. To ensure the examination and assessment process has integrity and that JCQ regulations are being applied consistently.
2. To plan the inspection visits according to an allocation provided by WJEC.
3. To undertake inspection visits to centres operating timetabled examinations offered by JCQ awarding bodies in Wales , which are covered by the *Instructions for Conducting Examinations (ICE)* booklet.
4. To provide a written report to both the centre and the JCQ Centre Inspection Service (Wales) team on a centre's compliance with JCQ regulations.
5. To carry out other types of centre visits to monitor compliance with JCQ and awarding organisation requirements (pre-registration, advisory, modern foreign languages oral exams, access arrangements and non-examination assessments).
6. To ensure that all work is carried out to a high standard within agreed deadlines.
7. To ensure that the confidentiality of the inspection
8. To carry out any other duties as are reasonably required by WJEC.

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## Person Specification

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Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

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## Skills and Abilities

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### Highly desirable

- Excellent communication skills
- Ability and motivation to work independently
- Good organisational skills
- Maintaining confidentiality and discretion

### Desirable

- Ability to work through the medium of Welsh

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## Knowledge & Experience

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### Highly desirable

- Knowledge of the JCQ procedures relating to examinations, non-examination assessment and access arrangements
- Previous experience of the examination and assessment administration.
- Experience of managing demanding situations.

### Desirable

- Experience of undertaking inspections

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## Training / Qualifications

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### Highly desirable

- Full driving licence
- Inspectors must attend an annual briefing meeting.
- Ability to complete template reports in word

### Desirable

- An acceptable level of IT literacy.

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## Other Requirements

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### Highly desirable

- Inspectors must be available to undertake multiple inspections in January and during March-June, as well as being available to carry out other ad-hoc visits as necessary at other times of the year.
- Inspectors must submit and annual Safeguarding Declaration

### Desirable

- Inspectors must have access to a private PC with broadband internet.