

CENTRE INSPECTOR PROFILE

As a Centre Inspector you:

- undertake visits to centres
- complete the required reports and supporting documentation

provide:

- relevant, timely reports to OCR
- detailed, reasoned and timely responses to queries

will be responsible for:

- establishing the centre's compliance with JCQ and/or OCR regulations for externally assessed and internally moderated qualifications
- carrying out inspections to ensure centres have the required conditions for receiving and storing assessment material
- observing and monitoring candidate assessment

will need to:

- be willing and able to travel within the UK
- establish a positive and constructive relationship with the centre/centre representative
- understand the environment in which externally assessed (examined) and internally moderated qualifications are delivered
- maintain a well-developed understanding of the JCQ and OCR regulations
- keep up to date by undertaking relevant training

must be:

- flexible in accommodating centre visits
- confident giving constructive and/or difficult feedback to centres
- empathetic, sensitive, positive, supportive, flexible and encouraging
- committed to supporting the centre to ensure the centre is complying with requirements
- an experienced assessment specialist with a proven track record in external assessment
- skilled at managing multiple commitments at the same time
- able to use the IT systems and applications necessary to complete your task

