**Task profile**

**Consultant type: Exam Auditor**

**Monitored by: Senior Exam Auditor**

**Managed by: Associate Manager**

**Contracted days: as requested by Quality Delivery Team**

**Task purpose**

* To conduct and document exam audit activities with centres

**Key Contracted Responsibilities**

To conduct and document exam audit activities to centres when requested by the Quality Delivery Teams

**Measures:**

* Carry out and document exam audit visits in line with City & Guilds and regulatory requirements , when requested by the Quality Delivery Team
* Maintain a thorough knowledge of the regulatory requirements for conducting examinations; *JCQ Instructions for Conducting Examinations, Functional Skills Instructions for Conducting Examinations*
* Maintain a thorough knowledge of the City & Guilds reporting and IT systems
* Arrive at the centre at least 45 minutes prior to the exam
* Stay at the centre for the duration of the exam
* Interview key centre staff and document the responses
* Review centre arrangements for the administration and security of exams
* Identify risk in line with regulatory requirements and ensure that appropriate action is taken
* Develop SMART action plans
* Report any malpractice issues must be reported to City & Guilds as soon as possible
* Effectively communicate details of centres, activities and local knowledge to the Quality Delivery teams
* Submit all reports within 2 working days