

Exam Auditor	
Role Overview	Conducts and documents exam audit activities with centres
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities
1.2	Maintain and submit, as requested, CPD records
1.3	Complete requirements in personal action plans
2. Exam Audits	
2.1	Arrive at the centre at least 45 minutes prior to the exam and stay at the centre for the duration of the exam to complete the audit
2.2	Maintain a thorough knowledge of the regulatory requirements for conducting examinations; JCQ Instructions for Conducting Examinations, Functional Skills Instructions for Conducting Examinations
2.3	Maintain a thorough knowledge of the City & Guilds reporting and IT systems
2.4	Interview key centre staff and document the responses
2.5	Review centre arrangements for the administration and security of exams
2.6	Identify risk in line with regulatory requirements and ensure that appropriate action is taken
2.7	Develop SMART action plans and submit reports within 2 working days
2.8	Report any suspected malpractice issues to City & Guilds immediately, in line with the malpractice policy
3. Communication	
3.1	Respond to phone calls and emails within 2 working days
3.2	Inform City & Guilds immediately if unable to complete allocated work

All duties must be carried out in accordance with City & Guilds procedures and instructions.