



*Rewarding Learning*

## **THE SCHEDULE – CENTRE INSPECTOR**

The Centre Inspector is responsible to CCEA for inspecting general and/or vocational qualifications on behalf of the Joint Council for Qualifications (JCQ) Inspection Service. During the term of this Contract you shall provide the following Services:

1. visit allocated centres as and when required by CCEA;
2. ensure that visits are made to some of the allocated centres whilst Modern Foreign Language speaking tests are being administered (in May);
3. undertake a number of 'access arrangements' visits to centres (January to April);
4. plan the visiting schedule in the most cost effective way (for example planning to visit 2-3 centres per half day session);
5. ensure that centres requiring a priority visit are visited early in the examination series;
6. ensure that JCQ regulations around the conduct of examinations and access arrangements are adhered to, for example,
  - a. that the question papers and other examining materials are stored securely, giving particular attention to ensuring that material has not been opened or otherwise accessed before the proper date and time, and
  - b. the appropriate documentation to support access arrangements requests is held by the centre and can be provided for verification when needed;
7. perform Question Paper Integrity checks;
8. report any serious breaches of JCQ ICE and AA Regulations immediately;
9. complete the Report of Examination Arrangements at the end of each examination series;
10. comply with CCEA procedures regarding CIS;

11. advise CCEA of any Conflict of Interest arising at the start of a contract and on an ongoing basis;
12. attend, as required, any other relevant meeting arranged by CCEA including the Centre Inspectors annual training meeting;
13. ensure that all work for CCEA remains confidential and is not discussed or reviewed in public places;
14. ensure that all work is carried out to a high standard within agreed deadlines;
15. complete all necessary documentation pertaining to Centre Inspectors;
16. perform any other services such as CCEA may reasonably require in respect of/relevant to the development of examinations.

## **CONFIDENTIALITY AND PROFESSIONAL INTEGRITY**

Please note that all inspectors who are contracted to provide services for CCEA are required to maintain the confidentiality of assessment materials as described in Condition G4 of the General Conditions of Recognition – Maintaining Confidentiality of assessment materials. The General Conditions of Recognition state that:

*G4.1 Where confidentiality in –*

*(a) the contents of assessment materials, or*

*(b) information about the assessment,*

*is required in order to ensure that a qualification which an awarding organisation makes available, or proposes to make available, reflects an accurate measure of attainment, the awarding organisation must take all reasonable steps to ensure that such confidentiality is maintained.*

*G4.2 In particular, an awarding organisation must take all reasonable steps to ensure that such confidentiality is maintained where it (or any person connected to it) provides training or training materials in relation to a qualification.*

*G4.3 An awarding organisation must take all reasonable steps to ensure that no person connected to it, or previously connected to it, offers to disclose information about any assessment or the content of any assessment materials where that information is (or is said or implied to be) confidential.*

*G4.4 Where any breach of such confidentiality (including through the loss or theft of assessment materials) is either suspected by an awarding organisation or*

*alleged by any other person, the awarding organisation must investigate that breach.*

<http://www.ofqual.gov.uk/files/2012-11-20-general-conditions-of-recognition-november-2012.pdf> Part 2 Section G, P54)

Any behaviour which threatens the confidentiality of the assessment materials will be regarded as a serious breach of contract and may lead to the contract being terminated in accordance with clauses 7 and 8 of the contract. All prospective and current examiners should note that in signing the contract for services, they are acknowledging full understanding of the above condition and agreeing to comply fully with it.

Please note that CCEA will monitor compliance with this condition on a continual basis to ensure that the integrity of the examinations system is protected at all times.

## **FEES**

1. Visits to Centres - £22 per visit
2. Access Arrangements visits - £50 per visit
3. Pre-registration inspections - £50 per visit
4. Preparation fee (payable for January and June series) - £115.57
5. Annual report - £20.80

## **EXPENSES**

Please refer to the Contract for Services Expenses Policy for up to date rate for travel expenses and subsistence.