CIPS Exam Centre Inspector role

The Chartered Institute of Procurement and Supply (CIPS) is the leading independent global body representing the Procurement and Supply profession. CIPS has a global community of over 200,000 in 150 countries, including senior business people, high ranking civil servants and leading academics. Procurement and Supply has a major impact on organisational profitability and efficiency, and CIPS offers a ‘one stop shop’ for Procurement and Supply excellence in People, Processes and Performance. CIPS has local operations in the UK/Europe, Australasia, Africa, Middle East/North Africa and Singapore.

The CIPS’ network of UK and International exam centres provide high-quality opportunities for learners to sit exams for the CIPS qualifications. CIPS approves an exam centre based on the validity of the evidence presented by the applicant centre against the ‘CIPS Approved Exam Centre Criteria’. Once a centre has been approved, it then falls into the CIPS monitoring cycle which consists of either an unannounced visit or a remote monitoring review.

The Exam Centre Inspector conducts the unannounced visit and completed the exam centre inspection report before submitting back to the CIPS Awarding Regulation Team.
Job description

Job Title: CIPS Exam Centre Inspector

Responsible to: Awarding Regulation Lead
CIPS Professional Development department

Key relationships: Awarding Regulation team

Summary of the role: The remit of the Exam Centre Inspector is two-fold:
• Visit the exam centre and monitor a live exam session
• Complete a report (template provided) and submit to the CIPS Awarding Regulation team

Location: Edinburgh, UK

Inspections to take place on an ad hoc basis within the following weeks:
• 15th - 19th November 2021
• 22nd – 24th November 2021
• 14th – 18th March 2022
• 21st – 23rd March 2022
• 9th – 13th May 2022
• 16 – 18th May 2022
• 11th – 15th July 2022
• 19th – 21st July 2022

Key Responsibilities:
• To have a detailed understanding and overview of the CIPS Exam Centre criteria.
• To undertake an unannounced visit at CIPS approved exam centres.
• To complete a detailed report and confirm whether, or not the exam centre has demonstrated compliance with the CIPS approved exam centre criteria.
• To attend training events, as and when required, to ensure knowledge of the exam centre criteria and inspection process is maintained.

Qualifications and experience
• Knowledge of running a computer-based exam session Desirable
• Knowledge and experience of an education environment Desirable

Other
• Good inter-personal skills Essential
• Excellent report writing skills Essential
• High level of IT literacy Essential
• Secure access to broadband internet connection Essential

Conflict of interest
A conflict of interest occurs when an individual or an organisation is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. For example, a conflict of interest exists
when an individual is involved in the delivery of CIPS qualifications and development and/or marking of CIPS assessments.