



Swiss Exams is a leading organisation in exam management. Swiss Exams is an authorised Cambridge Assessment English Platinum Centre, an official Goethe exams centre and an official IELTS test centre in Switzerland. For the administration of the Exams, we are looking for

Exam Supervisors

Description of Position

The Supervisors' responsibility is to instruct Invigilators, to ensure the integrity of the examination and closely follow Exam procedures. Exams are held on any day of the week (but mostly on Thursdays, Fridays, and Saturdays), on about 20 to 30 days a quarter. The Supervisor is expected to be available to work for about 50% of the exam dates throughout the year. We are looking for applicants for the areas of Bern, Zürich, Winterthur, St. Gallen, Baden, Basel, Thun and Chur. Allocations in other areas are also possible. A minimum commitment of two years is desired.

Specific Tasks

- Attend one training day on the 19.01.2023 or 24.01.2023 and / or 28.02.2023 if you speak French
- Collect and pack exam material
- Set-up exam hall to standards
- Prepare and run computer-based and paper-based exams
- Independently deal with any unforeseen situations or disruptions
- Read out exam announcements and ensure accurate timing of exam

Personal Skills

- Language requirement: English/German and/or French language skills of C1
- You have completed or are in the process of completing an apprenticeship, a Matura, a Bachelor or Master's Degree
- You have proficient IT user skills and are familiar with Microsoft Office programs
- You have good problem-solving skills and are able to stay calm in unforeseen situations

If you are interested in this position, please apply by using the link below

[Please submit your application here \(click on the link\)](#)

and send your CV to email: exam.staff@swiss-exams.ch

Application deadline: 11.12.2022

Swiss Exams
www.swiss-exams.ch