



Swiss Exams is licensed by Cambridge Assessment English to market and organise the Cambridge English Language Exams, such as the “Advanced” or “First” in Switzerland. For the administration of the Cambridge 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 Cambridge 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 those exam dates. We are looking for applicants for the areas of Berne and Lausanne. Allocations in other areas are also possible. A minimum commitment of two years is desired.

Specific Tasks

- Attend the training day on the 08.06.2021
- 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 language skills of C1 (Cambridge English: C1 Advanced) or higher
- 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
- You are Swiss, have a C work permit or a B permit and are married to a Swiss

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

[Please submit your application here](#)

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

Application deadline: 15.05.2021

Swiss Exams

Authorised provider for Cambridge English Exams

www.swiss-exams.ch