

INTRODUCTION

Each professional examiner/moderator panel exists in order to enable Trinity to deliver assessments when and where required across the globe, to a consistent level of quality and reliability.

Membership of a panel is undertaken on an individual basis by self-employed professionals who agree to abide by these Terms & Conditions. Trinity enters into an annual Agreement setting out the guidelines under which a Panel Member's services will be sought subject to the levels of activity which apply in any given year in each subject area and across the range of territories in which Trinity operates.

Applications to join a Trinity examiner panel may be made at any time to the relevant Head of Panel.

Initial appointment to an examiner panel follows a selection process which involves completing an application (with details of relevant qualifications and experience), attendance at an examiner selection event, which may or may not include training and is conditional on various criteria being met, e.g. provision of an Enhanced Disclosure from the Criminal Records Bureau; two references that are satisfactory to Trinity; proof of eligibility to work in the UK.

Continuing membership of a panel depends upon evidence of the individual's good practice during the preceding year(s), availability for re-standardisation, suitable availability on the part of the Panel Member and overall need (i.e. level of activity) in each given area of specialisation. Senior members of the panels will independently monitor good practice throughout the year. It is unlikely that panel members would be permitted to examine in an organisation where they had worked or still work, or examine learners or teachers whom they had previously tutored or still tutor.

Appointment and re-appointment to a panel is at the absolute discretion of Trinity College London.

FORMAL QUALIFICATIONS**CertTESOL moderator panel**

- A first degree (or equivalent) in a relevant subject
- A postgraduate degree in a subject relevant to the teaching of ESOL or appropriate Diploma TESOL qualification (QCF Level 7)

Diploma TESOL moderator panel

- A first degree (or equivalent) in a relevant subject
- A postgraduate degree in a subject relevant to the teaching of ESOL or appropriate Diploma TESOL qualification (QCF Level 7)

EXPERIENCE

CertTESOL moderator panel

- Five years' relevant experience of teaching ESOL
- Relevant recent experience in relation to training teachers of English to speakers of other languages at initial level
- Some familiarity with Trinity teacher training qualifications or equivalent
- Demonstrated commitment to the TESOL profession through a record of professional development (e.g. attendance on INSET courses, at conferences, publications (books or journal articles))

Diploma TESOL examiner panel

- Five years' relevant experience of teaching ESOL
- at least three years' ESOL teacher training experience including at least two years of training at Diploma (QCF Level 7) level
- Some familiarity with Trinity teacher training qualifications or equivalent demonstrated commitment to the TESOL profession through a record of professional development (e.g. attendance on INSET courses, at conferences, publications (books or journal articles))

CURRENT KNOWLEDGE

CertTESOL moderator panel

- In-depth knowledge of the grammatical, lexical, morphological and phonological features of spoken and written English as appropriate to a trainer of teachers of English
- Knowledge of contemporary and traditional English language teacher training and English teaching methods and approaches
- Knowledge of common approaches to preparing candidates for personal and critical feedback, and providing this in a sensitive but clear style
- Knowledge of the problems and challenges commonly experienced by learners of English, with reference to some specific learners (e.g. Italian- or Spanish-speaking or Chinese-speaking learners)
- Broad knowledge of the English teaching profession in and outside the UK, and major issues relative to employment – e.g. pay, conditions, relevance of political factors
- Broad knowledge of the issues related to teaching in cultural situations outside the UK – e.g. in multilingual communities; teaching large classes; teaching with few resources
- Knowledge of use of technology in teaching and training
- Knowledge of training programme design including teaching practice and feedback provision

Diploma TESOL panel

- In-depth knowledge of the grammatical, lexical, morphological and phonological features of spoken and written English as appropriate to a trainer of teachers of English
- Wide knowledge of contemporary and traditional English language teacher training and English teaching methods and approaches
- Wide knowledge of common approaches to preparing candidates for personal and critical feedback, and providing this in a sensitive but clear style
- Wide knowledge of the problems and challenges commonly experienced by learners of English, with reference to some specific learners (e.g. Italian- or Spanish-speaking or Chinese-speaking learners)
- Wide knowledge of the English teaching profession in and outside the UK, and major issues relative to employment – e.g. pay, conditions, relevance of political factors
- Wide knowledge of the issues related to teaching in cultural situations outside the UK – e.g. in multilingual communities; teaching large classes; teaching with few resources
- Knowledge of use of technology in teaching and training
- Wide knowledge of training programme design including teaching practice and feedback provision

AVAILABILITY

It is a requirement of each panel that the membership must be able to offer the minimum level of availability specified in the Agreement. This is not only to ensure that Trinity's examining commitments are fully provided for but also to ensure the minimum level of frequency of examining, which is essential to ensure adequate intra-rater and inter-rater reliability of assessment. Availability must include attendance at an annual re-standardisation event and any other compulsory training activity. Travel and subsistence/hotel expenses will normally be paid to examiners for these activities, but not fees.

FINANCIAL REQUIREMENTS

Panel Members are independent self-employed professionals offering their services in all the countries in which Trinity operates. While Trinity endeavours to reimburse Panel Members as quickly as possible, Panel Members must have financial arrangements to reflect the service they offer. It is essential that Panel Members have international cash withdrawal facilities (e.g. a credit card with an adequate credit balance) and a UK bank account.

PERSONAL DETAILS

Trinity's insurance does not cover individuals over the age of 75 years. It is our practice, therefore, to withdraw membership at the end of the year in which the individual reaches the age of 75.

HEALTH & SAFETY

The health, safety and welfare of Panel Members is a major concern for Trinity, and all Panel Members must be sufficiently fit to undertake UK and overseas travel.

PERSONAL QUALITIES

It is Trinity's policy to work towards a varied and representative panel membership with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership.