

INTRODUCTION

Each professional examiner 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.

CRITERIA FOR PANEL MEMBERSHIP

UK ESOL panel members are required to orally examine Skills for Life, ESOL for Work and the Step 1 & Step 2 suites of examinations.

Applicants for the UK ESOL examiners' panel must be resident in the United Kingdom and be prepared to travel to locations near or far to their local vicinity depending on centres' examination requirements.

There is a minimum amount of availability that applicants must agree to if they are successfully recruited. At the moment panel members are required to offer eight days' availability a year, five of which must be during June and July. This is subject to change.

FORMAL QUALIFICATIONS

As a minimum, applicants are required to have:

- A first degree (or equivalent) or teaching certificate
- A relevant and recognised ESOL teaching qualification

EXPERIENCE

Applicants should have a minimum of five years' recent EFL/ESOL teaching experience. A minimum of two years' experience of teaching on Skills for Life courses is also required.

It is not a prerequisite for applicants to have examining experience and those who examine for other awarding bodies are welcome to apply. (Please note that other awarding bodies do not follow this practice.)

CURRENT KNOWLEDGE

Applicants need to demonstrate a thorough knowledge of the Adult ESOL Core Curriculum. It is not necessary to have prepared candidates for Trinity examinations in order to be an examiner. However, during the selection and recruitment process applicants should be able to demonstrate the skills and attributes required to be an oral examiner who will professionally represent Trinity.

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.