

INTRODUCTION

Each professional examiner panel exists to enable Trinity to deliver assessments as 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 the associated 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.

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. Panel members will not be permitted to examine in an organisation where they have worked or still work or examine learners or teachers whom they tutor or have tutored in the past.

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

SELECTION PROCESS

The selection process for International ESOL examiners consists of application form screening, a skype interview, attendance at online training and selection events, and the assessment of mock exams. Applicants will also be expected to complete training tasks, at each stage. Progress to each stage of the recruitment process is conditional on the criteria from the previous task being met successfully.

DESCRIPTION OF EXAMINER ROLE

International ESOL covers Trinity's Graded Exams in Spoken English (GESE) and Integrated Skills in English (ISE) examinations.

International ESOL speaking and listening examinations are conducted on a one-to-one basis (i.e. one examiner with one candidate at a time). The examiner is responsible for conducting the exam and assessing the candidate at the same time. The examiner uses a tablet and Trinity App to administer the exam. Once the examination session has been completed, the examiner is required to give a 30-minute examination feedback session to the teachers.

Examiners assess candidate performance in prescribed tasks according to given criteria, with reference to the GESE and ISE specifications. Examiners are required to develop a set of personal materials and 'test plans' to use when conducting the examinations. Training is provided and ongoing support is available, for any queries that may arise.

EXAM CANDIDATE PROFILE

The majority of GESE candidates are young learners attending the equivalent of primary or secondary school. The minimum age for a GESE candidate is 5 years old. Applicants need to be prepared to work with young candidates, develop materials appropriate to their ages and adapt their own manner accordingly. However, there are also significant numbers of adult candidates particularly taking the higher-level exams. ISE candidates range from

young learners at the end of their primary education to adults taking ISE for work or study purposes.

EXAMINING TOURS

Prior to deployment more widely, new examiners will be offered work in their local region. Exams are conducted at registered examination centres which cover a variety of institutions such as state primary and secondary schools, private language schools, universities etc.

EXAMINATION PERIOD

The peak examining period is in May and June. All examiners will conduct examining 'tours' during this time. Tours varying in length from 1- 3 weeks depending on individual availability and overall need.

CRITERIA FOR PANEL MEMBERSHIP

Applicants for the International ESOL Examiners Panel must:

- 1) agree to abide by Trinity's Safeguarding and Child Protection Policy and Code of Practice, available on our website;
- 2) offer the required availability;
- 3) be under 75 years old (for insurance purposes);
- 4) have enhanced DBS clearance from the UK, or the equivalent police clearance from the applicant's country of residence (or multiple countries if an applicant has resided in another country in the previous 5 years);
- 5) demonstrate the required qualifications, experience and skills;
- 6) provide two references that are satisfactory to Trinity;
- 7) successfully complete the full online training programme and an annual standardisation exercise; **and**
- 8) be competent working with technology, have a valid email account, a working mobile phone number, regular access to electronic communication;
- 9) be financially solvent and able to meet out of pocket expenses associated with exam tour itineraries.

MINIMUM QUALIFICATIONS

Applicants are required to have the following qualifications:

English Language Proficiency

- Completed education in English-medium schools or university;
or
- At least C1-level English proficiency on an internationally recognized English language assessment

Education

A first degree, preferably in TESOL, applied linguistics, education, or a related field (e.g. Modern Languages) is desirable as is a recognised teaching qualification in TESOL/ESOL (e.g. PGCE or Cert TESOL) or a teaching authorisation/qualification accepted in your country.

Please note that some examiners are required to examine C2 CEFR level candidates and must therefore be able to operate competently at this level themselves in order to carry out accurate assessments.

EXPERIENCE AND CURRENT KNOWLEDGE

Applicants are required to have a minimum of 2 years' recent English language teaching experience. Experience of assessing speaking for large-scale, standardised examinations is an advantage but is not required. Those who have examined or currently examine for other boards are welcome to apply. It is not necessary to have prepared candidates for Trinity examinations in order to be an International ESOL Examiner.

SKILLS AND ATTRIBUTES

Given the nature of the role, applicants need to:

- present themselves in a professional manner;
- work independently;
- become fully familiar with all examination specifications and materials;
- make objective and accurate assessments;
- be able (physically and mentally) to undergo independent travel for up to three weeks at a time;
- be punctual and be able to strictly adhere to exam schedules;
- keep accurate records;
- understand and empathise with safeguarding and the protection of children and vulnerable adults as stated on Trinity's website;
- be comfortable working with children;
- be culturally sensitive and aware;
- be well-organised and fully prepared; and
- be reliable.

AVAILABILITY

International ESOL Examiners must offer **a minimum of 2 weeks' availability per calendar year, which must fall during the peak examining period which covers four to six weeks in April, May and June.** It is preferable if examiners are able to offer blocks of available time, usually a minimum of 2 weeks, rather than separate individual weeks. The peak examining period and minimum availability requirements are subject to change according to market demand. Please note, although examiners **must offer** this minimum level of availability, no minimum examining work is guaranteed by Trinity until the signing of a Panel Member Agreement.

Exams occur throughout the year so there are examining opportunities outside of the peak period but new examiners should not expect to be offered much work beyond the 2 mandatory weeks. Examiners work up to a maximum of 6.5 hours a day and a maximum of 33 hours in any seven-day period.

Examiners must also be available to attend and/or participate training events and to complete an annual or biannual standardisation exercise. This is to ensure reliability of assessment and exam delivery.

HEALTH & SAFETY

The health, safety and welfare of International ESOL Examiners is a major concern for Trinity, and all examiners 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.

SAFEGUARDING AND CHILD PROTECTION

Trinity College London is committed to safeguarding and protecting the children and young people with whom we work. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.