

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.

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 (ie 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 Drama Examiners consists of application form screening, interview (via eg Skype), 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 and dependent on the criteria from the previous task successfully being met.

AVAILABILITY

Drama Examiners must offer a minimum of 2 weeks' availability per annum. It is preferable if examiners are able to offer blocks of available time, usually a week or more, rather than separate individual days. 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. If you cannot offer the required availability, then please do not apply.

Examiners must also be available to attend and/or participate in training events, either face-to face or online and to complete a subsequent online, annual standardisation exercise. This is to ensure reliability of assessment and exam delivery.

CRITERIA FOR PANEL MEMBERSHIP

Applicants for the Drama Examiner 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 a native speaker of English, or be fluent in English and hold relevant English language qualifications at CEFR B2;
4. have enhanced DBS clearance from the UK, or the equivalent police clearance from your country;
5. be under 75 years old (for insurance purposes);
6. provide two references that are satisfactory to Trinity;
7. demonstrate the required qualifications, experience and skills;
8. attend and/or participate in training events, either online or face to face and successfully complete an annual standardisation exercise;
9. be competent working with technology, have a valid email account, a working mobile phone number and regular access to electronic communication

SKILLS, KNOWLEDGE AND ATTRIBUTES

Applicants must:

- Have a lively, perceptive and abiding interest in drama, literature and the performing arts.
- Have an interest and commitment to supporting the progression of skills and engagement in drama, literature and the performing arts for all ages.
- Be able to demonstrate a high degree of understanding and appreciation of a wide range of dramatic and other literature in a range of genres and from a variety of cultures.
- Be able to demonstrate an understanding of musicianship
- Be able to demonstrate a high degree of understanding of at least one of the following: production skills, vocal technique, improvisation, mime, dance, musical theatre, devised theatre.
- Be able to demonstrate excellent and accurate written skills (particularly under time pressures)
- Be able to make objective and accurate assessments and to write legible, coherent and constructive reports to support the marks awarded
- Have excellent communication and interpersonal skills
- Be willing and available to fulfil regular examinations in the UK (requiring travel) and / or International tours of several weeks at a time (pre-arranged dates months ahead)
- Be punctual and be able to strictly adhere to exam schedules
- Be able to engage with candidates of all ages and abilities from a wide variety of cultural backgrounds.
- Present themselves in a professional manner
- Work independently
- Become fully familiar with all exam syllabuses and materials
- Be able (physically and mentally) to undergo independent foreign travel
- Understand and empathise with safeguarding and the protection of children and vulnerable adults as stated on our website

FORMAL QUALIFICATIONS & EXPERIENCE

It is acknowledged that the range of performance subjects in Trinity's Drama and Communications suite is wide-ranging and that examiners may come from different backgrounds and/or disciplines. Typically, examiners will have a mix of the follow qualifications and experience:

- Honours degree (or equivalent) in drama, literature — or a performance-based subject
- A relevant teaching qualification at Level 6 or equivalent experience of wide-ranging teaching.
- Professional experience as an actor, performer, director, playwright or other industry professional.
- Substantial teaching/facilitating experience in drama and/or one or more performance related disciplines in a range of contexts.
- Assessment experience in at least one arts context
- Proven track record in working with children and/or young people within an arts context
- Proven track record of working with people from a variety of cultures

FINANCIAL REQUIREMENTS

Panel Members are independent self-employed professionals offering their services in all the countries in which Trinity operates.

HEALTH & SAFETY

The health, safety and welfare of Drama Examiners is a major concern for Trinity, and all examiners must be sufficiently fit to undertake local 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.