	Panel Member Role Description **Diploma Examiner: Music Performance**
TRINITY COLLEGE LONDON	

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 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 would not be permitted to examine students with whom they are currently working.

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

SELECTION PROCESS

The selection process for Diploma examiners consists of application screening, remote interview, attendance at online training and the successful completion of post training tasks. Each stage is conditional on various criteria being met (see Criteria for Diploma Panel Membership below).

AVAILABILITY

Diploma 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 DIPLOMA PANEL MEMBERSHIP

Applicants for the Music Diploma 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 level;
4) have enhanced DBS clearance from the UK or the equivalent police clearance from their 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 AND ATTRIBUTES

Applicants must:
- Have significant expertise in music, supported by a high level of musical understanding and a wide knowledge and comprehension of different instrumental areas
- Be able to make objective and accurate assessments and to write legible, coherent and constructive reports, in English, to support the marks awarded
- 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
- Have an understanding of the Trinity music exam ethos
- Present themselves in a professional manner
- Work independently
- Become fully familiar with the Trinity Performance Diploma exam syllabuses and materials
- Be able (physically and mentally) to undergo independent foreign travel for weeks at a time
- Understand and empathise with safeguarding and the protection of children and vulnerable adults as stated on our website

FORMAL QUALIFICATIONS

Honours degree (or equivalent) in Music and relevant performance or teaching qualifications.

March 2020

EXPERIENCE

An appropriate level of individual performance experience is expected.

Applicants must also have substantial instrumental music teaching experience (typically 5 years or more), including advanced level (Grade 8+) experience.

They may also have experience as an examiner, assessor, or adjudicator.

MAKING AN APPLICATION

All of the criteria must be met and declared in the application form together with a supporting statement, written in English. This statement should be approximately 400 words and must include a brief account which outlines your interest in diploma performance examinations, why you are interested in joining the panel of Trinity College London, and why you think you might be suited to the work.

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 all Diploma Examiners is of utmost importance to Trinity, and all examiners must be sufficiently fit to undertake 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/or 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.