

INTRODUCTION

The Panel of UK ESOL Examiners exists in order to enable Trinity College London ('Trinity') to deliver assessments when and where required across the UK, to a consistent level of quality and reliability.

Membership of the UK ESOL Examiners Panel is undertaken on an individual basis by self-employed professionals. Trinity enters into an annual agreement setting out the terms under which an examiner's services will be sought. The services will be sought on the basis of the levels of activity which apply in any given year for Skills for Life ('SfL') and Step 1 and Step 2 examinations across the UK.

Applications to join the UK ESOL Examiners Panel may be made at any time to the Panel Development & Standardisation team.

DESCRIPTION OF EXAMINER ROLE

UK ESOL covers the Skills for Life and Step 1 & Step 2 suites of examinations.

UK ESOL speaking and listening examinations are conducted on a one-to-one basis (i.e. one examiner with one candidate at a time, apart from the SfL group task where there are 3 – 4 candidates and one examiner). The examiner is responsible for conducting the exam and assessing the candidate/s at the same time.

Examiners assess candidate performance in prescribed tasks according to given criteria with reference to the Skills for Life 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 from Trinity's Academic Team for any queries that may arise.

EXAM CANDIDATE PROFILE

The large majority of UK ESOL candidates are people aged 16 and over who live in the UK and need English for everyday life and for work. They are designed to help people progress into mainstream English education and employment.

EXAMINING SESSIONS

Exam sessions are conducted throughout the UK and applicants must be prepared to travel within the UK to examine.

EXAMINATION PERIOD

The peak examining period is March, June and December. All examiners will conduct examining sessions during this time.

CRITERIA FOR PANEL MEMBERSHIP

Applicants for the UK ESOL Examiners Panel must:

- 1) be resident in the United Kingdom with eligibility to work;
- 2) have English as a first language or hold relevant English language qualifications at CEFR C2 level
- 3) have enhanced DBS clearance from the UK
- 4) be under 75 years old (for insurance purposes);
- 5) demonstrate the required qualifications, experience and skills;
- 6) offer the required availability;

- 7) attend and/or participate in training events, either online or face to face and successfully complete 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.

FORMAL QUALIFICATIONS

Applicants are required to have:

- a first degree (and/or equivalent PGCE/ ESOL teaching qualification); **and**
- a recognised teaching qualification in TESOL/ESOL (NQF level 5 and EQF equivalent)

Also acceptable are:

- Masters in TESOL/ESOL qualification, plus teaching practice. Please note that a Masters qualification which **does not have** a teaching practice component is not considered to meet the requirements;
- PGCE qualifications specialising in ESOL, plus teaching practice; and
- Other relevant qualifications which map to a level 5 of the UK National Qualifications Framework and European Qualifications Framework.

Non-native speakers of English should have at least one of the following qualifications:

- Trinity College London ISE IV;
- IELTS level 9;
- Cambridge Certificate of Proficiency in English (CPE);
- TOEFL IBT – score of 120;
- Pearson PTE – level 5; or
- Pearson PTE academic – score of 85+

Please note all 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. The final decision to invite applicants to join the International ESOL Examiner Panel is made by the recruiting team after the recruitment event and completion of online standardisation tasks.

EXPERIENCE AND CURRENT KNOWLEDGE

Applicants are required to have a minimum of 5 years' recent ESOL teaching experience. It is not a pre-requisite for applicants to have examining experience. However, those who do examine for other boards are welcome to apply. It is not necessary to have prepared candidates for Trinity examinations in order to be a UK 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 travel around the UK
- be punctual and be able to strictly adhere to exam schedules;
- keep accurate records;
- be culturally sensitive and aware;
- be well-organised and fully prepared; and
- be reliable.

AVAILABILITY

UK ESOL Examiners must offer **a minimum of 15 days' availability per year. Ten of these days must fall within the peak examining period i.e. March, June and December.** You may also be asked to examine in the evenings and on Saturdays. 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. Examiners work up to a maximum of 6.5 hours a day.

Examiners must also be available to attend and/or participate 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.

HEALTH & SAFETY

The health, safety and welfare of UK ESOL Examiners is a major concern for Trinity, and all examiners must be sufficiently fit to undertake work and travel within UK.

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 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.