

INTRODUCTION

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

Membership of the International 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 Graded Examinations in Spoken English ('GESE') and Integrated Skills in English ('ISE') examinations across the range of territories in which Trinity operates.

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

DESCRIPTION OF EXAMINER ROLE

International ESOL covers GESE and 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). Therefore 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 from Trinity's Academic Team for any queries that may arise.

EXAM CANDIDATE PROFILE

The large 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

New examiners will be offered work in Europe and the UK. 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) be resident in the United Kingdom or Europe with eligibility to work;
- 2) be a native speaker of English or be fluent in English and hold relevant English language qualifications at CEFR C2 level
- 3) have enhanced DBS clearance from the UK or the equivalent police clearance from your country ;
- 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 ESOL teaching qualification); **and**
- a recognised diploma-level (NQF and EQF level 7) teaching qualification in TESOL/ESOL.

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 7 of the UK National Qualifications Framework and Level 7 of the 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 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 foreign travel for three weeks at a time;
- be punctual and be able to strictly adhere to exam schedules;
- keep accurate records;
- 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 3 weeks' availability per annum and these weeks must fall during the peak examining period which covers four to six weeks in 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. If you do not have the required availability, then please do not apply.

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 3 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, 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 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.