

GUIDANCE NOTES – APPLYING TO BECOME AN EXAMINER OR MODERATOR

Thank you for your interest in Trinity College London. Your application form provides us with the information we use to help us decide whether or not to invite you to an interview or assessment event. These notes have been designed to assist you in providing us with the information we need before making any selection decisions.

About Trinity

Trinity College London is a leading international examinations board incorporating Trinity Guildhall and offers accredited qualifications in English language and the performing and creative arts, from graded examinations and certificates to diplomas and higher level vocational qualifications.

Our exams and assessments are designed to help students and trainees progress; to mark an achievement at each stage of their development, and at all levels of competence, on a journey towards fulfilment of their own individual talents and abilities.

Trinity is supported by its panels of expert examiners and leading specialists and academic staff and other stakeholders in and outside the organisation. Together with the emphasis it lays on longstanding relationships and an approachable style, these qualities give Trinity the human touch designed to encourage and motivate learners and teachers to achieve their personal and professional goals.

Selection process

Trinity accepts applications for all examiner panels throughout the year. All applications are reviewed by the relevant Head of Panel who will write to each applicant to inform them whether or not their application can be considered and, if so, what the selection process will be and when it will take place.

Making an application

Application forms can be obtained via the appropriate panel and should be completed in black ink. Please state clearly the panel you wish to apply for and any specific area of specialism, e.g. for our Music panel, specific interest in an instrument or genre.

The examiner panel member application form is also available to download at www.trinitycollege.com

Please return your completed application form, addressed to the appropriate panel administrator, e.g. Arts Award Panel Administrator, to Trinity College London, Blue Fin Building, 110 Southwark Street, London SE1 0TA, UK.

All sections of the application form must be completed, including the 'supporting information' section which should provide as much detail as possible in demonstrating why you think you are suitable to become a Trinity examiner or moderator.

Support for disabled applicants

We want to ensure that all applicants have equal access to our selection procedures. If you are disabled, have an impairment or long-term health condition that may affect your ability to complete this form, or if you require adjustments to enable you to attend an interview selection/training event or participate in the selection process, you should tell us at the time you make your application. This will enable us to make any reasonable adjustments necessary for you to participate in the selection process.

Offers to join the examiner panel

Offers to join the Trinity examiner panel are conditional upon the following:

Eligibility to work in the UK

Proof that you have the right to work in the UK by producing original documentation.

References

A minimum of two work references which are satisfactory to Trinity and as a minimum should cover the previous 5 years.

Criminal Records Bureau check

Clearance from the Criminal Records Bureau by way of an acceptable enhanced disclosure. Applicants for membership of a panel will be required to complete a CRB application prior to appointment. The cost of the CRB check is to be borne by the applicant.

Qualifications

Proof of appropriate qualifications, award certificates and professional memberships.

Data protection

The information provided by you on the application form and supplementary forms will be used to assist with the process of selection in accordance with Trinity's procedures. By signing the declaration on the application form, it is understood that you consent to the use of your personal information for the stated purpose.

Equal opportunities

Trinity College London is an Equal Opportunities organisation. The aim of our policy is to ensure that all persons working and dealing with Trinity receive comparable treatment irrespective of race, gender, ethnic or national origin, age, colour, sexuality, gender reassignment status, religious or political beliefs, marital status and social class, responsibilities for dependants, physical or mental disability, or offending background, and are not disadvantaged by conditions or requirements or practices which cannot be shown to be justifiable. Trinity opposes all forms of unlawful discrimination.

The Equal Opportunities Monitoring form will be separated on receipt of your application and the information contained on it will not be made available to the Selection Panel.