

Principal examiner recruitment policy

1. Document purpose

The purpose of this document is to specify the minimum requirements applicants must meet in order to be appointed as a Principal examiner for a component/discipline. In addition, the document also outlines desirable qualities which may be taken into account during the appointment process.

2. Applicant requirements

The list below identifies the requirements an applicant **must** have in order to be appointed as a principal examiner for the IB.

- In the component/discipline for which they wish to be the Principal examiner applicants must have proven, extensive assessment experience (please see appendix A for examples).

Or

- The applicant must hold another senior examiner position related to that subject such as Chief examiner.
- The ability to communicate with IB colleagues in English
- A genuine passion and interest in the theory and practice of setting standards in IB assessments.
- Applicants must have proven experience in meeting administrative deadlines and requirements.
- Applicants must be able to attend meetings, whether meetings are held face to face or using virtual platforms.
- Applicants must be available prior to and after the standard marking period in order to attend standardisation meetings, complete additional marking, attend grade award meetings and work with other departments producing development materials.
- Applicants must be in good standing with IB and the examining team.

3. Desirable qualifications and experience

The list below provides information on the qualifications and experience that are desirable for an applicant to possess when applying to become a Principal examiner for the IB.

- Successful experience as an IB Examiner/Team leader in the component/discipline

- Good team building skills – a genuine interest in supporting and encouraging team members
- Good understanding and enthusiasm for the use of Assessor technology
- The ability to read documents, write reports and mark candidates' work in French and/or Spanish. Fluency in other languages, such as German or Chinese may also be desirable.
- Recent teaching experience, preferably in the last five years.

4. Appointment principles

If an applicant meets the requirements listed above the applicant will be considered for the position of principal examiner in the relevant component/discipline. Principal examiners will not normally examine another concurrent component.

Appendix A

The expected proven, extensive assessment experience expected from an applicant will vary depending on the component/discipline in question. Below are typical examples:

If the component/discipline has a larger candidature (5,000+ candidates) and is well established (the assessment has been offered for 3+ years) we would expect applicants to have acted as team leader within that component/discipline for at least 2 years. Ideally they will also have attended standardisation or grade award meetings and been part of the examination production process.

If the component/discipline has a smaller candidature (below 5,000 candidates) and is well established (the assessment has been offered for 3+ years) we would expect applicants to have acted as team leader within that component/discipline or acted as an examiner for at least 3 years. Ideally they will also have attended standardisation or grade award meetings and been part of the examination production process.

If the component/discipline is being introduced we would expect applicants to have assessment experience in other components/disciplines or to have been involved in the development of the new component/discipline.