1. Subject recruitment status
Check the subjects in which we are recruiting IB Examiners. Current information is available on www.ibo.org/examiners.

2. Recruitment policy
Read the policy before starting the application process, to ensure you meet the necessary requirements.

3. Application form
Only referees from the same institution, in a superior position to you, such as the IB coordinator, head, or deputy head of school, faculty.

4. References
If satisfied with your application, the IB will request at least one reference.

5. Application outcome
Once all references have been evaluated and reviewed, the IB will send an email with the outcome of your application.

6. Mandatory induction training
If successful, you must complete an online induction course which provides an introduction to the IB systems.

7. IB Examiner account
Once your account is set up, you will be granted access to IB systems including subject-specific training.

8. Registering availability for marking
Please register your availability to mark for each examination session. In September each year, all IB Examiners will receive a registration email for the following year’s examination sessions.

9. Marking targets
Only IB Examiners who register as “available for marking” will be considered when marking targets are assigned. Please note that the IB cannot guarantee marking for every IB Examiner.

10. Complete marking
If you have committed to marking, please complete it within the marking window and according to IB standards, as the quality of your marking can make a difference in a student’s future.