

# 10 steps to becoming an IB Examiner

Diploma Programme

Career-Related Programme

Middle Years Programme

## 1 Subject recruitment status

Please check the subjects in which we are recruiting IB Examiners. Current information is available on [www.ibo.org/examiners](http://www.ibo.org/examiners).

## 2 Recruitment policy

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

## 3 Application form

If you currently work or have previously worked in a school or university, at least one referee must be 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 references.

## 5 Application outcome

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

## 6 Mandatory induction training

If your application is successful, you must complete an induction course which provides an introduction into the Examiner role and IB systems. The course must be completed before your IB Examiner account will be set up.

## 7 IB Examiner account

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

## 8 Registering availability for marking

Please note that it is necessary to 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.

## Complete marking

If you have committed to marking, please complete it within the marking window and according to IB standards set by the principal examiner. Remember that behind each piece of work is a student whose future may depend on the quality of your marking.

## 10