

IB Assessment Translator recruitment policy

Version 1.1 26/10/2018

1. Document purpose

The purpose of this document is to specify the minimum requirements applicants must meet in order to be considered as an IB Assessment Translator for either the Middle Years Programme (MYP) or Diploma Programme (DP). 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 considered as an IB Assessment Translator.

- Applicants **must** be a native speaker of the language into which they are applying to translate.
- Applicants **must** have a professional translation qualification in the language combination for which they are applying.
- Applicants **must** have a minimum of five years' professional translation experience.
 - Applicants **must** have a degree or equivalent in the subject (or a related subject) for which they are applying to translate.
- Applicants **must** have a detailed and up-to-date knowledge of the subject for which they are applying to translate.
- Applicants **must** have the ability to communicate, read documents and write reports in English.
- Applicants **must** have no perceived conflict of interest from involvement with schools or students taking this assessment. Please refer to IB Assessment conflict of interest policy.
- If successful, the applicant **must** relinquish any IB Workshop leader, Online Facilitator, Programme Field Representative, DP Advantage Coach or Building Quality Curriculum role that they currently undertake.

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 an IB Assessment Translator or Reviser.

- Familiarity with the IB Programme
- Familiarity with IB assessment models and practices
- Knowledge of IB House Style and writing conventions

4. Essential administrative requirements

- Applicants **must** be available at pre-arranged times throughout the year to fulfil commitments, and respond to queries in a prompt manner.
- Applicants **must** have access to the internet, via a broadband connection, in a secure environment that is suitable for writing or reviewing confidential assessment material.

- Applicants **must** provide the IB with contact details for at least two referees. An applicant will not be appointed until the IB has received at least two satisfactory references directly from the referees listed.
- Applicants **must** have a bank account held in their own name. Payment will only be made into a bank account held in the post holder's name. Under no circumstances will payments be made to a third-party account, that is, an account held in the name of a relative, company/organisation or other representative.
- Applicants with bank accounts in the following countries/areas must receive payment in the local currency; (i) Canada, payments in Canadian Dollars (CAD), (ii) European "Eurozone" countries, payments in Euros (EUR), (iii) India, payments in Indian Rupees (INR), (iv) Singapore, payments in Singapore Dollars (SGD), (v) USA, payments in US Dollars (USD), (vi) United Kingdom, payments in British Pounds (GBP), (vii) Switzerland, payments in Swiss Francs (CHF).

5. Appointment principles

If an applicant meets the requirements stated in sections 2 and 4 the applicant will be considered for the post they have applied for.

During the recruitment process, references will be sought and applicants may be asked to undertake tasks or respond to questions within a set timeframe. The exact timeframe for appointments will be communicated during the recruitment process.

The scope of work offered to successful applicant(s) is dependent on connections with IB world schools.

The IB must comply with the laws and regulations of all countries in which it appoints IB educators.