IB Chief Examiner Recruitment Policy

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1. Document purpose
The purpose of this document is to specify the minimum requirements applicants must meet in order to be considered as a Chief examiner in any IB Programme. In addition, the document also outlines desirable qualities which may be taken into account during the appointment process.

2. Essential qualifications and experience
The list below identifies the requirements an applicant must have in order to be appointed as a Chief examiner for the IB.

- If successful, the applicant must relinquish any IB workshop leader, online facilitator, Programme Field Representative, Building Quality Curriculum or DP Advantage Coach role that they currently undertake.
- Applicants must have a degree or equivalent in the subject (or a related subject) for which they are applying.
- Applicants must have a minimum of one year’s experience teaching and assessing the subject (or a related subject) to students in an appropriate age range:
  - 14 to 16 years of age – MYP
  - 16 to 19 years of age – DP.
- Applicants must possess management and leadership skills coupled with strong communication and networking capabilities.
- Applicants must be familiar with the principles and challenges of good assessment.
- Applicants must have the ability to read documents and write reports in English.
- Applicants must be available throughout the year to fulfill commitments, attend meetings and respond to queries.
- Applicants must be available during the examination sessions to complete standardization, marking, moderation, grade awarding and enquiry upon results tasks.
- Applicants must demonstrate a high level of enthusiasm for e-Marking and their commitment to international education.
- Applicants must have previous examining experience.
- Applicants for DP level Mathematics subjects must be competent in using an IB approved graphic display calculator (a list of approved models is available in Appendix A).
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 Chief examiner for the IB.

- Experience of teaching the Diploma, Middle Years or Career-related Programmes.
- Independent of any IB World Schools, preferably for three years or more.
- Previous senior examiner experience.
- Previous assessment setting experience.
- Experience of large-scale assessment.
- Publications in the relevant academic field.
- The ability to read documents, write reports and mark candidates’ work in one or more languages other than English, in particular:
  - French
  - Spanish
  - German
  - Chinese
  - Japanese
  - Arabic
  - Dutch
  - Korean
  - Hindi
  - Indonesian
  - Russian
  - Swedish
  - Turkish

4. **Essential administrative requirements**

- Applicants must have access to the internet, via a broadband (or faster) connection, in an environment that is suitable for marking 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 to an examiner will only be made into a bank account held in the name of the examiner. Under no circumstances will payments be made to a third-party account, that is, an account held in the name of a relative, company/organization 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) Singapore, payments in Singapore Dollars (SGD), (iv) USA, payments in US Dollars (USD), (v) United Kingdom, payments in British Pounds (GBP), (vi) Switzerland, payments in Swiss Francs (CHF).
5. Appointment principles

If an applicant meets the requirements listed in sections 2 and 4, the applicant will be considered for the post. During the recruitment process references will be sought and applicants may be asked to undertake tasks or questions set by the subject manager within a set timeframe. Short listed applicants will be asked to take part in an interview (which will be conducted using teleconferencing tools) with the subject manager on a mutually agreed date.

The exact time frame for appointment will be communicated during the recruitment process.

All Chief examiner appointments officially start on 1st September.

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

IB Recommended/Approved Graphic Display Calculators

Texas Instruments
- TI-84 Plus Silver Edition
- TI-83 Plus Silver Edition
- TI-84 Plus
- TI-83 Plus
- TI Nspire (non-CAS), with 84 faceplate
- TI Nspire (non-CAS) version 1.3 or higher, in “Press to Test” mode

Casio
- CFX 9850 Plus
- FX 9860 AU
- FX 9750 Plus
- FX 9860 G
- CFX 9950 Plus
- FX 9860 G SD
- FX 9860G II
- FX 9860 G II SD
- FX 9860 AU Plus
- FX1.0 Plus
- Graph 65 Plus
- Graph 35 Plus
- Graph 85
- Graph 85 SD