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| Assessment content developer Application Form |

**Please email this completed form to:** [**examiners@ibo.org**](mailto:examiners@ibo.org) **for the attention of Assessment content developer Recruitment**

**Address:** International Baccalaureate, Peterson House, Malthouse Avenue, Cardiff Gate, Cardiff, UK. CF23 8GL

**Telephone:** +44 29 2054 7777

**Assessment Author recruitment policy**

It is essential that you read the IB Assessment content developer recruitment policy prior to completing this application form. The policy is available on the examiner recruitment pages of the IB public website at [www.ibo.org/examiners](http://www.ibo.org/examiners)

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| **Please indicate the subject for which you are applying:** |  |

**Personal details**

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| **Title (Mr, Mrs, Dr, Ms, Miss, etc)** | **Given/first name(s)** | **Family/Last name** |
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| **Nationality** | **First language** | **Gender** |
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| **Date of Birth (DD/MM/YYYY)** |  |  |
|  | Note: Date of birth information is only used when creating examiner accounts on secure IB systems. This information will not be used during the appointment process. | |

**Contact details**

Please enter your contact details in the fields below.

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|  |  | **Telephone including country and area code:** | |
| **Address:**  **Country:** |  | Primary |  |
| Alternative |  |
|  | |
| **Email:** | |
| Primary |  |
| Secondary |  |

**Where did you find out about this vacancy?**

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**Please indicate if you currently hold, or previously held, any of the roles listed below.**

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| **IB Workshop leader** | Current/Former/No |  | **Programme Field Representative** | Current/Former/No |
| **Online Facilitator** | Current/Former/No |  | **Building Quality Curriculum reviewer** | Current/Former/No |

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| **I confirm that if my application is successful, I will relinquish all of the above roles that I currently hold** |  |

**Please note:** If you fail to disclose a current or previously held role, your application will be rejected

**Qualifications**

Please enter the details of your first degree, any further degrees, technical or other professional qualifications, indicating, where possible, the main and any additional subjects studied.

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| **Dates** | | **Name of university, awarding body or other institution of higher education** | **Degree/qualification** | **Subject(s) studied** |
| **From** | **To** |
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**Employment**

Please enter details of your employment (most recent first).

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| **Dates** | | **Name of employer (school/organization)** | **Position held** | **Subject(s) taught** | **Age range taught** |
| **From** | **To** |
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Please state any subjects in which are teaching or you have taught the IB curriculum (most recent first).

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| **Dates** | | **Programme (PYP, MYP, DP, CP)** |  |
| **From** | **To** | **IB subject/syllabus/paper** |
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**Conflicts of interest**

All those involved in the preparation of assessments have access to highly sensitive information and where possible must be independent of the candidates who will take those assessments. As such, the IB requires that all IB Educators declare all potential conflicts of interest.

Please read the Assessment IB Educator conflicts of interest policy [here](https://www.ibo.org/jobs-and-careers/become-an-assessment-ib-educator/conflicts-of-interest/) then declare all conflicts of interest.

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| **IB School Name** | **IB School Code** | **Connection to school or candidate** |
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| Please declare all IB professional development, any coaching of IB teachers or IB candidates and any other conflicts of interest in the box below: |
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**Examining experience**

Are you currently or have you been an examiner for the IB? If so please provide your IBIS number and/or subject(s) in the boxes below.

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| **IBIS number** | **Subject(s)** |
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Please provide details of any other previous or current examining experience.

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| **Dates** | | **Name of examining board** | **Subject(s)** | **Level(s)** | **Position(s) held\* or component marked\*\*** |
| **From** | **To** |
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\*Position: Examiner, team leader, paper author, etc.

\*\*Component: Internal assessment, essays, scripts, etc.

**Working languages**

Please indicate your proficiency in the three IB working languages (English, French and Spanish), and in any other language. It is important that your language skills are sufficiently strong to fulfil the tasks effectively. Please circle/indicate the relevant answer.

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| **Language** | **Able to read documents** | **Able to mark** | **Able to write reports** |
| **English** | Yes/No | Yes/No | Yes/No |
| **Spanish** | Yes/No | Yes/No | Yes/No |
| **French** | Yes/No | Yes/No | Yes/No |
|  | Yes/No | Yes/No | Yes/No |
|  | Yes/No | Yes/No | Yes/No |

**Questions**

Please answer the following questions providing examples where possible.

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| Please list all experience of creating assessments: |
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| Please provide details of your availability to fulfil commitments, attend meetings, meet deadlines and respond to queries: |
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| Describe your strengths and experience in communicating with others at varying levels in an organization and also within a team: |
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| Please provide your understanding of the IB and its functions: |
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| Please demonstrate your enthusiasm for e-marking and/or e-assessment with examples: |
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| Taking into account the role description and relevant recruitment policy, please provide any other information which is relevant to your application: |
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**References**

As part of the recruitment process all applications **must** be supported by a minimum of two professional references.

If working at a school, your primary referee **must** be your Head of School, Deputy Head of School or, if working at an IB school, IB coordinator.

If recently retired or not currently working in education, your primary referee **must** be the Head of school, Deputy Head of school or IB coordinator of your last school.

If working in a College or University, your primary referee **must** be in a senior position to you, such as a Head of Department.

Family members, friends and current IB employees will **not** be considered as referees.

Please notify your referees that references may be requested to support this application.

**Referee 1: Primary referee**

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| **Title (Mr, Mrs, Ms, Miss, etc)** | **Given/first name(s)** | **Family/Last name** |
|  |  |  |
| **Relationship to you** | **Position/job title** |  |
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| **Email address** | **Alternative email address** |
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**Referee 2: Additional referee**

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| **Title (Mr, Mrs, Ms, Miss, etc)** | **Given/first name(s)** | **Family/Last name** |
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| **Relationship to you** | **Position/job title** |  |
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| **Email address** | **Alternative email address** |
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**Data Protection**

Assessment content developer applications may be reviewed by the subject manager for purposes other than assessment preparation. These may include teacher professional development, curriculum development, etc. Please enter a cross in the box below if you do not wish for your application to be made available to the subject manager for other purposes than your application for the role.

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| **I confirm that I do not wish for my Assessment content developer application to be made available to the subject manager for purposes other than the post for which I am applying.** |  |

**Policies**

Please enter a cross in the box below to confirm your acceptance of the following IB policies:

IB websites Terms and conditions                   <https://www.ibo.org/terms-and-conditions/>

IB Privacy Policy                                              <https://www.ibo.org/terms-and-conditions/privacy-policy/>

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| **I agree to the IB websites terms and conditions and the IB Privacy Policy** |  |

**Declaration**

I confirm that:

* **I have broad band (or equivalent) access to the internet in an environment that is suitable for preparing confidential examination material.**
* **The information I have provided is, to the best of my knowledge, true, complete and correct. I also certify that any documentation provided in support of my application is authentic and accurate. I understand that any appointment offered to me would be on this basis.**
* **I understand I have to maintain the confidentiality of all assessment material entrusted to me, including IB’s policies.**

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| **Entering your name into this box indicates that you comply with the declaration** |  |  |  | **Date** |  |