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| Assessment Translator Application Form |

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

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

**Telephone:** +44 29 2054 7777

**Assessment Translator recruitment policy**

It is essential that you read the IB Assessment Translator 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)

**Subject**

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| Please indicate the subject and language combination for which you are applying: |  |

**Personal details**

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| **Family/Last name** | **Given/first name(s)** | **Title (Mr, Mrs, Dr, Ms, Miss, etc)** |
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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 |  |
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| **Email:** | |
| Primary |  |
| Secondary |  |

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

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**Are you currently an IB Workshop Leader, Online Facilitator, Programme Field Representative, or DP Advantage Coach?**

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Please note that, should you currently be undertaking any of the above roles currently, you would be asked to relinquish those duties if appointed to this post.

**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** | **Native speaker** | **Fluent** | **Able to read & write reports** |
| **English** | Yes/No | Yes/No | Yes/No |
| **Spanish** | Yes/No | Yes/No | Yes/No |
| **French** | Yes/No | Yes/No | Yes/No |
| ***Other:*** | Yes/No | Yes/No | Yes/No |
| ***Other:*** | Yes/No | Yes/No | Yes/No |
| ***Other:*** | Yes/No | Yes/No | Yes/No |

**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** | **Position held** |
| **From** | **To** |
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If applicable, please state any subjects in which you 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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**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\*** |
| **From** | **To** |
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\*Position: Examiner, team leader, paper author, etc.

**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://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fself.ibo.org%2Fmessage%2FE1V2Ig2SbfqY6hk5j2MozX&data=01%7C01%7Cpierre.cox%40ibo.org%7C4b6db0ec845e4ccfeca408d63286a086%7C68b2d50a57dd4bd585bba249b0b19ddf%7C0&sdata=4cASSHq%2Bi7Mpm9ZNdbGxO6Cv%2BN%2BDI19sPNnHDERnTc8%3D&reserved=0) then declare any potential school or candidate connections, professional development and coaching, authoring resources or other conflicts of interest in the box below:

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**Questions**

Please answer the following questions providing examples where possible.

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| Please provide details of your experience in translating materials for education or assessment purposes: |
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| Please outline your experience of working with a company house style. |
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| Please outline your availability to fulfil commitments, attend meetings, meet deadlines and respond to queries |
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| Please outline your understanding of the IB and its functions: |
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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.

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**

|  |  |  |
| --- | --- | --- |
| **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** | **Telephone (including country code)** |
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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** |
|  |  |  |
| **Relationship to you** | **Position/job title** |  |
|  |  |  |
| **Email address** | **Alternative email address** | **Telephone (including country code)** |
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**Data Protection**

Assessment translator 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 translator application to be made available to the subject manager for purposes other than the post for which I am applying.** |  |

**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** |  |