

## IB Examiner Responsible 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 an Examiner Responsible. 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 an Examiner Responsible for the IB.

- 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 aged 15 or above.
- Applicants **must** be native speakers/fluent in the language of the course for which they are applying and must be able to read documents, write reports and mark candidates' written and spoken responses in that language.
- Applicants **must** have the ability to read documents and write reports in English.
- Applicants **must** be available at pre-arranged times throughout the year to fulfil commitments, attend meetings and respond to queries in a prompt manner.
- Applicants **must** be available during the assessment period in order to complete marking and related assessment tasks.
- Applicants **must** also be available immediately prior to and after the assessment period in order to attend meetings, complete additional marking and to help produce development materials.
- For group 1 courses, Examiners Responsible are expected to possess, or at least be able to access, literature which is likely to be on a school's programme of study.
- 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.

### **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 Examiner Responsible for the IB.

- Experience of teaching the Diploma Programme
- Experience of teaching students at the university entry qualification level
- Experience as an examiner in the subject (or a related subject)
- Experience of assessment authoring
- Recent teaching experience, preferably in the last five years
- Independence from IB World schools for three or more years

### **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. Shortlisted 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.

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