International Baccalaureate®

IB Chief/Deputy Chief Examiner Recruitment

Policy Version 1.3 29/05/2017

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/Deputy Chief examiner. 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/Deputy Chief examiner 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 in an appropriate age range:

        o 14 to 16 years of age – MYP

        o 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 fulfil 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.

    - If successful, the applicant **must** relinquish any IB workshop leader role that they currently undertake within the subject for which they are a senior examiner, **unless** that subject is assessed solely via tasks which are consistent across sessions.

- Applicants for DP Chief examiner positions **must** be independent of any IB World school for the last three years.

- For the role of Deputy Chief examiner for Extended Essays, the applicant **must** be a current Principal examiner for an Extended Essay subject.

- 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/Deputy Chief examiner for the IB.

- Experience of teaching the Diploma or Middle Years Programmes.

- 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.

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- 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/organisation or other representative.

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/Deputy 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.

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Appendix A

Use of calculators in examinations 2015 – version 2.0

Note: From May 2014, statistical tables are not allowed in mathematics examinations, rather candidates should be using the statistical features on their GDC.

Calculator List

This document should be read in conjunction with the calculator section of "The conduct of IB Diploma Programme examinations" document and other information available on the Online Curriculum Centre. It provides examples of calculators which are recommended for use in IB examinations and those which are prohibited. This list will be updated as and when necessary. It should be noted that these are not definitive lists and teachers should check other models against the information in "The conduct of IB Diploma Programme examinations" document. Schools should also ensure that all calculators used in examinations comply with the regulations.

Recommended calculators

The following models meet the minimum requirements for mathematics subjects and have updated and time-saving functionalities not found on other models.

Texas Instruments	TI 84 Plus silver edition	TI 84 Plus CE
	TI 84 Plus	TI 84 Plus CE-T
	TI 84 Plus C silver edition	TI 83 Plus silver edition
	TI Nspire (non-CAS), with 84 faceplate	TI 83 Plus
	TI Nspire (non-CAS) versions 1.3 or higher updated to the latest operating system in "Press to Test" mode, with the correct features blocked (see list below)	
Casio	FX 9750 G Plus or GII	Graph 35 Plus
	CFX 9850 Plus	Graph 65 Plus
	FX 9860 series	Graph 75
	CFX 9950 Plus	Graph 85 series
	CG series - FXCG10/20	FX 1.0 Plus
Hewlett Packard	HP Prime updated to the latest operating system in "Exam Mode", with the correct features blocked (see list below)	

Prohibited calculators

The following models are not allowed in examinations under any circumstances.

Texas Instruments	TI Voyage 200 (all versions)	TI 89 (all versions)
	TI 92 (all versions)	TI Nspire CAS (all versions)
	TI Nspire (non-CAS) version 1.1 or version 1.2 or any other version **not** updated to the latest operating system	
Casio	Classpad 300	Graph 100
	FX 2.0 (all versions)	FX 9970 (all versions)
Hewlett Packard	HP 38-95 (all versions)	

Notes:
  • Any devices with unrestricted/candidate accessible WiFi functionality are not permitted.

Other calculators which have features that do not appear on any of the recommended models are not allowed.

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Subjects	Calculators
Business and management Environmental systems and societies	A four-function calculator, scientific calculator or GDC is required for all examinations.
Economics HL Paper 3	While all questions requiring a calculator can be answered fully using a four function (plus, minus, multiply, divide) calculator, graphic display calculators (GDCs) are allowed during the examination. The graphing functions on these calculators may assist students and it is therefore recommended that all students are familiar with the use of GDCs.
Biology Chemistry Design technology Physics Sports, exercise and health science	Calculators are not allowed on paper 1. On paper 2 and paper 3, a calculator with the following minimum functionalities is required (a GDC is recommended): • decimal logarithms • values of x^y and $x^{1/y}$ • value of π (pi) • trigonometric functions • inverse trigonometric functions • natural logarithms • values of e^x • scientific notation

Subjects	Calculators

Mathematical studies SL
 	
Further mathematics HL
	A GDC with the following minimum functionalities is required on all papers:
	
	• draw graphs with any viewing window
	
	• solve equations numerically
	
	• find a numerical derivative at a point
	
	• find a numerical definite integral
	
	• financial package
	
	• add and multiply and find inverse matrices (further mathematics HL only)
	
	• find statistical values including:
	
	   - normal distribution
	
	   - binomial distribution
	
	   - Poisson distribution
	
	   - t-distribution
	
	   - binomial coefficient $\binom{n}{r}$, nPr
	
	   - 1 and 2 var stats
	
	   - chi squared values (including p values)
	
	Examiners will set questions assuming that all candidates have a GDC with the minimum functionalities listed here. Candidates using only four-function or scientific calculators, or using a less able GDC, will be at a disadvantage.

Mathematics SL
 	
Mathematics HL
	Calculators are not allowed for paper 1.
	
	A GDC with the following minimum functionalities is required on all other papers:
	
	• draw graphs with any viewing window
	
	• solve equations numerically
	
	• find a numerical derivative at a point
	
	• find a numerical definite integral
	
	• financial package
	
	• find statistical values including:
	
	   - normal distribution
	
	   - binomial distribution
	
	   - Poisson distribution
	
	   - t-distribution
	
	   - binomial coefficient $\binom{n}{r}$, nPr
	
	   - 1 and 2 var stats
	
	   - chi squared values (including p values)
	
	Examiners will set questions assuming that all candidates have a GDC with the minimum functionalities listed here. Candidates using only four-function or scientific calculators, or using a less able GDC, will be at a disadvantage.

Necessary actions with recommended calculators

TI Nspire "Press to Test" configurations

Note: Candidates must upgrade their Nspire to the latest operating system to use the "Press to Test" properly. Nspires which have not been updated and put into the correct "Press to Test"

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mode are not allowed in the examinations. Nspires must be put into "Press to Test" mode immediately before the examination. If done earlier, a candidate must not have access to the calculator between the time it is put into "Press to Test" mode and the examination. Further details about "Press to Test" can be found on the TI website. Older versions may need two upgrades to enable the correct "Press to Test" mode.

The following options in "Press to Test" mode must be **ticked** and therefore **blocked**.

- Limit geometry functions
- Disable function and conic grab and move
- Disable vector functions, including eigenvectors and eigenvalues
- Disable "isPrime" function
- Disable differential equation graphing
- Disable 3D graphing
- Disable implicit graphing, conic templates, conic analysis, and geometric conics

The following options in "Press to Test" mode must be **unticked** and therefore **allowed**.

- Disable inequality graphing
- Limit trigonometric functions
- Disable $\log_b x$ template and summation functions
- Disable Polynomial Root Finder and Simultaneous Equation Solver

The following screen shots show how to put the Nspire into the correct "Press to Test" mode.

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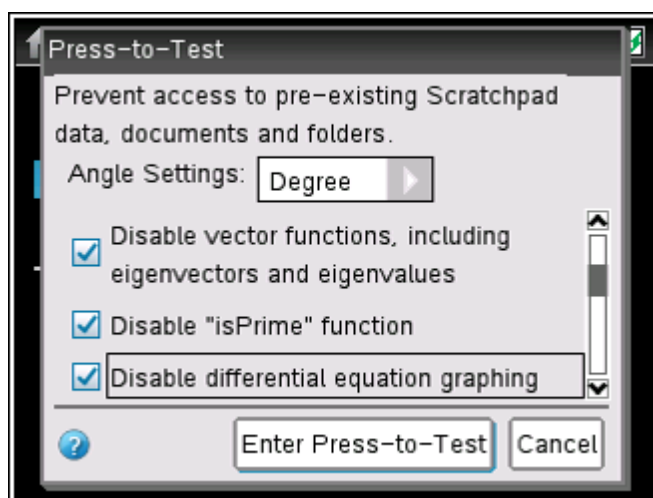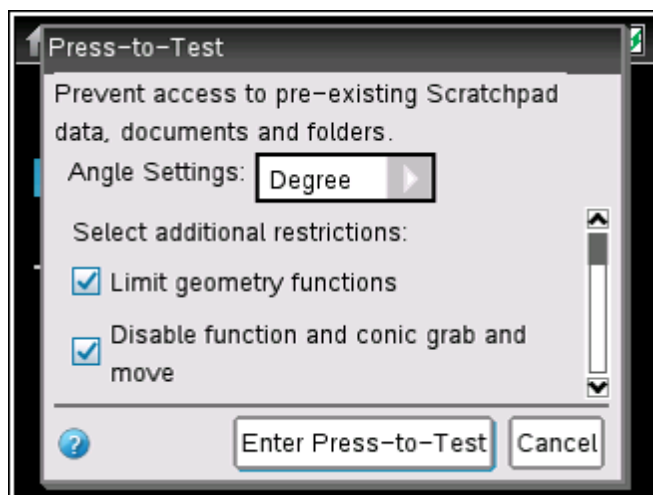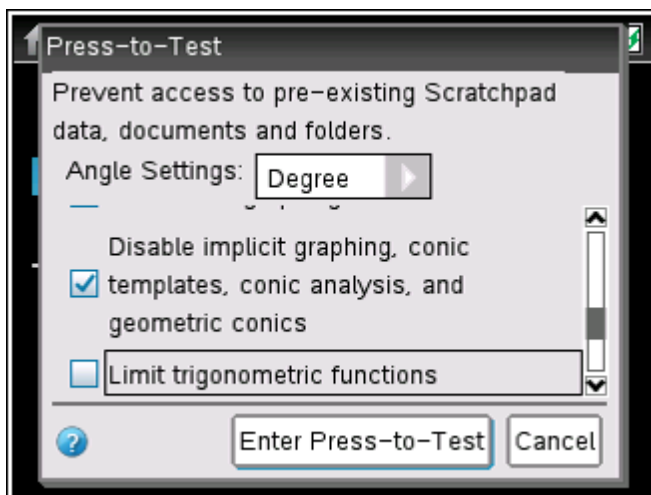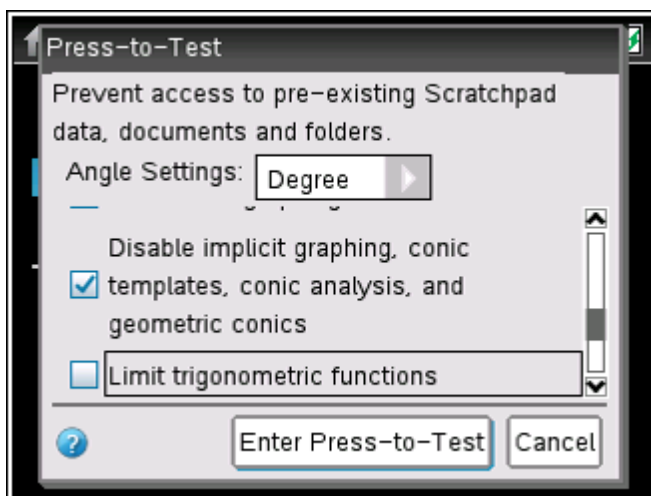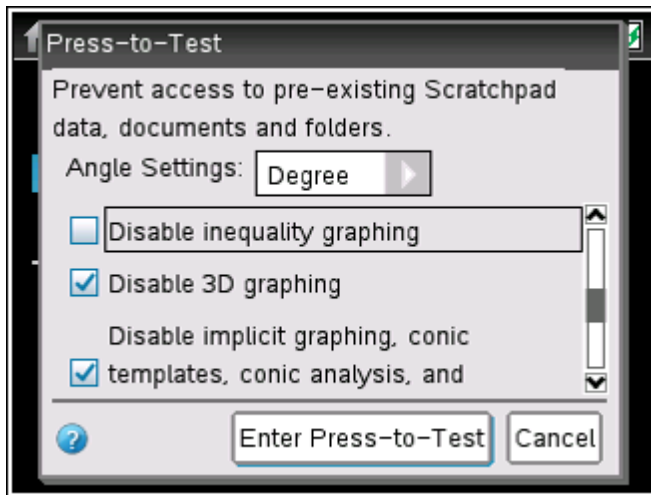
Note: When put in "Press to Test", the angle setting can be set to "Degree" or "Radian" depending on candidate preference.

HP Prime "Exam Mode" configurations

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Note: Candidates must upgrade their Prime to the latest operating system to use the "Exam Mode" properly. Primes which have not been updated and put into the correct "Exam Mode" are not allowed in the examinations. Primes must be put into "Exam Mode" immediately before the examination. If done earlier, a candidate must not have access to the calculator between the time it is put into "Exam Mode" and the examination. "Timeout" must be set for at least the duration of the examination. Further details about "Exam Mode" can be found on the HP website.
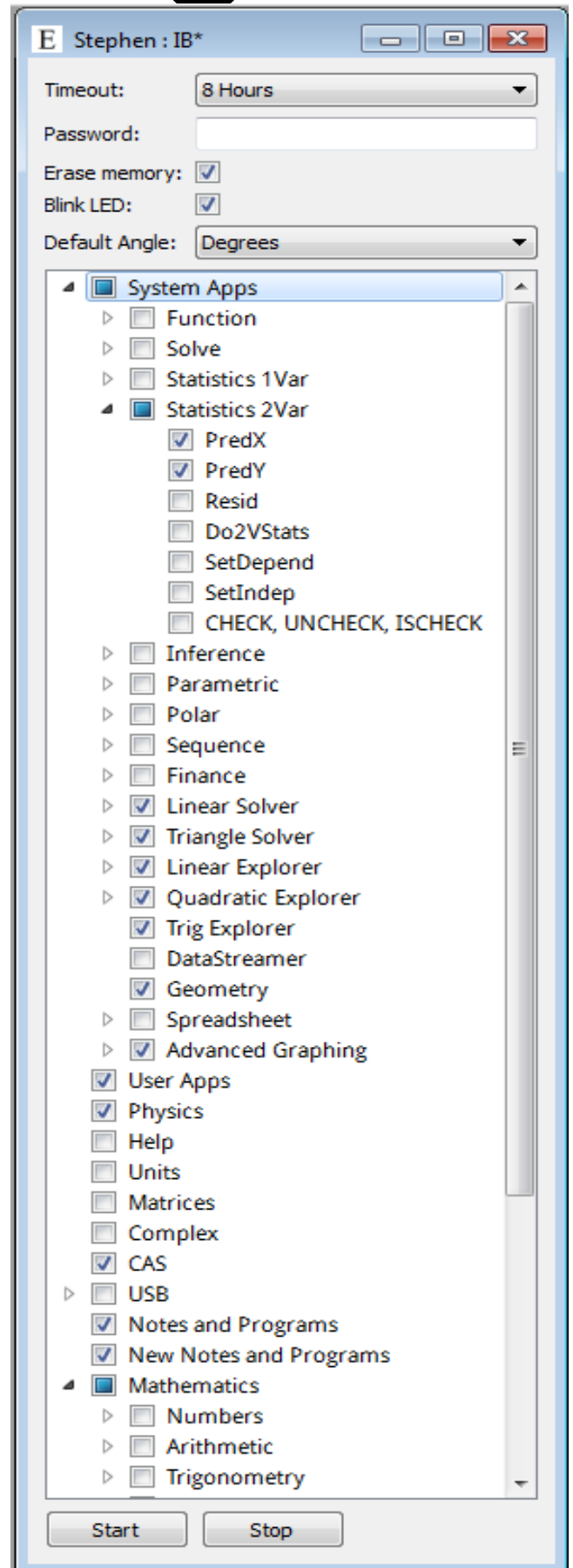
The following options in "Exam Mode" mode must be **ticked**.
- Erase memory:
- Blink LED:

The following options in "Exam Mode" mode must be **ticked** and therefore **blocked**.
- PredX
- PredY
- Linear Solver
- Triangle Solver
- Linear Explorer
- Quadratic Explorer
- Trig Explorer
- Geometry
- Advanced Graphing
- User Apps
- Physics
- CAS
- Notes and Programs
- New Notes and Programs
- Vector
  - CROSS
  - DOT

Note: When put in "Exam Mode", the default angle setting can be set to "Degrees" or "Radians" depending on candidate preference.

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E Stephen : IB*

Timeout: 8 Hours
Password:
Erase memory: ☑
Blink LED: ☑
Default Angle: Degrees

- ☑ System Apps
  - ☐ Function
  - ☐ Solve
  - ☐ Statistics 1Var
  - ☑ Statistics 2Var
    - ☑ PredX
    - ☑ PredY
    - ☐ Resid
    - ☐ Do2VStats
    - ☐ SetDepend
    - ☐ SetIndep
    - ☐ CHECK, UNCHECK, ISCHECK
  - ☐ Inference
  - ☐ Parametric
  - ☐ Polar
  - ☐ Sequence
  - ☐ Finance
  - ☑ Linear Solver
  - ☑ Triangle Solver
  - ☑ Linear Explorer
  - ☑ Quadratic Explorer
  - ☑ Trig Explorer
  - ☐ DataStreamer
  - ☑ Geometry
  - ☐ Spreadsheet
  - ☑ Advanced Graphing
- ☑ User Apps
- ☑ Physics
- ☐ Help
- ☐ Units
- ☐ Matrices
- ☐ Complex
- ☑ CAS
- ☐ USB
- ☑ Notes and Programs
- ☑ New Notes and Programs
- ☑ Mathematics
  - ☐ Numbers
  - ☐ Arithmetic
  - ☐ Trigonometry

Start   Stop

TI 83 / TI 84 recommended calculators

1. Reset all RAM memory.

2. Reset Archive Vars (if applicable).

3. Remove all Flash (ROM) applications (Apps) except those listed below, where applicable.

App Menu Name	Description
CBL/CBR	Connectivity/set-up of CBL™ data collection system (Other connectivity Apps for USB-type probes are also acceptable and do not need to be removed.)
Chinese	Chinese version of Catalog Help
CtlgHelp	Catalog Help provides easy access to calculator function information
Dansk	Danish language localizer—this App will translate all prompts, error messages and most functions into Danish
Deutsch	Language localizer—this App will translate all prompts, error messages and most functions into German
EasyData	Connectivity App for USB-type data collection probes
Español	Language localizer—this App will translate all prompts, error messages and most functions into Spanish
Finance	Finance operations—part of the Operating System
Français	Language localizer—this App will translate all prompts, error messages and most functions into French
Italiano	Language localizer—this App will translate all prompts, error messages and most functions into Italian
Magyar	Language localizer—this App will translate all prompts, error messages and most functions into Hungarian
Nederlan	Language localizer—this App will translate all prompts, error messages and most functions into Dutch
Norsk	Language localizer—this App will translate all prompts, error messages and most functions into Norwegian
Polski	Language localizer—this App will translate all prompts, error messages and most functions into Polish
PolySmlt	Combination of two programs, one that finds polynomial roots and one that finds solutions to systems of equations. This version is an older version than PolySmlt2.
PlySmlt2	Combination of two programs, one that finds polynomial roots and one that finds solutions to systems of equations
Portug	Language localizer—this App will translate all prompts, error messages and most functions into Portuguese
Suomi	Language localizer—this App will translate all prompts, error messages and most functions into Finnish
Svenska	Language localizer—this App will translate all prompts, error messages and most functions into Swedish

All Casio calculators

Initialize/reset **all** memory (including deleting the default "Add-ins" on the FXCG10/20).