



## IB Examiner Responsible recruitment policy

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### Purpose

The purpose of this document is to specify the minimum requirements applicants must meet in order to be appointed as an IB Examiner Responsible. In addition the document also outlines desirable qualities which may be taken into account during the appointment process.

### Policy

#### 1. Applicant requirements

The list below identifies the requirements an applicant **must** have in order to be appointed as an Examiner Responsible for the IB.

- Applicants must be native speakers/fluent in the language 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 a degree or equivalent in the subject (or a related subject) for which they are applying.
- Applicants **must** have a minimum of three years' experience teaching the subject (or a related subject) to students aged 15 or above.
- 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.
- 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.
- Applicants **must** have access to email and 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/organisation or other representative.
- 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.

## **2. 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 for the IB.

- Experience of teaching the IB Diploma Programme.
- Experience of teaching students at university entry qualification level.
- Previous examining experience.
- Previous experience of setting question papers for university entry level qualifications.
- The ability to read documents and write reports in English, French and/or Spanish.
- Recent teaching experience, preferably in the last five years.
- Independence from IB World schools for three or more years.

## **3. Appointment principles**

If an applicant meets the requirements listed above, and is appointed, then they will be responsible for the setting and marking of examination papers for their subject. The nature of the Examiner Responsible role will require the Examiner to assess more than one component in the subject.

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