

IB External advisor recruitment policy

Version 1.3

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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 IB External advisor for either the Middle Years Programme (MYP) or Diploma Programme (DP). In addition, the document also outlines desirable qualities which may be taken into account during the appointment process.

2. Applicant requirements

The list below identifies the requirements an applicant must have in order to be considered as an IB External advisor.

- 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 the subject (or a related subject) for which they are applying of students in an appropriate age range:
 - 14 to 16 years of age – MYP
 - 16 to 19 years of age – DP
- Applicants **must** have the ability to communicate, read documents and write reports in English.
- Applicants **must** have a detailed knowledge of the subject for which they are applying.
- Applicants **must** have knowledge of the assessment model used by the IB to assess the subject for which they are applying.
- Applicants **must** be familiar with the principles and challenges of good assessment including the design of assessments.
- Applicants **must** demonstrate a high level of enthusiasm for the use of technology in assessment processes including the use of eMarking tools by examiners.
- Applicants **must** demonstrate an understanding of and commitment to international education.
- If successful, the applicant **must** relinquish any IB workshop leader or Building Quality Curriculum role that they currently undertake within the subject for which they are an IB Assessment external advisor.
- If successful, the applicant **must** also become an IB examiner in the subject for which they are appointed.
- Applicants for DP level Mathematics subjects **must** be competent using an IB approved graphic display calculator.

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 IB External advisor.

- No perceived conflict of interest from involvement with students taking this assessment.
- Experience of teaching the MYP or DP.
- Previous examining experience.

- Previous assessment authoring experience.
- The ability to read documents, write reports and mark candidates' work in languages other than English, specifically:

French	Arabic	Russian
Spanish	Dutch	Swedish
German	Korean	Turkish
Chinese	Hindi	
Japanese	Indonesian	

4. Essential administrative requirements

- Applicants **must** be available throughout the year to fulfil commitments, attend meetings if required, and respond to queries in a prompt manner.
- Applicants **must** have access to the internet, via a broadband connection with a minimum speed of 256kbps (2Mbps minimum recommended), 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 will only be made into a bank account held in the post holder's name. 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.
- 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 stated in sections 2 and 4 the applicant will be considered for the post they have applied for.

During the recruitment process references will be sought and applicants may be asked to undertake tasks or respond to questions within a set timeframe. Shortlisted applicants will be invited to an interview (which will normally be conducted using teleconferencing tools) on a mutually agreed date. The exact timeframe for appointments will be communicated during the recruitment process.

The scope of work offered to successful applicant(s) is dependent on connections with IB world schools.

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