

## IB Examiner 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 appointed as an IB Examiner for either the Middle Years Programme (MYP) or Diploma Programme (DP)/ Career-related Programme (CP). 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** meet in order to be considered as an 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 the subject (or a related subject) for which they are applying to students in an appropriate age range.
  - 14 to 16 years of age – MYP
  - 16 to 19 years of age – DP/CP
- Applicants who are no longer teaching **must** have taught or examined within the last three years.
- Applicants for DP mathematics subjects **must** be competent in using an IB approved calculator as outlined here: [https://www.ibo.org/contentassets/40baa9d7fb72482881be9a12f217f8a9/use-of-calculators-in-examinations-2020\\_e.pdf](https://www.ibo.org/contentassets/40baa9d7fb72482881be9a12f217f8a9/use-of-calculators-in-examinations-2020_e.pdf)
- Applicants for Theory of Knowledge **must** have experience of teaching the subject in an IB World School.
- Applicants must be able to assess candidates and write reports in the response language of the subject being assessed.
- Applicants **must** have the ability to communicate and read documents in English, French or Spanish.
- Applicants **must** have access to the internet, via a broadband connection with a minimum speed of 256kbps (2Mbps minimum recommended), in a secure environment that is suitable for marking confidential assessment material.
- All IB Examiner applications must be supported by a minimum of two professional references.
  - If working at a school, at least one referee **must** be your Head of School, Deputy Head of School or, if an IB school, your IB Coordinator.
  - If recently retired or not currently working in education, at least one referee **must** be the Head of School, Deputy Head of School or IB coordinator of your last school.
  - If working in a college or university, at least one referee **must** be in a senior position to you, such as a Head of Department.
  - Family members, friends and current IB employees will **not** be considered as referees.

- Applicants must notify their referees that references may be requested to support their application. 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 their 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/organization or other representative.
- Applicants with bank accounts in the following countries/areas must receive payment in the local currency; (i) banks in Canada in Canadian Dollars (CAD), (ii) banks in European "Eurozone" countries in Euros (EUR), (iii) banks in Singapore in Singapore Dollars (SGD), (iv) banks in the USA in US Dollars (USD), (v) banks in Australia in Australian dollars (AUD), (vi) banks in the United Kingdom in British Pounds (GBP), (vii) banks in Switzerland in Swiss Francs (CHF), (viii) banks in India in Indian Rupees (INR).

3. **Applicants must declare all potential conflicts of interest.** Please see the [Assessment IB Educators Conflicts of Interest Policy](#)

4. 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 MYP or DP/CP.
- Experience of teaching students at university entry qualification level (for DP/CP Examiner applicants).
- Previous examining experience.
- The ability to read documents, write reports and mark candidates' work in the following languages:

<b>DP/CP</b>	<b>MYP</b>
English	English
Spanish	Spanish
French	French
German	Arabic
Chinese	Catalan
Japanese	Chinese
Korean	Danish
	Dutch
	Finnish
	German
	Greek
	Japanese
	Kazakh
	Korean
	Norwegian

## 5. Appointment principles

If an applicant meets the requirements listed above, the applicant will be considered to examine either the DP/CP or the MYP. However, the IB reserves the right to make a holistic judgement about each application.

Due to the nature of the assessment model for certain subject components, Examiners marking in a language other than English may also be required to mark responses in English. For this reason, we would require applicants for those subjects to be bilingual and this may be taken into consideration as part of the application process or after appointment.

If examining the DP/CP the applicant will be appointed to one subject and two components where the period of assessment for two components is not concurrent or where the nature of the assessment of a subject requires an Examiner to assess more than one component.

If examining the MYP, the applicant will be appointed to one early component and one late component. Early refers to either the e-Portfolio specialist subject **or** Personal Project. Late refers to either the Specialist subject online exam **or** Interdisciplinary. In order to be considered for the Personal Project the applicant **must** be teaching in an IB MYP school.

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

In subjects with a small number of candidates registered for assessment, Examiners are required to be independent of all IB schools registering candidates for the subject. It therefore may not be possible to appoint Examiners for this subject if they have a conflict of interest.

Applicants for language acquisition subjects must be able to demonstrate at least C1 level of the Common European Framework of Reference for Languages for the relevant subject.

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

## Appendix A

The following subjects can be assessed monolingually in English and the languages shown in the table below:

<b>Subject</b>	<b>Languages</b>
Brazilian Social Studies	Portuguese
Business Management	Spanish
History	Spanish
Modern History of Kazakhstan	Kazakh
Philosophy	Spanish
Political Thought	Spanish
Turkey in the 20 <sup>th</sup> Century	Turkish
Biology	Spanish
Chemistry	Spanish
Physics	Spanish
Mathematics Applications and Interpretation	Spanish
Mathematics	Spanish
Visual Arts	Spanish
Theory of Knowledge	French, Spanish, Chinese