

A Guide for Applicants to IELTS Examiner Recruitment

There are a number of stages in the process of becoming an IELTS Examiner – the aim of this guide is to make the processes clear. What follows is a summary of the main stages – if you require any further information, please contact the IELTS centre.

Please note that if at any point during the recruitment stage, you do not meet the requirements to become an IELTS Examiner, you will be informed in writing that you cannot continue with your application.

1. Advertisement

An IELTS centre advertises when new Examiners are needed – do not apply to be an Examiner unless you see an advertisement. The centre decides where and how to advertise.

2. Recruitment information pack

All applicants receive a recruitment information pack which contains the following:

- . This guide
- . The IELTS Examiner application form
- . The IELTS Examiner Minimum Professional Requirements (MPRs). The MPRs contain information on what minimum level of qualifications, experience and professional attributes and interpersonal skills is required to become an IELTS Examiner. Only those applicants who meet the Minimum Professional Requirements will be considered
- . Other centre – specific information

3. Application form

All applicants fill in the application form. It is important that you check that the application form is complete before you submit it, you will need to submit supporting documents with your application form - **these must be originals; photocopies are not accepted.** It is the responsibility of the applicant to obtain any verification of supporting documents required, and cover the costs of verification. Your original documents will be returned to you when they have been checked. Details of which documents are required can be found on the application form.

4. Assessment of English language competence

In order to be able to examine effectively, IELTS Examiners must be the equivalent of an IELTS band 9 – this is an 'Expert User' on the IELTS Band Scales and is described as follows: **Has fully operational command of the language: appropriate, accurate and fluent with complete understanding.**

There is a section of the application form covering English language competency. On the basis of this, or your performance in the interview or in the training workshop, you may be required to take the full IELTS test to demonstrate your equivalence to band 9. The recruitment process cannot continue until the results of the IELTS test have been released. All applicants are required to pay the full IELTS test fee.

5. Approval or rejection of application forms

Decisions on the approval or rejection of application forms are made independently of the IELTS centre by an Examiner Trainer. Application forms are assessed against the Minimum Professional Requirements – those who do not meet the minimum requirements are rejected.

6. Interview

Applicants whose application forms are approved are invited to attend an interview. The interview will take place at the IELTS centre and shortlisting decisions are taken by the interview panel. Only successful interviewees will be invited to continue with the recruitment process.

7. Induction

Applicants short-listed after interview are required to attend induction at the IELTS centre prior to training and certification – completion of induction is required before proceeding to training. Induction is intended to give applicants a general introduction to IELTS examining. Induction takes place at the IELTS centre – self-access induction outside of the centre is available only in exceptional circumstances.

8. Training and certification

In order to become a certificated IELTS Examiner – and therefore be able to examine – you must attend and successfully complete training and certification.

After induction applicants are given a pre-training reading pack. You will be asked to sign a form to confirm that you have read the material prior to training. You are also required to sign a confidentiality undertaking before the training workshop begins.

Training covers how to mark the Speaking and Writing modules of the IELTS test. The training sessions last one and a half days for each module. Training equips applicants with the information they need to assess IELTS candidates for the Speaking and Writing modules. The Examiner trainer screens out applicants at any point during the training if the applicant is not meeting the requirements for an IELTS Examiner.

Certification is a tool to assess whether the Examiner applicant has understood and is able to apply the marking criteria – applicants make individual assessments of Writing scripts and Speaking Test which are sent to the British Council in London or IDP: IA in Canberra for assessment. Certification may take place directly after the training workshop or at a separate time within 2 weeks of the date of training. Certification is held at the IELTS centre under strictly controlled conditions.

Only when the centre has been notified of successful certification does an applicant achieve certificated IELTS Examiner status.

9. Communication

The IELTS centre will inform successful and unsuccessful applicants in writing at each stage of the recruitment process. Unsuccessful applicants will receive written notification no more than 2 weeks after a decision has been made at each stage.

10. Summary

In order to become an IELTS Examiner, an applicant must successfully complete the following stages of the IELTS Examiner recruitment process:

- . Application form approval
- . Assessment of English language competence – if required
- . Interview
- . Induction
- . Training
- . Certification

If you wish to continue with your application, please complete the application form and return it to the IELTS centre, with all the required original supporting documents.

IELTS Examiner Minimum Professional Requirements (MPRs)

Examiner applicants are required to meet the minimum professional requirements in three areas, as outlined below.

1. QUALIFICATIONS

Recognised Qualifications

1. An undergraduate degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate degree.

AND

2. A TEFL/TESOL qualification from a recognised institution (at minimum certificate level)

Or

EFL / ESOL related studies completed as part of an undergraduate / post graduate award course from a recognised institution (minimum certificate level equivalent)

Or

A degree in Education (if supported by an undergraduate degree which includes studies focused on English language at point 1 above)

If requested, applicants are required to provide additional information regarding their qualifications (e.g. transcript, course curriculum etc) in order to support the assessment of studies completed. Any expenses related to verifying qualifications are to be paid by the applicant.

2. TEACHING EXPERIENCE

A minimum of three years full-time relevant teaching experience (or equivalent part time) is required*. The majority of this teaching experience must relate to adult students (16 years and over).

If an applicant's EFL / ESOL qualification is at certificate level (or equivalent), one of the three years full-time teaching experience must be post EFL / ESOL certificate qualification. If the EFL / ESOL qualification is at Diploma level or higher, teaching experience post EFL / ESOL qualification is not required

Note: 'Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week

3. PROFESSIONAL ATTRIBUTES AND INTERPERSONAL SKILLS

An IELTS Examiner is expected to have the following professional attributes and interpersonal skills:

- Completes tasks accurately and in sufficient detail
- Observes the need for confidentiality and security
- Responds positively to guidance and advice
- Acts professionally at all times
- Communicates effectively with colleagues and candidates and treats others with respect
- Is sensitive to cultural differences

Note: Examiners are required to adhere to a Code of Practice and Confidentiality Undertaking and follow all directives from the Centre Administrator and Examiner Trainer. Information will be provided to applicants once recruitment and training have been successfully completed

IELTS Examiner Application Form

1. Personal Details

Surname	First Name(s)	Title (e.g. Mr., Ms)	Gender (M/F)
Date of birth	Nationality	Contact address	
Email address	Telephone number		
Home:	Home:		
Work:	Work:		
	Mobile:		

2. Qualifications

Undergraduate and postgraduate qualification(s)

Degree/certificates obtained	Institution (name & location)	Dates (From-To)

Teaching English to Speakers of Other Language (TESOL) qualifications (undergraduate or post graduate)

Degree / certificate obtained	Institution (name& location)	Dates (From-To)

3. Teaching Experience

Teaching Experience - last 3 years (begin with most recent or current employer)

Name and address of employer	Dates (From- To)	Average teaching hours per week
	Telephone no. of Employer	
	Email address of employer	
Age - the majority of students were...? (tick one box)	<input type="checkbox"/> Over 16 <input type="checkbox"/> Under 16	
What was the first language of the majority of the students?		
Types of English taught - please tick :	<input type="checkbox"/> Young Learners <input type="checkbox"/> English for Academic Purposes (EAP) <input type="checkbox"/> Examination preparation	
<input type="checkbox"/> General English		
<input type="checkbox"/> English for Business		

Name and address of employer / organisation	Dates (From- To)	Average teaching hours per week
	Telephone no. of Employer / organization	
	Email address of employer / organisation	
Age - the majority of students were...? (tick one box)	<input type="checkbox"/> Over 16 <input type="checkbox"/> Under 16	
What was the first language of the majority of the students?		
Types of English taught-please tick:	<input type="checkbox"/> Young Learners <input type="checkbox"/> English for Academic Purposes (EAP) <input type="checkbox"/> Examination preparation	
<input type="checkbox"/> General English		
<input type="checkbox"/> English for Business		

If you worked for more than 2 employers in the last 3 years, please continue on a separate sheet.

Teaching Experience - between 3 and 6 years ago

Name of Employer	Dates(From-To)	Duties

Please continue on a separate sheet if required.

Experience as an accredited assessor / Examiner for recognized examinations (national or international)

Date (From -To)	Examination title	Examining body

4. Professional attributes and interpersonal skills

Please respond to the questions in Attachment A of this application form.

If you are unable to provide a recent performance assessment (not more than 2 years old), a reference is required from your current or most recent employer. If you do not wish your current or most recent employer to be contacted, please give details of an alternative referee below. The referee must be someone who has worked with you as your superior in a teaching institution where you have taught English to speakers of other languages.

Name and address of alternative referee	How long did you work together?	
	What was your referee's job title at the time?	
	Telephone no. of referee	
	Email address of referee	

5. English language competence

Please respond the questions in the Attachment B of this application form.

Please sign below:

I agree to pay the IELTS test fee if I am required to take it as part of the IELTS Examiner recruitment process.			
Name of applicant		Signature	

NB The IELTS test fee is the same as that charged to IELTS candidates at the centre where you are applying.

6. Previous IELTS Examiner training

Have you ever..?	YES/No	Date of application/training	Centre where you applied/trained
Previously applied to be an IELTS Examiner?			
Participated in IELTS Examiner Training?			

7. Supporting documents

Please ensure that you have included with your application:

<input type="checkbox"/>	Originals of any certificates or diplomas listed in section 2
<input type="checkbox"/>	A recent performance assessment or reference from your current or most recent employer-no older then one year before the date of application.(If do not have a recent performance assessment or reference, a reference is required from you current or most recent employer or alternative refereee-see section 4 of this application form.)
<input type="checkbox"/>	Any separate sheet for section 3.
<input type="checkbox"/>	Attachments A and B and any separate sheet

Declaration

Please read and sign below to indicate your agreement:

I declare that the information I have provided in this application form is full and accurate, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if invited to examine, to the Invitation to Examine will be withdrawn. In addition, IELTS Australia/ British Council (whichever is appropriate) may seek to recover from you all costs incurred by us in the recruitment, certification and training process and any other costs relating to your work as an Examiner.

Name of applicant		Signature	
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Database

Please sign below:

I am aware that if I become an IELTS Examiner, all IELTS specific information will be permanently held on a jointly managed database which may be accessed by either Test partner, Examiner Support Coordinators (ESCs) or IELTS Centre Administrators at any time.

Name of applicant		Signature	
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Verification of documents

Please sign below:

I agree to pay the cost of verification of any documents requested as part of the IELTS Examiner recruitment process.

Name of applicant		Signature	
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Signature and date of application:

Applicant name	
Applicant signature	
Date of application	

If submitting this form by email, please ensure to either fax or scan this page with your signatures on.

Please return the completed form with supporting documents to:

Mr Sanjay Malaviya
Administrator & Chief Executive Officer
Planet EDU Pvt Ltd

101 Greenwood Plaza, Greenwood City, Sector – 45, Gurgaon – 122001, Haryana, India
Ph: +91-124-320 7071 :: Fax: +91-124-426 1131 :: Email: SanjayM@PlanetMail.in

Attachment A - Professional Attributes and Interpersonal Skills

In this section you are required to present evidence that you have the required professional skills to become an IELTS Examiner(see number 4 on the application form).Give details of a situation you were in, the action you took and the outcome for each of the questions below. Answer on a separate sheet which you should submit with your application-write no more than 100 words for each situation.

Please ensure that all attachments are correctly labeled with your name and contact details.

- 1. Describe a situation in your professional life in which effective communication is important - how have you ensured that your own communication is effective?**
- 2. Describe a situation in your professional life where you have had to maintain confidentiality or follow procedures to ensure security.**
- 3. Describe a task that you have to complete accurately and in detail - how do you ensure that you complete the task to the required standard?**
- 4. Describe an occasion when you received and built on guidance and advice from others.**
- 5. What advice would you give to new teacher on what is expected in terms of punctuality, dress code, ways of addressing others and any other important aspects of the cultural context in which you work?**

Attachment B – English Language Competence

PART A

Read the following statements and circle the one answer that most accurately reflects your English language skills.

A1: When watching a television programme or video in English, I can understand

Everything		Most of the time		Often		Rarely		Never
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A2: When writing a report in English, I can convey my thoughts to express my meaning precisely. I can do this

Easily		Most of the time		Often		Rarely		Never
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A3: I am able to understand a variety of Standard English accents

Easily		Most of the time		Often		Rarely		Never
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A4: After reading a paragraph on language teaching, I can summarise its contents

Easily		Most of the time		Often		Rarely		Never
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PART B

Answer each of the questions below in the space provided.

B1: What was the main language spoken in your home when you were a small child?

B2: Were any other languages spoken in your home when you were a child? **Yes / No** (circle one)

If "Yes", list the additional languages.

B3: At approximately what age did you start to speak English regularly?

B4: What was the main language of instruction when you first started school?

B5: Were any other languages used in your primary school? **Yes / No** (circle one).

If "Yes", list the languages.

B6: What was the main language of instruction at your secondary school(s)?

B7: Was any other language used for instruction at your secondary school? **Yes / No** (circle one).

If "Yes", name the language(s).

B8: Were you required to study another language at either primary or secondary school? **Yes / No** (circle one).

If "Yes", name the language(s).

B9: What was the main language of instruction at tertiary level?

B10: What language(s) do you use when relaxing with friends?

B11: What is the official language of the country in which you currently live?

B12: How long have you lived in that country?

B13: Have you delivered a conference paper in English? **Yes / No** (circle one).

If "Yes", what was the topic?