IELTS EXAMINER

There are a number of stages in the process of becoming an IELTS Examiner.

1. Recuitment information pack

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

- The IELTS Examiner Minimum Professional Requirements (MPRs). The MPRs contain information on what minimum level of qualifications, experience and professional attributes and interpersonal skills are required to become an IELTS Examiner. Only those applicants who fully meet the Minimum Professional Requirements will be considered.

- It is the responsibility of applicants to ensure that all documentation for the application is complete upon submitting the application. This includes evidence to support qualifications fully meet the MPRs required. Applications will not be accepted if documentation is incomplete.

- A form to send to your referee for a reference. Your referee then sends this confidentially to the British Council.

2. Application form

All applicants must complete an official application form **electronically**. It is important that you check that all aspects of the application form are complete before you submit it, including all the signatures required.

You will need to present the testamurs and transcripts of your qualifications and a photocopy of these to the Centre Administrator. Please DO NOT POST original qualifications as no responsibility will be taken for their loss. They must be presented in person to the Administrator before your application can be assessed. It is the responsibility of the applicant obtain any verification of supporting documents required, and cover the costs of verification.

In exceptional cases where an original document cannot be provided at the time of applying, the Professional Support Network Manager at British Council will advise.

Assessment of English language competence
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.** This is an essential requirement for all Examiners in order to be able to examine effectively and an Examiner can be identified at any time as requiring an IELTS test.

On the basis of your application form, 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 who are required to take the IELTS test must sit the Academic module and are required to pay the full test fee.

3. Approval or rejection of application forms

Decisions on the approval or rejection of application forms are made by an Examiner Trainer. Application forms are assessed against the Minimum Professional Requirements. Applicants who do not meet the minimum requirements cannot be accepted.

4. Interview

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

5. Induction

Applicants short-listed after interview are required to complete an induction prior to training. Induction is intended to give applicants a general introduction to IELTS examining and outlines centre specific requirements. Induction takes place at the IELTS centre. Self-access induction outside of the centre is available only in exceptional circumstances for remote applicants.

6. Training

Applicants are required to sign a Confidentiality Undertaking before the training workshop begins.

In order to become an IELTS Examiner, you must attend and successfully complete training and certification. Training covers how to rate the Speaking and Writing modules of the IELTS test and how to deliver the Speaking test. Training lasts one and a half days for each module. The Examiner Trainer assesses applicants during the training session to ensure they meet the requirements for an IELTS Examiner.

7. Certification

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 tests which are sent to the British Council for assessment. Certification will 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 test conditions.

Only when the centre has been notified of successful certification does an applicant achieve certificated IELTS Examiner status. The Examiner must conduct their first test **within two months of their certification date.**

8. Communication

The British Council 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.

9. 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 identified as necessary by an Examiner Trainer
☐ Interview
☐ Induction
☐ Training
☐ Certification
☐ Sign the IELTS Examiner documents: Invitation to Examine, Code of Practice and Confidentiality Undertaking
☐ all required background checks, including child protection checks as appropriate, have been completed by the centre.

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.

You can download the application form here or visit our website at https://www.britishcouncil.ph/about/jobs for more information.