Guide for Applicants to IELTS Examiner Recruitment

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

1. Recruitment Information Pack

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

- The IELTS Examiner application form.

- The IELTS Examiner Minimum Professional Requirements (MPRs) in Appendix 4. The MPRs contain information on what minimum level of qualifications, experience, 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 (Appendix 5 Letter to Referee) to send to two referees for a reference. Your referees then email this confidentially to the IELTS Administrator. Referees must be provided by an employer / line manager (one must be from a current employer). Personal references are not accepted. All references must be provided on the relevant Appendix 5 template.

- Other centre-specific information.

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. Electronic signatures are acceptable.

You will need to present the certificates/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 to obtain any verification of supporting documents required and cover the costs of verification. Any qualifications not in English must be accompanied by an English translation.

In exceptional cases where an original document cannot be provided at the time of applying, the Professional Support Network Manager at IDP:IELTS Australia Pty Ltd or British Council will advise.

Assessment of English language competence

IELTS Speaking Examiners must be the equivalent of an IELTS Band 9 in Speaking and a minimum of Band 8 in Reading, Listening and Writing. An IELTS Band 9 is defined as 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.** Examiners can be identified at any time to sit the IELTS test.

On the basis of your application form, performance in the interview and in the training workshop, you may be required to take the full IELTS test. 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. Those 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 should take place at the IELTS centre and in exceptional circumstances, online. 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 the interview are required to attend induction prior to training. Induction is intended to give applicants a general introduction to IELTS examining, and it outlines centre-specific requirements. Induction takes place at the IELTS centre or may be held online for remote applicants.

6. Training

You 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 module of the IELTS test and how to deliver the Speaking test. Training takes one and a half days. 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 Speaking tests which are sent to the British Council or IDP:IELTS Australia Pty Ltd 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 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 2 months of their certification date**.

8. 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.

9. Working from Home

Some IELTS test centres provide test takers with the option to take their Speaking test online via Video Call. In such cases, certified Speaking Examiners may be invited by the Administrator to undertake further training to deliver Speaking tests online if the centre requires online Speaking Examiners. Experienced Speaking Examiners may also be approved to deliver tests from home provided they meet specific home working requirements. Examiners who work from home must register their home location and remain within commuting distance of their test centre.

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 identified as necessary by an Examiner Trainer
- Interview
- Induction
- Training
- Certification
- Sign the IELTS Examiner documents: (1) Invitation to Examine, (2) Code of Practice and (3) 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 Administrator with all the required supporting documents.