

Guide for 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 them clear. What follows is a summary of the main stages – if you require any further information, please email examiner.ielts@idp.com.

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. 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.

2. 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 at a later date, direct to the test centre who will process this application after the initial approval from IELTS Australia. **Do not send supporting documents** with your application form. When they are requested by the centre you must submit **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.

3. 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. **All applicants, even native speakers are required to complete this section.** 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.

4. Approval or rejection of application forms

IELTS Australia will make an initial assessment of your application and if it is suitable it will be passed to the test centre. 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.

5. 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.

6. 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

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IELTS examining. Induction takes place at the IELTS centre – self-access induction outside of the centre is available only in exceptional circumstances.

7. 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 tests 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.

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. 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 IA. Applications attached to an email to examiners.ielts@idp.com is sufficient. Postal applications should be sent to :

IELTS Australia
GPO Box 2006
Canberra ACT 2601

Applications close on 13th November 2006