

## **Cambridge English Speaking Examiner (SE) Minimum Professional Requirements (MPR)**

- 1. Has a suitably professional background, meeting the following minimum requirements:**
  - education to first degree level.
  - proof of substantial, relevant, and recent teaching experience within the last 2 to 3 years, equivalent at least to 3,000 hours; for YLE, experience in teaching young learners.
  - a recognised TESOL teaching qualification.
- 2. Demonstrates the following English language competencies:**
  - overall language proficiency level C2
  - clear diction including intelligibility outside the region/country where examining takes place.
  - the ability to assess the accuracy, acceptability, and appropriateness of spoken English at the relevant examination level; awareness of assessment issues.
- 3. Has the necessary personal qualities and inter-personal skills:**

A prospective SE must:

  - be responsible, conscientious, flexible, meets deadlines and has good attention to detail for recording Speaking marks accurately
  - be willing to accept and follow guidance and feedback.
  - know how to use a mobile phone for marks capture
  - be able to access the necessary online platforms for Certification of Assessment (CofA) and submission of Speaking marks (requires access to PC/laptop and broadband)
  - be available to attend annual Certification of Procedure (CofP) meetings
  - be able to interact appropriately to ensure that the candidates provide an adequate sample of English, representative of their speaking ability.
  - be appropriately professional in appearance and manner, and sensitive to local cultural norms
  - dresses appropriately and is sensitive to local cultural norms.
  - be able to prove the aptitude to fulfil the administrative aspects of performing the role of Speaking Examiner expected by the Exams Operations Manager, e.g. responsible, dependable, able to maintain confidentiality of the work involved (test materials, assessments, etc), is sensitive to impact on supplier schools, e.g. competition among local institutions etc.
  - be available to examine during a substantial proportion of the examining period.
  - have recent experience of dealing with children, either socially or professionally, and be suitably responsible to examine children, especially for Young Learners English tests.
  - take confidentiality and security of materials and disclosure seriously

#### **4. Confidentiality**

SEs must at all times maintain confidentiality and security in all aspects of Cambridge English examining work, including test materials, candidate assessments, training and other procedures, etc. SEs must uphold the good reputation of Cambridge English and maintain the integrity of Cambridge English qualifications.

SEs must not use or allow to be used the Cambridge name or use their name in association with the Cambridge name for any purpose whatsoever (including commercial or non-commercial purposes). This includes marketing them or their services and/or providing their personal contact details to Cambridge's clients or other third parties they engage with as an SE. Stating their SE status in formal job applications and in a curriculum vitae (CV) is permitted, but any reference to it in posts on social media sites, such as LinkedIn, is not permitted, except within any CVs uploaded to those sites.

#### **5. Terms and Conditions of Service at British Council Greece:**

- A Speaking Examiner is engaged by a Centre Exams Manager for a period appropriate to local examination requirements.
- An appointment will be renewed subject to satisfactory service as determined by the Centre Exams Manager and Team Leader and the availability of work.
- A Speaking Examiner must be available to carry out enough examining to meet local requirements.
- As there are no limited entries for a given session, all sessions differ in number of candidates. Therefore, it may happen that not all Speaking Examiners are needed for a specific session.
- Nevertheless, we will ask you to be ready for duty within the speaking test windows, either during the week or on weekends
- Speaking examiners are very often required to travel. British Council reimburses travel costs and per diem.
- To keep your active status as Speaking Examiner you must examine, attend the annual face-to-face certification meeting, and do your online certification.
- All Speaking Examiners are constantly monitored and evaluated by their Team Leader.
- All Speaking Examiners are on a casual, "as needs" and subject to availability basis and remunerated via proof of expenditure. They need to pay insurance contributions to EFKA for the services they render or issue an invoice to the British Council.

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