

## IB Examiner Recruitment Policy

Version 1.0 30/04/2010

### 1. Document purpose

The purpose of this document is to specify the minimum requirements applicants must meet in order to be appointed as an IB examiner. In addition the document also outlines desirable qualities which may be taken into account during the appointment process.

### 2. Applicant requirements

The list below identifies the requirements an applicant **must** have in order to be appointed as an examiner for the IB.

- Applicants must have a degree or equivalent in the subject (or a related subject) for which they are applying.
- Applicants must have a minimum of one year's experience teaching the subject (or a related subject) to students aged 15 or above.
- Applicants for Mathematics SL, Mathematical Studies SL, Further Mathematics SL and/or Mathematics HL must be competent in using an IB approved graphic display calculator (a list of approved models is available in Appendix A).
- Applicants must have access to the internet, via a broadband (or faster) connection, in an environment that is suitable for marking confidential assessment material.
- Applicants must provide the IB with contact details for at least two referees. An applicant will not be appointed until the IB has received at least two satisfactory references directly from the referees listed.
- The IB must comply with the laws and regulations of the United States Department of the Treasury's Office of Foreign Assets Control (OFAC); therefore the IB will only appoint applicants who do not appear on the OFAC Specially Designated Nationals (SDN) list.
- Applicants must have a bank account held in their own name. Payment to an examiner will only be made into a bank account held in the name of the examiner. Under no circumstances will payments be made to a third party account, that is, an account held in the name of a relative, company/organisation or other representative.

### **3. Desirable qualifications and experience**

The list below provides information on the qualifications and experience that are desirable for an applicant to possess when applying to become an examiner for the IB.

- Experience of teaching the IB Diploma Programme.
- Experience of teaching students at university entry qualification level.
- Previous examining experience.
- The ability to read documents, write reports and mark candidates' work in French and/or Spanish. Fluency in other languages, such as German or Chinese may also be desirable.
- Recent teaching experience, preferably in the last five years.
- For Visual Arts it is desirable that applicants are practising artists.

### **4. Appointment principles**

If an applicant meets the requirements listed above the applicant will be appointed to one component in a subject. However, exceptions are made where the period of assessment for two components are not concurrent or where the nature of the assessment of a subject requires an examiner to assess more than one component.

## **Appendix A**

### IB Recommended/Approved Graphic Display Calculators

#### **Texas Instruments**

- TI-84 Plus Silver Edition
- TI-83 Plus Silver Edition
- TI-84 Plus
- TI-83 Plus
- TI Nspire (non-CAS), with 84 faceplate
- TI Nspire (non-CAS) version 1.3 or higher, in “Press to Test” mode

#### **Casio**

- CFX 9850 Plus
- FX 9860 AU
- FX 9750 Plus
- FX 9860 G
- CFX 9950 Plus
- FX 9860 G SD
- FX 9860G II
- FX 9860 G II SD
- FX 9860 AU Plus
- FX1.0 Plus
- Graph 65 Plus
- Graph 35 Plus
- Graph 85
- Graph 85 SD