

IB Examiner Recruitment Policy

Version 1.2 03/03/2011

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 ongoing 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.
- 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 periods 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.

The IB must comply with the laws and regulations of all countries in which it appoints examiners.

Appendix A

IB Recommended / Approved Graphic Display Calculators

Texas Instruments	TI 84 Plus silver edition
	TI 84 Plus
	TI 83 Plus silver edition
	TI 83 Plus
	TI Nspire (non-CAS), with 84 faceplate
	TI Nspire (non-CAS) versions 1.3 or higher
	TI Nspire (non-CAS) versions 2.1.1 or higher
	TI 83 / 86 / 85 / 82
Casio	CFX 9850 Plus
	FX 9750 Plus
	CFX 9950 Plus
	FX 9860G II
	FX 9860 AU Plus
	Graph 65 Plus
	Graph 85
	FX 9860 AU
	FX 9860 G
	FX 9860 G SD
	FX 9860G II SD
	FX 1.0 Plus
	Graph 35 Plus
	Graph 85 SD
	Non-plus models from the 9800 or 9700 series
Sharp	EL 9900
	EL 9650
	EL 9600