

## IB MYP moderator Recruitment Policy

Version 1.0 01/09/2011

### 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 MYP moderator. 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 MYP moderator for the IB.

- Applicants must have a degree or equivalent in the subject (or a related subject) for which they are applying.
- Applicants must be teaching the MYP subject they wish to moderate in their current position or have taught it in the last two years.
- Applicants must have taught the final year of the MYP programme for the subject in which they are applying.
- Applicants must have access to the internet, via a broadband (or faster) connection, in an environment that is suitable for moderating 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 one satisfactory reference directly from the referees listed.
- Applicants must have a bank account held in their own name. Payment to an MYP moderator will only be made into a bank account held in the name of the moderator. 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 MYP moderator for the IB.

- The ability to read documents, write reports and moderate students' work in French and/or Spanish. Fluency in other languages, such as German or Chinese may also be desirable.

### **4. Appointment principles**

If an applicant meets the requirements listed above the applicant will be appointed to the subject in which they have applied.

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