

## Examiner Application Form

This application form can be printed, but must be **completed electronically**, signed, scanned and emailed to the Administrator. Electronic signatures are acceptable. All relevant supporting documents (as listed) are to be submitted with the application. Please scan and submit all documents via email. **The application form must be fully complete for it to be considered.**

### 1. Personal Details

Surname	First Name(s)	Title (e.g., Mr., Ms.)
Contact address		
Email address	Telephone number (include international codes)	
Home:	Home:	
Work:	Work:	
	Mobile:	
Date of Application		

### 2. Qualifications

You must have the minimum professional requirements of an undergraduate or Master's degree, plus either a TEFL/TESOL/EFL/ESOL certificate or a degree with a TEFL/TESOL focus.

Degree / Diploma / Certificate	Institution (name & location)	Dates of study (From – To)

### 3. Teaching Experience

You must have a minimum of 3 years' full-time TEFL/TESOL teaching experience to adult students (16 years old and over), or equivalent part-time.

Name and address of employer (include telephone number and email address)	Average teaching hours per week to adults (aged 16 or over)	First language of the majority of students	Focus of teaching (General English, Exam preparation, Business, EAP)	Dates of employment (From – To, including months)

#### Other work experience

Name of Employer	Duties	Dates (From – To)

### 4. Experience as an accredited assessor / Examiner for recognised examinations (national and international)

Examination title (please describe the assessor role)	Examining body	Dates (From – To)

**5a. Professional attributes and interpersonal skills**

- a) Please respond to the questions in Attachment A of this application form.
- b) Please send the Reference Template (Appendix 5) to your referees. This must be completed confidentially and emailed directly to the recruiting Administrator/centre by your referees.

**5b. Additional Information**

- a) Are you currently involved in any IELTS coaching or IELTS preparation classes (online or in-person)?

☐ Yes / ☐ No

If yes, please provide brief details:

- b) Do you have a criminal record?

☐ Yes / ☐ No

*If you answer 'yes' to this question, please note that you will be asked to provide further information at interview.*

**6. English language competence**

Have you ever taken an IELTS test? ☐ Yes / ☐ No

If "Yes", what was your test date?

**IELTS TEST DATE:**

What was your test score?

Listening:	Reading:	Writing:	Speaking:	Overall Band Score:
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Please respond to the questions in Attachment B of this application form. All applicants must complete Attachment B.

**7. Previous IELTS Examiner Application/Training/Examining**

Have you ever...?	Yes/No	Date	Test Centre/Country
...previously applied to be an IELTS Examiner?			
...participated in IELTS Examiner Training?			
...been asked by IDP/British Council to take an IELTS test?			
...been an IELTS Examiner before? Speaking/Writing – if yes give dates and last test centre details			
...had your Invitation to Examine and certification status withdrawn?			
If you have previously been an Examiner, please explain why you stopped examining (optional)			
Previous IELTS Examiner Number (if known)			
Contact email address for previous Test Centre Administrator (if available)			

**Note:** The Administrator receiving your application may contact the IELTS Test Partners or your former Test Centre Administrator for further information if you answer 'YES' to any of the above.

**8. Application form checklist**

Please ensure that you have included with your application:	tick to confirm
Fully completed each question of the application, providing all requested information	
Supporting documents, such as certificates or diplomas, as listed in section 2	
Attachment A	
Attachment B	
Attachment C (if applicable)	
A signature for each part of the declaration in section 9 (next page)	

## 9. Declaration

Please read and sign below to indicate your agreement:

I declare that the information I have provided in this application form is full and accurate, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if invited to examine, to the Invitation to Examine being withdrawn. In addition, IELTS Australia Pty Ltd / British Council (whichever is appropriate) may seek to recover from you all costs incurred by us in the recruitment, certification and training process and any other costs relating to your work as an Examiner.

Name of applicant		(e)signature	
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Background checks - Please sign below:

I am aware that if I become an IELTS Examiner, appropriate background checks may be carried out. These may include verification of qualifications with third parties, evidence of the right to work in the country (if a non-resident); providing copies of ID documents such as passport; working with children and young people checks.

Name of applicant		(e)signature	
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Retention of Information/Documentation - Please sign below:

I am aware that if I become an IELTS Examiner, documentation and information collected at the time of my recruitment, and my examining performance history will be held by my current test centre for a minimum of 3 years after I cease examining at the centre (or in accordance with local employment and privacy law where this may differ). The information held may be accessed by either Test Partner, Examiner Support Coordinators (ESCs), Examiner Standards Managers (ESMs), Examiner Trainers or IELTS Centre Administrators when required. On becoming an Examiner, I am aware that my name, assigned Cambridge IELTS Examiner number and Examiner certification history will be kept permanently on the Cambridge database and this information may be provided to either Test Partner on request.

Name of applicant		(e)signature	
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Verification of documents - Please sign below:

I agree to pay the cost of verification of any documents requested as part of the IELTS Examiner recruitment process.

Name of applicant		(e)signature	
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IELTS Test - Please sign below:

I agree to pay the IELTS test fee if I am required to take it as part of the IELTS Examiner recruitment process. All applicants must sign here, even if an IELTS test has already been taken or they have English as their first language. NB The IELTS test fee is the same as that charged to IELTS candidates at the centre where you are applying.

Name of applicant		(e)signature	
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Recording of recruitment interview - Please sign below:

I agree to allow IELTS to record my recruitment interview for quality assurance purposes.

Name of applicant		(e)signature	
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Signature and date of application:

Applicant name	
Applicant (e)signature	
Date of application	

Please scan/email this page with your signatures. Your application and all recruitment documents are kept for 3 years after you cease working as an Examiner (or in accordance with local employment and privacy legislation). If you are unsuccessful at any point in the recruitment or certification process, this application form and all documents provided by you in the recruitment process will be securely destroyed within 3 weeks of your notification of the outcome.

**Attachment A – Professional Attributes and Interpersonal Skills**

In this section you are required to present evidence that you have the required professional attributes and interpersonal skills to become an IELTS Examiner (see number 4 on the application form).

Give details of a situation you were in, the action you took and the outcome for each of the questions below. If you answer on a separate sheet to submit with your application, you must include your name on each page. You should write approximately 100 words for each situation.

- 1. Describe a situation in your professional life in which effective communication is important – how have you ensured that your own communication is effective?**
  
- 2. Describe a situation in your professional life where you have had to maintain confidentiality or follow procedures to ensure security.**
  
- 3. Describe a task that you have to complete accurately and in detail – how do you ensure that you complete the task to the required standard?**
  
- 4. Describe an occasion when you received and built on guidance and advice from others.**
  
- 5. What advice would you give to a new teacher on what is expected in terms of punctuality, dress code, ways of addressing others and any other important aspects of the cultural context in which you work?**

*Please ensure that all attachments are correctly labelled with your name and contact details.*

**Attachment B – English Language Competence**

All Applicants must complete this attachment, regardless of nationality and first language.

**PART A**

Read the following statements and circle the one answer that most accurately reflects your English language skills.

A1: When watching a television programme or video in English, I can understand...

<b>Everything</b>	<b>Most of the time</b>	<b>Often</b>	<b>Rarely</b>	<b>Never</b>
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A2: When writing a report in English, I can convey my thoughts to express my meaning precisely. I can do this...

<b>Always</b>	<b>Most of the time</b>	<b>Often</b>	<b>Rarely</b>	<b>Never</b>
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A3: I am able to understand a variety of Standard English accents...

<b>Always</b>	<b>Most of the time</b>	<b>Often</b>	<b>Rarely</b>	<b>Never</b>
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A4: After reading a paragraph on language teaching, I can summarise its contents...

<b>Always</b>	<b>Most of the time</b>	<b>Often</b>	<b>Rarely</b>	<b>Never</b>
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**PART B**

Answer each of the questions below in the space provided.

B1: What was the main language spoken in your home when you were a small child?
B2: Were any other languages spoken in your home when you were a child? <input type="checkbox"/> <b>Yes</b> / <input type="checkbox"/> <b>No</b>  If "Yes", list the additional languages.
B3: At approximately what age did you start to speak English regularly?
B4: What was the main language of instruction when you first started school?
B5: Were any other languages used in your primary school? <input type="checkbox"/> <b>Yes</b> / <input type="checkbox"/> <b>No</b>  If "Yes", list the languages.
B6: What was the main language of instruction at your secondary school(s)?

<p>B7: Was any other language used for instruction at your secondary school? <input type="checkbox"/> Yes / <input type="checkbox"/> No</p> <p>If “Yes”, name the language(s).</p>
<p>B8: Were you required to study another language at either primary or secondary school? <input type="checkbox"/> Yes / <input type="checkbox"/> No</p> <p>If “Yes”, name the language(s).</p>
<p>B9: What was the main language of instruction at tertiary level?</p>
<p>B10: What language(s) do you use when relaxing with friends?</p>
<p>B11: What is the official language of the country in which you currently live?</p>
<p>B12: How long have you lived in that country?</p>
<p>B13: Have you delivered a conference paper in English? <input type="checkbox"/> Yes / <input type="checkbox"/> No</p> <p>If “Yes”, what was the topic?</p>