

# GUIDE FOR APPLICANTS TO CAMBRIDGE ENGLISH EXAMINER RECRUITMENT

## Recruitment Information Pack

- The Cambridge English Examiner application form.
- Speaking Examiner Profile. The Speaking Examiner Profile contains information on what minimum level of qualifications, experience, professional attributes and interpersonal skills are required to become a Cambridge English Examiner. Only those applicants who fully meet the Minimum Professional Requirements will be considered.
- A form to send to your referee for a reference. Your referee then emails this confidentially to the appointed administrator. Reference must be provided by an employer / line manager.

## Application Form

All applicants should complete an official application form **electronically**. It is important that you check that all aspects of the application form are complete before you submit it, including all the signatures required. Electronic signatures are acceptable.

## Approval or Rejection of Application Forms

Decisions on the approval or rejection of application forms are made by Team Leaders (TL). Application forms are assessed against the Minimum Professional Requirements. Those who do not meet the minimum requirements cannot be accepted.

## Interview

Applicants whose application forms are approved are invited to attend an interview. The TL interviews the prospective examiners and, where needed, the TL conducts a language proficiency check. The interview could take place at the Exams Centre, or it could be a telephone or online interview.

## Induction

Applicants short-listed after interview are required to attend induction prior to training. Induction is intended to give applicants a general introduction to Cambridge English examining, and it outlines centre-specific requirements. The induction is done online.

## Training and nomination

Successful applicants have to attend face-to-face training (led by the centre's TL) for each level to be examined. New examiners can be trained for a maximum of three levels in their first year. After the training has been completed, the TL or the Centre Exams Manager submits an online nomination.

## Certification

Certification is a tool to assess whether the Examiner has understood and is able to apply the marking criteria. The Examiner completes certification for each CEFR level they will examine. There are two elements:

- a. Certification of Assessment (CofA): Completed online by the examiner
- b. Certification of Procedure (CofP): A face-to-face or remote meeting led by the TL.

## **Communication**

The Exams Centre will inform successful and unsuccessful applicants in writing at each stage of the recruitment process. Unsuccessful applicants will receive written notification no more than 2 weeks after a decision has been made at each stage.

## **Summary**

In order to become a Cambridge English Examiner, an applicant must successfully complete the following stages of the recruitment process:

- Application form approval
- Assessment of English language competence if identified as necessary by a Team Leader
- Interview
- Induction
- Training
- Certification
- Background checks (including child protection checks and obtaining a certificate of conduct - VOG) have to be completed by the centre before signing the contract.