

## Minimum professional requirements

### A Cambridge English Speaking Examiner:

#### **1. Has a suitably professional background, meeting the following minimum requirements:**

- education to first degree level (a university diploma in English for Romanian applicants) or equivalent, preferably in a TESOL-related subject\*.
- proof of substantial, relevant, and recent teaching experience, equivalent at least to 3,000 hours; for YLE, experience in teaching young learners.
- a recognised TESOL teaching qualification (for native speakers) \*.

#### **2. Demonstrates the following English language competencies:**

- overall language proficiency level C2
- clear diction including intelligibility outside the region/country where examining takes place.
- the ability to assess the accuracy, acceptability, and appropriateness of spoken English at the relevant examination level; awareness of assessment issues.

#### **3. Has the necessary personal qualities and inter-personal skills:**

- is responsible, conscientious, flexible, meets deadlines and has good attention to detail.
- willing to accept and follow guidance and feedback.
- ability to interact appropriately with the type of candidates for the examination(s) in question in such a way as to ensure that the candidates provide an adequate sample of English representative of their speaking ability.
- dresses appropriately and is sensitive to local cultural norms.
- Access to PC and broadband for certification and other online activities.
- Is able to prove the aptitude to fulfil the administrative aspects of performing the role of Speaking Examiner expected by the Exams Operations Manager, e.g. responsible, dependable, able to maintain confidentiality of the work involved (test materials,

assessments, etc), is sensitive to impact on supplier schools, e.g. competition among local institutions etc.

- ensures availability to undertake assignments during a substantial proportion of the examining period of the examinations for which he/she is applying, and to attend relevant certification meetings.
- Cambridge English Speaking Examiners for the Young Learners English tests must have recent experience of dealing with children, either socially or professionally, and be suitably responsible to examine children.

**Terms and Conditions of Service at British Council Romania:**

1. The Speaking Examiner will have to issue an invoice to the British Council in order to be paid the fees related to oral examining (either as Persoana Fizica Autorizata, Asociatie Familiala or SRL)
2. A Speaking Examiner is engaged by a Centre Exams Manager for a period of time appropriate to local examination requirements.
3. An appointment will be renewed subject to satisfactory service as determined by the Centre Exams Manager and Team Leader and the availability of work.
4. A Speaking Examiner must be available to carry out enough examining to meet local requirements.
5. Fees and expenses related to oral examining will be agreed and paid by the British Council Romania according to local circumstances.

Updated December 2022