

IELTS Examiner Minimum Professional Requirements (MPRs)

Examiner applicants are required to meet the minimum professional requirements in three areas, as outlined below.

1. QUALIFICATIONS

Recognised Qualifications

1. An undergraduate degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate degree.

AND

2. A TEFL/TESOL qualification from a recognised institution (at minimum certificate level)

Or

EFL / ESOL related studies completed as part of an undergraduate / post graduate award course from a recognised institution (minimum certificate level equivalent)

Or

A degree in Education (if supported by an undergraduate degree which includes studies focused on English language at point 1 above)

If requested, applicants are required to provide additional information regarding their qualifications (e.g. transcript, course curriculum etc) in order to support the assessment of studies completed. Any expenses related to verifying qualifications are to be paid by the applicant.

2. TEACHING EXPERIENCE

A minimum of three years full-time relevant teaching experience (or equivalent part time) is required*. The majority of this teaching experience must relate to adult students (16 years and over).

If an applicant's EFL / ESOL qualification is at certificate level (or equivalent), one of the three years full-time teaching experience must be post EFL / ESOL certificate qualification. If the EFL / ESOL qualification is at Diploma level or higher, teaching experience post EFL / ESOL qualification is not required

** Note: 'Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week*

3. PROFESSIONAL ATTRIBUTES AND INTERPERSONAL SKILLS

An IELTS Examiner is expected to have the following professional attributes and interpersonal skills:

- Completes tasks accurately and in sufficient detail
- Observes the need for confidentiality and security
- Responds positively to guidance and advice
- Acts professionally at all times
- Communicates effectively with colleagues and candidates and treats others with respect
- Is sensitive to cultural differences

NOTE: Examiners are required to adhere to a Code of Practice and Confidentiality Undertaking and follow all directives from the Centre Administrator and Examiner Trainer. Information will be provided to applicants once recruitment and training have been successfully completed.