

## **IELTS Examiner Minimum Professional Requirements**

Examiner applicants are required to meet the Minimum Professional Requirements (MPRs) in three areas, as outlined below.

### **1) Qualifications**

- a) An undergraduate degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate degree (3 years full time academic study).

**AND**

- b) 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)

All qualifications must be externally validated by an external examination board and accredited by a professional certification board. If requested, applicants are required to provide additional information regarding their qualifications (e.g. transcript, course curriculum, evidence of external validation, accreditation by a certification standards board etc). Any expenses related to verifying qualifications are to be paid by the applicant.

### **2) Teaching Experience**

A minimum of three years full-time TEFL 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, the teaching experience can have been completed before the qualification.

*\* Note: 'Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week. Freelance and volunteer teaching is not included.*

### **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.***