

IELTS Examiners Code of Practice



UNIVERSITY of CAMBRIDGE
ESOL Examinations

Code of Practice for IELTS Examiners

1. Examiners for the Speaking and Writing Modules must be native speakers of English (or non-native speakers with Band 9 proficiency in Writing and Speaking). They must have a recognised TEFL qualification eg CELTA/DELTA and at least three years relevant experience. Other qualifications should be checked with the British Council or IDP:IA.
2. Proposed examiners should complete an Examiner Application Form*. The centres should forward them to British Council/IDP:IA to ensure they meet the criteria required in 1 above. To gain certification proposed examiners should:
 - i) take part in a training workshop led by an authorised trainer
 - ii) work through the Assessment Guide for the Writing Test (1996) and the Examiners Self-access Standardisation Pack (2001)
 - iii) successfully mark one set of certification scripts and one set of certification tapes.
3. Before commencing training proposed examiners should send their Examiner Application Form to the British Council or IDP: IA for approval. On completion of training, front mark sheets giving band scores awarded for the Certification scripts and taped interviews, should be sent to the British Council or IDP:IA.

Approval depends upon satisfactory assessment of certification materials for both the Writing and Speaking Modules.
4. IELTS examiners are certificated for 2 years and will be required to be re-certificated every 2 years.
5. Examiners will be required to re-certificate if IELTS certification or monitoring procedures carried out by Cambridge ESOL reveal inconsistencies in reliability.
6. In the Speaking and Writing Modules examiners must not test students they teach or have taught or who are known personally to them.
7. Examiners should make themselves available for briefing as required.
8. Examiners should co-operate as required by Cambridge ESOL with any trialling necessary for further versions of IELTS.
9. Examiners should observe at all times the strictest security concerning live IELTS test materials.
10. Examiners should only use their knowledge of the assessment criteria and levels for the purposes of IELTS examining.
11. Examiners may not use knowledge gained from examining for IELTS preparation purposes.
12. Examiners may not award IELTS bands outside a live test administration. From time to time British Council/IDP:IA may require examiners to provide band equivalences for non-native speaker examiners (see 1 above).
13. IELTS Examiners may not advertise their examiner status for the purposes of teaching and/or publishing.

***new examiners only**