

Profile of a Cambridge English Speaking Examiner

1. The role

A Speaking Examiner (SE) has a key role in assessing a candidate's English language ability. The mark for speaking skills ordinarily constitutes at least 20% of the overall score of a candidate. Accurate, standardised assessments contribute to the validity of the results.

In regions where the Cambridge English Speaking tests are relatively new, applicant centres are required to provide PSLs/RTLs with CVs of potential examiners as part of the centre approval process.

2. Minimum Professional Requirements

All SEs must meet the minimum professional requirements (MPRs) of the role.

Professional background

- Education to first degree level or equivalent
- A recognised language teaching qualification
- Proof of substantial, relevant, teaching experience within the last 2 to 3 years, ideally equivalent to at least 1800 hours

NB. An applicant can be exempt *either* from the formal teaching qualification *or* from the first degree/equivalent requirement (but not both) if they have considerable relevant teaching experience (i.e. ideally 3000 hours or more). References to support this experience may be requested. Where exemptions are requested, the TL should discuss this with the PSL/RTL before a prospective SE is inducted, trained or nominated. Cambridge English's decision is final in all such matters.

For centres that run exams for candidates under the age of 16 (including Pre A1 Starters, A1 Movers and A2 Flyers, and any for Schools exams), applicants must have recent experience of dealing with children, ideally in a professional capacity, and must show that they can work with children in line with local legislation. They must also be willing to sign a declaration that they are suitably responsible to conduct exams with children. It is the responsibility of the centre to ensure that no unsuitable person is appointed as a Speaking Examiner for Cambridge English Young Learners, Key for Schools, Preliminary for Schools or First for Schools.

English language competencies

In order to examine effectively, SEs must be able to demonstrate:

- Overall language proficiency, including linguistic accuracy, relevant to the examination level (at least two Common European Framework of Reference (CEFR) levels higher than

the CEFR level of the exam; for C1 Business Higher/C1 Advanced/C2 Proficiency the prospective SE must have C2 level)

- 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.

In some circumstances, e.g. where there is limited examiner resource, it may be necessary to recruit SEs whose level of English language competence needs additional validation. In such cases, Cambridge English provides TLs with tools for checking the potential SE's language level. Language competencies are not defined in terms of being a 'native speaker' of English. All prospective SEs, whether English is their first or additional language, must meet the same professional requirements.

3. Professional attributes and interpersonal skills:

All prospective SEs must:

- be responsible, conscientious, meet deadlines, and have good attention to detail for filling in mark sheets correctly
- accept and follow guidance and feedback
- have access to a PC/laptop and broadband for online certification
- be available to attend annual Certification of Procedure meetings
- be available to examine during a substantial proportion of the examining period
- dress appropriately and are sensitive to local cultural norms and able to interact appropriately so that candidates can provide an adequate sample of English, representative of their speaking ability

4. Confidentiality

SEs must at all times maintain confidentiality and security in all aspects of Cambridge English examining work, including test materials, candidate assessments, training and other procedures, etc. and uphold the good reputation of Cambridge English in all examining and public environments.

SEs must not use or allow to be used the Cambridge name, or use their name in association with the Cambridge name for any purpose whatsoever (including commercial or non-commercial purposes). This includes marketing them or their services and/or providing their personal contact details to Cambridge's clients or other third parties they engage with as a Speaking Examiner. Citing this status in formal job applications and in a curriculum vitae is permitted. Including any reference to it in social media sites, such as LinkedIn, is not permitted, except within any CVs uploaded to those sites.

5. Employment status

All SEs are employed or engaged directly by the exam centre(s) for which they carry out their services. SEs are not employed by Cambridge English.

All employment matters rest solely and directly between the centre and the SE, and the terms of service may be different from centre to centre, and from country to country. Cambridge English cannot mediate in disputes between SEs and their employers. Cambridge English sets the quality standards for examining, and monitors compliance with these; all other matters (for example, fees, payments, contract type, etc.) can only be addressed by the centre which engages the Speaking Examiner.