

The Institute of Linguists Educational Trust (IoLET) invites applications for the position of Diploma in Translation Chief Examiner for the 2019 Examination session in the following language combination:

English into Polish

The contract will run from 1 September 2018 to 31 August 2019.

ESSENTIAL REQUIREMENTS

The applicant must fulfil the following criteria:

- have an excellent standard of general education,
- be a native speaker of the target language,
- have native-speaker competence in the source language,
- have 10 years of experience in language examining and ideally in language teaching,
- be a translator or teacher of translation studies in a higher learning institution,
- agree to abide by the IoLET Code of Conduct for examiners.

Experience in examination moderation is welcome.

DUTIES

Oversee the whole setting and marking operation in their particular language combination, specifically:

- set some examination papers;
- agree on the set papers with regard to level and suitability in the particular source language;
- proof-read chosen language papers;
- liaise with IoLET officers for the distribution of marking responsibilities;
- co-mark Unit 01;
- supervise the marking of Units 02 and 03:
 - receive a marked sample from each of the other examiners,
 - ensure that the marking standard is even and consistent,
 - make adjustments where necessary,
 - return marked scripts with feedback to examiners;
- receive and scrutinise all marked scripts;
- confirm results, in conjunction with the professional officers of the Institute, and handle any queries concerning the results;
- enter results on to IoLET grid;
- produce a Chief Examiner's report for the Examination Review Board and for subsequent publication;
- produce feedback on examiners' performance;
- attend examiners' meetings (normally twice a year on a Saturday);
- undertake other duties as necessary, such as re-marking and overseeing other re-markers' work when necessary, training and supervising setters and examiners.

FEES

Chief Examiners will be paid an annual retainer of £458.00. In addition, they will be paid for the individual tasks performed as follows:

- attendance to Standardisation and Awards meetings,
- attendance to a training session (once),
- setting, moderation and proofreading of exam papers,
- marking and re-marking.

Please send an up-to-date CV with a covering letter to:

Live Assessment Team, The Chartered Institute of Linguists, 7th Floor, 167 Fleet Street, London, EC4A 2EA, or email us at info@ciol.org.uk

Closing date for applications: **7 December 2018**.