

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;
- proofread 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](mailto:info@ciol.org.uk)

Closing date for applications: **11 January 2019**.