

Role Title

IGCSE Practical Examiner's

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Business Delivery	N/A	Egypt - Cairo	1 Year	Resource deployment Manager

Role purpose

To ensure that any test administered by the British Council runs smoothly on the test day/s and that all assigned test day duties and standards are met.

About us

The British Council is the UK's international organization for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust. We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Main Accountabilities:

You will be accountable for maintaining the integrity and reputation of the British Council and the various examination boards by ensuring that tests are delivered to prescribed customer service, security and administration standards. You will also be accountable for promoting a positive image of the British Council by providing a high standard of customer care on the test day.

Responsibilities:

- Report promptly to test venue at agreed time. In case of any delays or if unable to get to the test venue, inform the appropriate test day or British Council Examinations Services staff in a timely manner.
- Follow all relevant standards & procedures, based on training and reference materials provided by the British Council Examinations Services and the relevant Exam Boards.
- Maintain British Council Examinations Services standards of customer care on the test day.
- Be familiar with the emergency procedures for the test day venue.
- Ensure that the test day material is handled securely, confidentially and

is accounted for in line with British Council and Exam Boards requirements at all times.

- Ensure that all test day records are completed and maintained accurately as required by British Council Examinations Services and Exam Boards.
- Ensure that relevant guidelines and policies are applied and followed in the areas of: Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, and Anti-Fraud.
- Report any incidents, emergencies or breaches of security to the appropriate test day supervisor or British Council Examinations Services staff.
- Promote and ensure the wellbeing of candidates at all times. In case of emergencies, follow correct procedures.
- Additional duties in line with the role may be required.

Training and development:

- Attend all briefing and training sessions as requested by the British Council Examinations Services Centre and required by the Exam Boards.
- Complete all mandatory training as required, including Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, Anti-Fraud, Identity Checks.

Key Relationships:

Internal

The Exams team at the head office in Egypt the Head of Exams Operations, Head of Exams planning , Exam operation manager and the national resource deployment manager.

External

Teachers, students, auditors, other Exam Board employees.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Must be able to legally work in the country of appointment.	Shortlisting
Direct contact or managing staff working with children?	Yes/No IF YES. Appropriate police check	N/a
Notes	You will be paid as per the terms and conditions of your contract. You may be required to work weekends (Saturdays and /or Sundays), public holidays, extended hours in the early morning or late evening, as this is when many examinations take place. You must have the flexibility to work beyond the prior agreed work schedule DBS checks or local equivalent required	
Person Specification:		Assessment

		stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ English language level of CEFR B2 (Listening, Speaking, Reading, Writing skills) 	N/A	Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • 2 years of experience in relevant requested field and experience in teaching required syllabus. • Undergraduate degree • Any other qualifications as specified by the Exam Boards; • Substantial, relevant, recent teaching experience as specified by the Exam Boards. 	N/A	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • Punctual and reliable. Schedules are fixed in advance and it is essential that examiners arrive on time to ensure the exam starts on time. Examiners should be available to examine on a regular basis. • Good attention to detail. Procedures vary for different Exam Boards and types of exams, and these must be followed with precision for each type of exam. • Customer service and people skills. Our exam candidates include a wide range of people from different backgrounds who may be nervous on the day of their exam and need to be dealt with politely, confidently, calmly and efficiently. It is essential that 	Awareness of safeguarding and promoting the welfare of children.	Shortlisting AND Interview

<p>our venue staff have the ability to understand and respond effectively to customer needs and deliver high quality service.</p> <ul style="list-style-type: none"> • Basic computing skills. Electronic equipment and internet-based software is used to prepare and deliver examinations. It is essential that examiners be familiar and comfortable using these tools. 		
British Council Core Skills		Assessment Stage
<p>Using technology level 1: Operates as a basic user of information systems, digital and office technology. Able to use British Council systems and software, and the internet, to do the job and manage documents or processes.</p> <p>Planning and organizing level 1: Is methodical. Able to plan own work over short timescales for routine or familiar tasks and processes. Has a good attention to detail. Is punctual and reliable.</p> <p>Communications English level 1: Communicates clearly and effectively. Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p>		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
<p>Being accountable (Essential): Giving constructive feedback to others in a way they can understand and accept.</p> <p>Working together (Essential): Works well with others, is approachable and flexible.</p>		Interview
		Interview
Prepared by:		Date:
Islam Shaban - Head of Exams planning		21/1/2020