

EXAMINER RECRUITMENT (Hiroshima Area)



The EIKEN Foundation of Japan is looking for native English speakers to serve as examiners for the speaking tests of **IELTS**, the internationally renowned English-language assessment test.

Please note that this is not a full-time position; it is on a part-time, per-work basis.

Requirements for IELTS examiners are as follows:

IELTS Examiner Minimum Professional Requirements

Examiner applicants are required to meet the Minimum Professional Requirements (MPRs) in three areas, as outlined below.

1. Qualifications

a) An undergraduate or Master's degree

OR

qualification(s) that can be demonstrated to be equivalent to an undergraduate or a Master's degree (3 years' fulltime academic study, or a minimum of one year's full-time academic study in the case of a Master's degree)

OR

a full DELTA (all three modules completed).

AND

b) A TEFL / TESOL qualification from a recognised institution (at minimum Certificate level).

OR

EFL / ESOL-related studies completed as part of an undergraduate / post graduate award course from a recognised institution (minimum Certificate level equivalent).

OR

A degree in Education (if supported by an undergraduate degree which includes studies focused on English language).

All qualifications must be validated by a reputable institution and accredited by a professional certification board.

If requested, applicants are required to provide additional information regarding their qualifications (e.g., transcript, course curriculum, evidence of external validation, accreditation by a certification standards board etc.).

Any expenses related to verifying qualifications are to be paid by the applicant. You will be required to produce the original certificates for all qualifications. If not in English, a translation must be provided of all certificates/qualifications.

2. Teaching Experience

A minimum of three years' full-time TEFL teaching experience (or equivalent part time) is required. Almost all of this teaching experience must relate to adult students (16 years and over) and be conducted face-to-face. Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week. Freelance and volunteer teaching is not included. Classroom teaching conducted online within a reputable institution may be accepted as part of teaching experience where there is evidence of ongoing training, support and professional development from the school/institution.

If an applicant's EFL / ESOL qualification is at Certificate level (or equivalent), one of the three years of full-time teaching experience must be post EFL / ESOL Certificate qualification. If the EFL / ESOL qualification is at Diploma level or higher, the teaching experience can have been completed before the qualification.

3. Professional Attributes and Interpersonal Skills

An IELTS Examiner is expected to have the following professional attributes and interpersonal skills:

- Completes tasks accurately and in sufficient detail
- Observes the need for confidentiality and security
- Responds positively to guidance and advice
- Acts professionally at all times
- Communicates effectively with colleagues and candidates and treats others with respect
- Is sensitive to cultural differences.

NOTE: Examiners are required to adhere to a Code of Practice and Confidentiality Undertaking and follow all directives from the Centre Administrator and Examiner Trainer. Information will be provided to applicants once recruitment and training have been successfully completed.

Further information please contact jp512ielts@eiken.or.jp