

Introduction

A Cambridge Speaking Examiner (SE) has a key role in the whole process of assessing a candidate's English language ability. Furthermore, the SE is perceived by candidates as the 'face' of Cambridge English Language Assessment.

Therefore, Cambridge ELA attaches great importance to the professionalism of SEs, who go through a programme of training, standardisation and ongoing development to ensure fairness to candidates no matter where in the world they take a Cambridge examination.

Being a Cambridge examiner is something special and only applicants with the minimum professional requirements are accepted to take part in training.

A Cambridge ELA SE:

1. Has a suitably professional background:

- an education to first degree or equivalent;
- a recognised language teaching qualification;
- at least 3 years or 1800 hours relevant and recent teaching experience.

2. Demonstrates the following English language competencies:

- overall language proficiency relevant to the examination level (at least two Common European Framework (CEFR) levels higher than the CEFR of the exam);
- clear diction including intelligibility outside the country/region where examining takes place;
- linguistic accuracy;
- the ability to judge the grammatical accuracy, acceptability and appropriateness of spoken English at the relevant examination level.

3. Has the necessary personal qualities and inter-personal skills, such as:

- willingness to observe the need for confidentiality and security in all aspects of the work;
- responsibility, conscientiousness, with attention to detail;
- ability to interact appropriately with the type of candidates for the examination in question in such a way as to ensure that candidates provide an adequate sample of English representative of their speaking ability;
- readiness to respond to Team Leader (TL) guidance and advice given in the context of training and standardisation, or informally.

4. Exercises discretion in relation to:

- the security of the Speaking tests materials;
- the performance of candidates and colleagues in the examination room;
- the confidentiality of Cambridge ELA training and other procedures.

5. Has administrative skills such as:

- the ability to use a PC with broadband Internet access for standardisation and other online activities;
- the aptitude to fulfil the administrative aspects of performing the role of SE expected by a Centre Exams Manager (CEM) in the local context of an examination centre;
- availability to undertake assignments during a substantial proportion of the examining period of the examinations for which he/she is applying, and to attend standardisation meetings.

The recruitment process is complete only after an applicant has:

- undergone an interview with the TL and CEM;
- successfully completed the Cambridge ELA induction process;
- received specified training for the examination level(s) for which he/she is conducting Speaking tests and has shown evidence of their abilities to fulfil the requirements of the SE role;
- attended an annual certification session.

Terms and conditions of service

1. An SE is engaged by a CEM for a period of time appropriate to local examination requirements.
2. An appointment is renewed subject to satisfactory services as determined by the CEM and TL and the availability of work.
3. An SE must be available to carry out enough examining to meet local requirements.
4. Fees and expenses related to speaking examining are agreed and paid by the CEM according to local circumstances.