

General Policy on the appointment of examiners

General Policy on the appointment of examiners – updated March 2022

Appointments as examiners to mark oral, coursework and written examinations are made on the basis of the information supplied by examiners on their application forms, and is subject to confirmation of the accuracy of this information.

The Chief Examiner will consider the following factors when recommending suitable applicants for first appointment to a particular position. The relative importance attached to the various factors may differ from subject to subject and is at the discretion of the Chief Examiner. Numerical weightings will not necessarily be applied to the various factors and nor will the Chief Examiner necessarily assign ratings under the various headings. In most cases, the Chief Examiner will make a holistic judgment on the applications based on the factors below. Additional subject-specific factors may arise in some subjects. Furthermore, priority may be given to applicants who are willing and able to mark material answered through Irish.

In the case of oral examiners, appointment of those who have not previously acted as oral examiners in the relevant language will be subject to an interview to confirm that they have an adequate level of proficiency in the language to fulfil the role.

In the case of the written examinations, on the second and subsequent examination of any syllabus or specification, and before all other applications are considered, examiners who have given satisfactory service in the preceding year will be offered reappointment to the same position, unless the number of available positions is insufficient to allow this.

The term “specification” below is taken to mean “syllabus or specification”.

Qualifications

- Registered with the Teaching Council as a teacher of the subject concerned, or holding qualification sufficient for such registration.
- Further qualifications (in the subject or in education).

Applicants with the necessary qualification in the subject but not yet qualified as teachers will be considered only if vacancies remain after all suitable and fully qualified applicants have been offered appointment.

Relevant teaching experience

Teaching experience in a recognised second-level school

Recent experience will be regarded as more relevant than less recent experience. Beyond ten years' aggregate teaching experience, further experience will not reckon. Relevant experience is categorised as follows.

- Experience teaching the specification concerned at the level concerned
- Experience teaching the specification concerned at another level (Higher, Ordinary, Foundation)
- In the case of a new or recent specification, experience teaching the previous specification at the level concerned
- Experience teaching the previous specification at another level
- Experience teaching the subject (or corresponding subject) on another programme (JC, LC, TY, LCA)
- Experience teaching the subject concerned at second level in another country (e.g., GCSE, A-level, IB)

Teaching experience outside a recognised second-level school

Any that the applicant considers relevant – third level, primary, private tuition (group or individual), in Ireland or abroad.

It may be necessary from time to time to alter these criteria to reflect the nature and assessment requirements of the component for which examiners are being appointed to assess.

Relevant experience as an examiner

Recent experience will be regarded as more relevant than less recent experience. Relevant experience is categorised as follows.

Satisfactory service as an examiner for the SEC

- Satisfactory service as an examiner of the specification concerned at the level concerned (not applicable in the case of a new specification)
- In the case of a new or recent specification, satisfactory service as an examiner of the preceding specification at the level concerned
- Satisfactory service as an examiner of the subject concerned at another level on the same programme
- Satisfactory service as an examiner of the same or corresponding subject on another programme

Experience as an examiner for examination boards other than the SEC

To include state boards and boards affiliated to JCQ or equivalent; not to include, for example, mock exam providers.

- Experience as an examiner of the subject concerned at lower or upper secondary level (e.g., GCSE or A-level)
- Experience as an examiner of any other subject at lower or upper secondary level

Other

- Any that the applicant considers relevant
-

Additional criteria for supervisory positions

Applicants being considered for appointment as an advising examiner (ADV), senior advising examiner (SAD), or chief advising examiner (CAE) will in the first instance be considered on the same basis as applications for other examining positions. Once it is established that they are among the pool of suitable applicants for examining positions, the Chief Examiner will consider the following additional information when selecting those to be recommended for appointment to supervisory positions.

- Relevant skills, as demonstrated by quality of previous performance as an examiner, as categorised above
- Quality of previous performance as an ADV, SAD, or CAE in the subject concerned at any level
- Quality of previous performance as an ADV, SAD, or CAE in any other subject at any level
- Experience as an examiner of the subject concerned in a supervisory capacity for an examination board other than the SEC, at lower or upper second level (e.g., team leader for GCSE or A-level examinations)

In the case of new examinations, which involve the creation of full new teams, applicants for examining positions will be asked to indicate which positions they wish to be considered for. In the case of any examination for which automatic offers of reappointment apply all examiners deemed suitable for reappointment will automatically be under consideration for appointment to vacancies at a supervisory level in the same subject area.