

IDP IELTS

information

pack

**For the engagement of
OSM Writing Examiners
(Australia)**

IELTS Writing Marking

Writing Examiners are engaged by IDP Education to work onscreen from home in a secure, private space.

The marking of IELTS Writing tasks is completed via a secure, robust tool called Mark Manager, which is a web-based application that supports the Windows operating system only. **Mac OS is not supported.**

Selection processes

Expressions of interest to be engaged as a casual / part-time Examiner can be made by emailing the following document to writing.ex@idp.com:

- completed Appendix 3 – Examiner Application
- relevant documentation (certificates/diplomas, as listed in Section 2, Appendix 3)
- completed Appendix 5 (x2) – Reference Requests

How Onscreen Marking (OSM) works

Examiners

- will work from home in a private, secure space with minimum OHS requirements
- can complete marking anytime across an 18-hour window, 5am – 11pm local time
- will be required to be available for 4-8 hrs. per day; minimum 3 weekend days per month; additional marking on weekdays. Priority given to applicants available for work between Saturdays-Tuesdays, but other cadence of work will be considered.
- will be required to complete a minimum of 300 - 400 items per month
- can choose to mark up to 140 items per day
- will submit an invoice through the OSM Portal for work completed

To be selected, Examiners will also be required to have:

- a reliable and secure broadband internet connection
- a computer (Windows PC only – no Macs, as they are not compatible)
- dual screens, one of which is 22 inches

Engagement, Training and Standardisation of IELTS Writing Examiners

All Writing Examiners will be engaged, trained, standardised, and managed centrally by IDP Education.

Security and Confidentiality

The IELTS partners have researched and met with many onscreen marking vendors globally to find the most robust and secure environment for marking.

The Professional Support Network (PSN), requires all IELTS Writing Examiners to adhere to the following:

- Code of Practice
- Confidentiality Undertaking
- Self-declarations as required by IELTS recognising organisations.

Performance Standards

The onscreen environment allows for real time quality assurance in the marking standards. Examiner marking performance is tracked and monitored via reference items which appear at intervals (unidentifiable to the marker) each marking day. These items have previously been triple-marked by Senior Examiners and the information gathered on the comparison of the Examiners' ratings against the definitive ratings allows the Examiner Standards Managers to identify areas where they can support Examiners to maintain rating accuracy. Performance is reported back to individual Examiners weekly.

The onscreen marking system also allows Examiners to ask questions of Senior Examiners in the real time environment via a query function in Mark Manager. This process further supports marking standards.

Engagement and Payment

Examiners are engaged by IDP as Casual Employees. Examiners provide and maintain their own equipment and are responsible for the work environment in which they are working. Examiners are paid on a fortnightly basis.

Pay Rate

Examiners are paid Australian \$3.82 per completed item, inclusive of 11% superannuation.

IDP: IELTS Writing Examiner

Scope of Work

- Mark IELTS Academic and General Training Writing Task 1 and Task 2
- Mark Writing tests to standard
- Maintain IELTS Writing certification
- Attend training events/meetings online and/or face-to-face as required
- Engage with performance management system and Examiner Standards Managers

Requirements

- Intermediate computer skills
- High speed broadband internet connection
- Computer (PC) with web browser and Adobe reader
- 2 screens with one a minimum of 22 inches
- Secure, private space to perform duties at home
- Workspace that meets OHS standards
- Marking a minimum of 300 – 400 items per month

Selection Criteria

- Completed application form (Appendix 3) and references from two Managers (Appendix 5)
- Availability to attend online training
- An undergraduate degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate degree
- A TEFL/TESOL qualification from a recognised institution
- 3+ years of relevant ESOL teaching experience, the majority which must relate to adult students (16 years and over)