

### **INTRODUCTION**

Each professional examiner panel exists to enable Trinity to deliver assessments as required across the globe, to a consistent level of quality and reliability.

Membership of a panel is undertaken on an individual basis by self-employed professionals who agree to abide by the associated Terms & Conditions. Trinity enters into an annual Agreement setting out the guidelines under which a Panel Member's services will be sought subject to the levels of activity which apply in any given year in each subject area and across the range of territories in which Trinity operates.

Continuing membership of a panel depends upon evidence of the individual's good practice during the preceding year(s), availability for re-standardisation, suitable availability on the part of the Panel Member and overall need (i.e. level of activity) in each given area of specialisation. Senior members of the panels will independently monitor good practice throughout the year. Panel members will not be permitted to examine in an organisation where they have worked or still work or examine learners or teachers whom they tutor or have tutored in the past.

Appointment and re-appointment to a panel is at the absolute discretion of Trinity College London.

### **SELECTION PROCESS**

The selection process for Classical and Jazz Examiners consists of application form screening, pre-interview assessments, a remote interview, attendance at an online and a video conference training and selection event, and finally the successful completion of the delivery of mock or real exams. Each stage is conditional on various criteria being met (see Criteria for Panel Membership below).

### **AVAILABILITY**

Classical & Jazz Examiners must provide a minimum of 2 weeks' availability per year, particularly during peak periods. It is preferable if examiners are able to offer blocks of available time, usually a week or more, rather than separate individual days. Please note, although examiners must offer this minimum level of availability, no minimum examining work is guaranteed by Trinity until the signing of a Panel Member Agreement. If you cannot offer the required availability, then please do not apply.

Examiners must also be available to attend and/or participate training events, either face-to-face or online and to complete a subsequent online, annual standardisation exercise. This is to ensure reliability of assessment and exam delivery.

## **CRITERIA FOR PANEL MEMBERSHIP**

Applicants for the Classical & Jazz Examiner Panel must:

- 1) agree to abide by Trinity's Safeguarding and Child Protection Policy and Code of Practice, available on our website;
- 2) offer the required availability;
- 3) have equivalent of CEFR B2-level English (this will be assessed throughout the recruitment and selection process nb you do not need to hold a formal qualification/certificate);
- 4) provide evidence of a clean safeguarding record (in the UK this is enhanced DBS clearance. In our overseas markets, this may take the form of a police report);
- 5) be under 75 years old (for insurance purposes);
- 6) provide two references that are satisfactory to Trinity;
- 7) demonstrate the required qualifications, experience and skills;
- 8) attend and/or participate in training events, either online or face to face and successfully complete an annual standardisation exercise;
- 9) be competent working with technology, have a valid email account, a working mobile phone number and regular access to electronic communication.

## **FORMAL QUALIFICATIONS**

Higher education qualification, or equivalent professional qualification, in music

OR

Equivalent professional experience in music

## **EXPERIENCE**

Essential:

- Professional experience as a performer
- Substantial experience in music education as a teacher or equivalent role, working with a range of learners from beginner instrumentalists through to advanced

Desirable (but not essential):

- Experience as an examiner, assessor, or adjudicator
- Experience as a composer or arranger

## **SKILLS AND ATTRIBUTES**

Applicants must:

- Have a lively, perceptive and abiding interest in music, a high level of musical understanding and knowledge of different instruments
- Be able to make objective and accurate assessments and to write legible, coherent and constructive reports to support the marks awarded
- Be punctual and be able to strictly adhere to exam schedules
- Be able to engage with candidates of all ages and abilities from a wide variety of cultural backgrounds
- Have a good level of piano playing, as appropriate for exam delivery
- Have an understanding of the music exam ethos
- Present themselves in a professional manner
- Work independently
- Become fully familiar with all exam syllabuses and materials
- Understand and empathise with safeguarding and the protection of children and vulnerable adults as stated on our website

## **FINANCIAL REQUIREMENTS**

Panel Members are independent self-employed professionals offering their services in all the countries in which Trinity operates.

**HEALTH & SAFETY**

The health, safety and welfare of Classical & Jazz Examiners is a major concern for Trinity, and all examiners must be sufficiently fit to undertake local and overseas travel.

**PERSONAL QUALITIES**

It is Trinity's policy to work towards a varied and representative panel membership with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership.

**SAFEGUARDING AND CHILD PROTECTION**

Trinity College London is committed to safeguarding and protecting the children, young people and vulnerable adults with whom we work. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.