



NOTES TO ACCOMPANY ORAL EXAMINER NOMINATION FORMS

Which form to use and how to download the form

If you are nominating an Oral Examiner who has not worked for Cambridge ESOL before, complete the Cambridge ESOL **Oral Examiner Nomination Form**. If you are nominating an existing Oral Examiner to examine additional levels, use the Cambridge ESOL **Oral Examiner Supplementary Nomination Form**.

The nomination forms should be downloaded from CentreNet www.ESOLcentre.net. All centres should have registered to access CentreNet. If you have not registered for CentreNet or have forgotten your password, please contact ESOL Customer Services at ESOLHelpdesk@CambridgeESOL.org or (+44) 1223 553997.

If possible, you should send completed nomination forms electronically. Go to [Exam Admin](#) → [Exam Admin Forms](#) → [Speaking Tests and Oral Examiners](#) and choose [Nominations Form for Oral Examiners V 2.1 \(Word version\)](#). This will enable you to type in the nomination details and e-mail the form down the chain (CEM and nominee → TL/OETC → RTL/PSL → Cambridge ESOL).

If forms are not completed electronically but sent by post or fax, details should be typed or written clearly in black ink.

When to send the nomination forms

Nomination forms must reach your Professional Support Leader or Regional Team Leader **at least 6 weeks before the start of the examining period** so that they can be submitted to Cambridge ESOL **at least 4 weeks before the start of the examining period** for which the nominee is required. **Forms should be submitted in time for you to receive UCLES ID numbers prior to the nominees' co-ordination event.**

In cases of extreme emergency a nomination form may be e-mailed or faxed to Cambridge ESOL up to three days before the examining session but Cambridge ESOL cannot guarantee to approve the nomination and supply the UCLES ID within the time allowed. **Such forms still require RTL/PSL authorisation.**

If the Team Leader system does not apply in your country, nomination forms should be submitted direct to Cambridge ESOL **at least 6 weeks before the start of the examining period** for which the nominee is required.

Nomination processing

You will not receive an immediate acknowledgement of your completed nomination form(s) but every effort is made by Cambridge ESOL Examiners and Pretesting Administration Unit to process the forms as quickly as possible.

If the nomination is accepted:

You will receive a letter for your own records and a letter to be passed on to the nominee. This will indicate his/her UCLES ID, an alphanumeric reference which should be quoted in all future communications with Cambridge ESOL regarding the Oral Examiner. The RTL/PSL will also receive a letter informing them of the outcome of the nomination and the Oral Examiner's UCLES ID.

If the nomination is not accepted:

If the nominee does not meet all the requirements, you will receive a letter informing you that the nomination has not been accepted. This does not happen very often and is usually due to lack of relevant teaching experience or omission of some details on the nomination form. If these omissions are corrected, the nominee will normally be accepted. If the nominee does not have sufficient experience, a supplementary form may be submitted once that experience has been obtained.

Minimum Professional Requirements

Professional background:

- education to first degree level or equivalent; *
- a recognised language teaching qualification; *
- at least 3 years or 1,800 hours relevant and recent teaching experience.

English language competences:

- overall language proficiency relevant to the examination level (at least 2 CEFR levels higher than the CEFR level of the exam);
- clear diction including intelligibility outside the region/country where examining takes place;
- linguistic accuracy;
- ability to judge the grammatical accuracy, acceptability and appropriateness of spoken English at the relevant examination level.

Personal qualities and inter-personal skills:

- willingness to observe the need for confidentiality and security in all aspects of the work;
- responsibility, conscientiousness, with an 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 the candidates provide an adequate sample of English representative of their speaking ability;
- readiness to respond to TL guidance and advice given in the context of training/co-ordination meetings, monitoring, or informally.

Administrative:

- access to PC and broadband for standardisation and other online activities;
- the aptitude to fulfil the administrative aspects of performing in the role of OE expected by a CEM, e.g. responsible, dependable, able to maintain confidentiality of the work involved (test materials, assessments, etc.), showing attention to detail, flexible, sensitive to impact on supplier schools, e.g. competition among local institutions, (where relevant), etc.
- availability to undertake assignments during a substantial proportion of the examining period of the examinations for which he/she is applying, and to attend relevant co-ordination meetings. Note that an OE should not be trained at more than three levels in any single examining period. In this context, YLE Starters, Movers and Flyers count as one level.

*an applicant may be exempt either from the formal teaching qualification or from the first degree/equivalent requirement (but **not** both) in the light of considerable teaching experience supported by positive references. The TL should refer all such cases to the PSL **before** induction and training have taken place and the PSL's decision is final.

Completing the form

Please note that if any information is not supplied, the nomination will be delayed while the query is referred back to you.

1: NOMINATION DETAILS

Insert both the name and number of your centre.

Tick the box(es) to indicate which level(s) you wish the nominee to examine; you should only nominate recruits once they have already successfully completed the relevant induction and training stages. Some examinations require special experience, e.g. working with young learners for YLE; if you are not sure of the requirements, please contact Cambridge ESOL before submitting the nomination form. If the nomination covers YLE, please ensure that the nominee meets any local legal requirements for work with children under the age of twelve, in addition to having experience working with young learners (see also the **YLE declaration** on page 3 of the form).

2: PERSONAL DETAILS

Please ensure that all boxes are completed. Although all communication will be via the Centre Exams Manager, we still require contact details of Oral Examiners for the database and a **personal email address is mandatory**.

3: INDUCTION AND TRAINING DATES

Complete the dates on which the nominee received Induction and Training. **If these dates are not included, the nomination will not be accepted.**

Induction packs are normally held by TLs/OETCs. One version covers KET/PET/FCE/CAE/CPE/BEC/ILEC/ICFE. There is a separate version for YLE. Please ensure that your TL/OETC receives details of nominees at least two weeks before the training date to ensure that each nominee has time to go through the induction material.

4: HIGHER EDUCATION

Include here subject(s) for which degrees/certificates have been awarded, including TESOL qualifications.

5: ENGLISH LANGUAGE PROFICIENCY

If the nominee's first language is not English you **must** give details of their English language proficiency. If further evidence is needed, your TL/OETC may conduct an English Language Proficiency Interview, using material obtained from your PSL or RTL.

6: DETAILS OF PRESENT and PREVIOUS EMPLOYMENT

Present employment details should be in the first row of boxes. If the nominee is working in a freelance capacity, please give details of activities, e.g. type of private teaching, publishing work, etc. Please ensure that the TOTAL NUMBER OF YEARS AS AN EFL/ESOL TEACHER box is completed.

7: OTHER EXAMINING EXPERIENCE

Include here details of non-EFL/ESOL as well as EFL/ESOL experience. If the nominee has been a Cambridge ESOL Oral Examiner in the past, please use a Supplementary Nomination Form. A nominee who currently works for another EFL/ESOL examining board will not be excluded from Cambridge ESOL examining work but you and the TL/OETC are asked to stress the importance of confidentiality in relation to Cambridge ESOL materials, assessments and procedures.

8: ADDITIONAL INFORMATION

See instructions in the relevant box.

9: NOMINEE DECLARATIONS

Recording permission and complying with requirements declarations: **All** nominees must sign these two boxes or type in their name. They must have already studied the relevant *Instructions to Oral Examiners* booklets at the induction and training stages.

YLE declaration: Only nominees for YLE examining need sign the declaration. If the completed form is sent electronically, you must also post the **original with a signature** to Cambridge ESOL.

10: AUTHORISATION

You should sign and date the nomination form and forward it to the Team Leader/OETC who should also sign and date the form before forwarding it to the Professional Support Leader/Regional Team Leader as appropriate. **Do not send it directly to Cambridge ESOL as this will delay processing of the nomination.**

We recommend that you print a copy of the form for your records and ask the applicant to sign confirming that the information contained in the form is correct. It is not necessary to send the original to Cambridge ESOL unless it includes a signed YLE declaration.

If the Team Leader system does not apply in your country, you and the OETC should sign and date the Nomination Form and send it directly to Cambridge ESOL.

Notes for Regional Team Leader / Professional Support Leader

When you receive a Nomination Form from the Centre Exams Manager, check the details, including whether the nominee meets the MPRs, and sign and date the form to indicate that you approve the nomination.

If you have any queries regarding the nomination, please contact the Centre Exams Manager as soon as possible in order to avoid any delay in processing.

If you receive the form electronically, please ensure that it has arrived from the e-mail address you would expect for the Centre Exams Manager/Team Leader/OETC concerned. When you e-mail the form to Cambridge ESOL, enter your name, **password** and the date; Cambridge ESOL will assume that the form has come directly from you if it comes from the anticipated e-mail address.

Where to send the nomination forms

e-mail: Nominations@CambridgeESOL.org

post: Cambridge ESOL Examiners & Pretesting Administration Unit, 1 Hills Road, Cambridge, CB1 2EU, United Kingdom

fax: + 44 1223 553069.