Job description

Function/Role:	Exam Administrator
Committee:	Commission of Certification (COC)
Terms:	not defined
Elect/Shadow period:	not defined
Max. years of extension:	not defined
Tasks and responsibilities:	For TSTA Exams: Manages the incoming applications for TSTA in Europe, facilitated by EATA: - Checks application files and fulfilled requirements. - Communicates to candidate the status of the application and their eligibility to the exam. - Administrates the candidate waiting list for TSTA-exams and report status to the Supervising Examiner. - Updating the list for use by Supervising Examiner for TSTA exams. - Prepares candidates lists for the exam site and date and makes application information available to Local Exam Supervisor. . For CTA Exams: Manages the applications of CTA candidates who are applying for an exam site outside of their language region. Does the same for applications for CTA candidates from ITAA for EATA exam sites. - Offer assistance to the candidates with anonymising the PDF written exam file if needed. - Receive forms 12.7.3 & 12.7.4 from LCs. - Administrates list of candidates (reported by the Language Coordinator) for exam sites, updates them. For both Exams: - Liaise with the secretary to ensure candidates 'EATA membership and contracts are up-to-date. - Keep a list of candidates 'names, payment details and exam site requested. - Clarify translation needs and anything further, directly with the candidate to ensure all requirements are met and forms are correct and all information is clear. - Provide a fully checked list to the Local Exam Supervisor for each exam venue. - Keep data of all CTA and TSTA oral exams results, providing COC with important information. - Liaise with the Supervising Examiner for any questions and specific issues.

	Participates in COC Meeting (usually fists week of March each year) being present or online (if provided).
Competencies:	PTSTA possible, TSTA preferred English in understanding, speaking, writing.
TA competencies and requirements:	Understands the EATA T&E handbook. Understands the various aspects of oral exams (CTA, TSTA).
Special requirements:	Capacity to maintain a consistent (if not continuous) mode of communication between candidate, potential markers and markers, COC and other language coordinators. Capacity and affinity to use modern information technology (e-mail, messenger, cloud) with candidate, supervising examiner, chair of COC and marker. Competence and affinity to use contemporary and modern IT tools (office software, cloud).
Other:	Availability for e-mail and messenger communication for candidates in a reasonable and realistic amount of time over the year. Works together with people.

Reviewed

Chair COC Christine Chevalier	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 13/06/2020	Date: 13/05/2020	Date: 13/03/2020