

Job description

Function/Role:	Language Coordinator
Committee:	Commission of Certification (COC)
Terms:	not defined
Elect/Shadow period:	not defined
Max. years of extension:	not defined
Tasks and responsibilities:	<p>The Language Coordinator (LC) is appointed by the COC and liaises with the COC Supervising Examiner (SE) for responsibility for written exams.</p> <p>Manages the incoming written exams from the language region appointed:</p> <ul style="list-style-type: none"> • Checks the written exam and application files on validity and eligibility. • Finds marker for written exams and maintains the communication between candidate - language coordinator – marker. • Checks application files for oral exam and forwards all necessary documents to the Exam Administrator (if desired exam site is outside the language region) and/or the local exam supervisor. • Confirms candidates 'eligibility for oral exam and provides all necessary information for the appointed Local Exam Supervisor via e-mail or cloud. • Participates in the LC meetings (usually in the first week of March each year), either by being present or online (if provided). • Prepares each year a report which contains results of CTA exams (scores, pass/defer) and other relevant data for the SE and COC Chair.
Competencies:	<p>PTSTA possible, TSTA preferred</p> <p>English language understanding, speaking, writing and also language of the region appointed.</p>
TA competencies and requirements:	<p>Understands the EATA T&E handbook.</p> <p>Understands the role of being a member of COC and maintains boundaries.</p>
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 candidates over the year reasonable and realistic (especially for the appointed region).

Reviewed

Chair of COC Christine Chevalier	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 13.06.2020	Date: 13/06/2020	Date: 13/06/2020