

## Job description

<b>Function/Role:</b>	Local Exam Supervisor
<b>Committee:</b>	Commission of Certification (COC)
<b>Terms:</b>	Appointed by COC for concrete exam venues
Elect/Shadow period:	not defined
Max. years of extension:	not defined
<b>Tasks and responsibilities:</b>	<p>The Local Exam Supervisor (LES) liaise with the COC Supervising Examiner (SE) for responsibility for examinations</p> <p><b>a. Tasks of LES prior to the exam meetings and exams:</b></p> <ul style="list-style-type: none"> <li>• Informe the Language Coordinators regarding the venue of the exams and exam meetings.</li> <li>• Sent to the SE the Call for Examiners (approximately 6 – 4 months prior to the exams).</li> <li>• Informs the candidates the venue and arrangements for the exams and the exam meetings..</li> <li>• When both TSTA and CTA exams are taking place there needs to be a clear liaison between the two LES in order to prevent confusion.</li> <li>• A couple of months before the examination, the LES informs all the examiners about the venue and arrangements for the exams and the exam meetings. S/he informs the examiners if no exams will be held in their languages, to avoid pointless travel.</li> </ul> <p><b>b. The task of the LES organizer for the TSTA exams:</b></p> <ul style="list-style-type: none"> <li>• Preparation and debriefing of volunteers</li> <li>• Liaises with the other LES exam supervisor to ensure that the volunteers are not needed in both sets of exams (CTA and TSTA) at the same time.</li> </ul> <p><b>c. Practical arrangements:</b></p> <ol style="list-style-type: none"> <li>1. Liaises with the responsible association and local organizers to ensure there are enough rooms available for exams, exam meetings, volunteers, debriefing, seat and coffee / tea / water and celebration.</li> <li>2. In order to arrange for EATA to pay their costs, should liaise with the COC and the local association.</li> </ol> <p><b>f. The Exams and the exam meetings:</b> All examiners should attend.</p> <ul style="list-style-type: none"> <li>• Outlines the basic structure of the exam process.</li> <li>• Informs about recent developments in EATA examination procedures and rules</li> </ul>

	<p><u>Practical information to provide:</u></p> <ul style="list-style-type: none"> <li>• All examiners are given an EATA red examiner ribbon; the exam supervisors have pink ones.</li> <li>• The LES should have the EATA Handbook available at the exam venue.</li> </ul> <p><u>Candidates meeting:</u> All candidates must attend.</p> <ul style="list-style-type: none"> <li>• Outlines the basic structure of the exam process.</li> <li>• Check the candidates' documents to make sure everything is correct - they will be responsible for this until the candidate is examined.</li> </ul> <p><u>The COC Representative:</u> COC appoint an official COC Representative who will attend the exams. His/her role is to</p> <ul style="list-style-type: none"> <li>• observe the overall process as well as to attend the meetings and to be an observer of exams sessions.</li> <li>• provide feedback to the LES.</li> <li>• write a report for COC regarding his/her observations.</li> <li>• be invited to make a few comments about his/her role and his/her tasks in both the examiners and candidates' meetings and also at the celebration</li> </ul> <p>It is responsibility of the LES together with the organizing association to offer to the COC Representative all the logistic support s/he may need.</p> <p><u>Debriefing meeting:</u> Debriefing is for both the candidates and the examiners. The debriefing of the CTAs should be held separate from the examiners debriefing.</p> <ul style="list-style-type: none"> <li>• In order to facilitate this process, the LES should when possible read through the exam feedback sheets prior to the meeting.</li> <li>• A summary of the feedback can then be passed on to the examiners.</li> </ul> <p><u>The celebration:</u> Each successful candidate is provided with a certificate.</p> <p><u>Following the exams:</u></p> <ul style="list-style-type: none"> <li>• pass on a list of successful candidates and the names of all examiners to COC Representative and also the EATA office</li> <li>• All the records / score sheets (only the English versions) and examiner feedback sheets are sent to the SE.</li> </ul>
<b>Competencies:</b>	English language
<b>TA competencies and requirements:</b>	The Local Exam Supervisor is a TSTA and a very experienced examiner

<b>Special requirements:</b>	with exam experience outside his/her language group and having shadowed a LES outside of the language group minimum once before being in charge
<b>Other:</b>	The appointment of the LES follows the rules established in the contract between the National Association and COC.

Reviewed

Chair of COC Christine Chevalier	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 12/06/2020	Date: 23/05/2020	Date: 23/05/2020