

## Job description

<b>Function/Role:</b>	Supervising Examiner (SE)
<b>Committee:</b>	Commission of Certification (COC)
<b>Terms:</b>	3 years
Elect/Shadow period:	1 year shadow period
Max. years of extension:	3 years max.
<b>Tasks and responsibilities:</b>	<p>The SE is responsible for supervising the EATA examination processes:</p> <ul style="list-style-type: none"> <li>• ensuring that all EATA examinations are carried out according to the rules and regulations of the EATA handbook.</li> <li>• attends the COC meetings as a voting member of COC and is expected to take an active role in their deliberations and exchanges.</li> <li>• coordinates the Language Coordinators (LC). This involves training and giving them support. Once a year if needed s/he organises, with the Chair of COC, a meeting with all the LCs to create a learning group for sharing competencies, problems and solutions; to give information about new procedures that need implementing; to give and receive reciprocal support; to collect information from LCs and to hold a wider view about local communities.</li> <li>• is available to the Language Coordinators and Local Exam Supervisors for guidance and support as they carry out their respective roles.</li> <li>• chooses, in agreement with the COC chair, a COC Representative for each national examination place across Europe, to know what is going on and what the needs of our community are.</li> <li>• receives the reports from COC Representative of all exams (Ordinary and Special) and the TEvW. Moreover, s/he forwards them, after COC has approved them, to the Local Exam Supervisors and the President of the national association and sends the last two reports from an exam site to the next COC Representative appointed to that site or to the TEvW Coordinator.</li> <li>• proposes reception to receive a silver medal at the COC</li> <li>• By suggestion of the National Association agree the appointment of Local Exam Supervisor(s) with COC chair.</li> <li>• The Supervising Examiner administers the appeals processes (CTA- TSTA – CTA Trainer) as described in the EATA handbook and therefore, in order to prevent conflicts of interest, the SE shall not examine at EATA exams during their period in office.</li> </ul>

	<ul style="list-style-type: none"> <li>manages the Exam administrator and collaborates with her/him</li> <li>is responsible for confirming TSTA candidates application.</li> <li>Only the SE and the COC Chair may make changes to the files shared on Dropbox.</li> </ul>
<b>Competencies:</b>	<p>Very good English – written and spoken          High capacity to manage conflicts          High capacity to manage critique and stress          Good leadership skills</p>
<b>TA competencies and requirements:</b>	TSTA
<b>Special requirements:</b>	The SE is willing to accept the rule of not examining and evaluating written exams during her/his term.
<b>Other:</b>	a very experienced examiner with international experience

Reviewed

Chair COC Christine Chevalier	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 13/06/2020	Date: 23/05/2020	Date: 28/03/2020