Panel Member Role Description
Classical and Jazz Examiner

INTRODUCTION

Each professional examiner panel exists to enable Trinity to deliver assessments as required across the globe, to a consistent level of quality and reliability.

Membership of a panel is undertaken on an individual basis by self-employed professionals who agree to abide by the associated Terms & Conditions. Trinity enters into an annual Agreement setting out the guidelines under which the panel operates, including the levels of activity which apply in any given year in each subject area and across the range of territories in which Trinity operates.

Continuing membership depends upon the preceding year(s), availability for re-standardisation, suitable availability on the part of the Panel Member and overall need (i.e. level of activity) in each given area of specialisation. Senior members of the panels will independently monitor good practice throughout the year. Panel members will not be permitted to examine in an organisation where they have worked or still work or examine learners or teachers whom they tutor or have tutored in the past.

Appointment and re-appointment to a panel is at the absolute discretion of Trinity College London.

SELECTION PROCESS

The selection process for Classical and Jazz Examiners consists of application form screening, pre-interview assessments, a remote interview, attendance at an online and a video conference training and selection event, and finally the successful completion of the delivery of mock or real exams. Each stage is conditional on various criteria being met (see Criteria for Panel Membership below).

AVAILABILITY

Classical & Jazz Examiners must provide a minimum of 2 weeks' availability, particularly during peak periods. It is preferable if examiners are able to offer blocks of available time, usually a week or more, rather than separate individual days. Please note, although examiners must offer this minimum level of availability, no minimum examining work is guaranteed by Trinity until the signing of a Panel Member Agreement. If you cannot offer the required availability, then please do not apply.

Examiners must also be available to attend and/or participate training events, either face-to-face or online and to complete a subsequent online, annual standardisation exercise. This is to ensure reliability of assessment and exam delivery.