

# Terms of reference – School Examiners Recruitment

Document owner	Shakeela Ejaz
Document author	Shakeela Ejaz
Current version	April 2024
Issue date	25 April 2024
Project reference	School Examiners recruitment
File location	N/A

**Consultancy role title: School Examiner**

**Location:**

**Lahore/Gujranwala/Sialkot/Sahiwal**

**Karachi/Quetta/Sukkur**

**Islamabad/Rawalpindi**

**Apply by: 29 April, 2024**

## 1. Background and context about the project

*British Council Pakistan is recruiting Examiners for providing the following services:*

- As a Language specialist for O/A Levels non timetable exams during May/June and October/November exams sessions. The languages include:*
  - German*
  - French*
  - Spanish*
  - Arabic*
  - Mandarin*
  - Malay*
  - Italian*
  - Turkish*
- For assessing Practicals for the following subjects for IGCSE/O/A Levels non timetable exams during May/June and October/November exams sessions. The subjects include:*
  - ICT/IT/AIT Computer science*
  - Food and Nutrition*
  - Art & Design*

---

## 2. About the role of the specialist contractor

*The Examiner will be required to conduct exams at British Council's assigned venues. This may include travel to outreach cities across Pakistan as per requirement of exams.*

## 3. Outcome and outputs

*The deliverable is to conduct exams during the assigned timeframe by the board. Examiners are expected to conclude all assigned exams by the deadline agreed between Examiner and the British Council.*

## 4. Timeline

*The milestones vary as per specific Examiners subject, language and location. This will be communicated to Examiner as per set timelines by the British Council.*

## 5. Fee & expenses

*The Fee for the exams will be communicated once the application is approved and contracting procedure is initiated.*

## 6. Reporting and communication

*The Examiners will report to Examiner Management Unit in British Council.*

## 7. Qualifications and experience required

*The Examiners are expected to meet Cambridge Minimum Examiner Requirements as outlined in the attached Examiner application form.*

## 8. How to apply

*The interested applicant can email their CV, completed application form along with a cover letter expressing the interest in specific subject or language to Examiner Management Unit.*

*Please note:*

- *To apply as an Examiner for languages, the form '**84955-examiner-application-form-languages**' needs to be completed.*
- *To apply as an Examiner for subjects other than languages, the form '**84954-examiner-application-form**' needs to be completed.*

*For Karachi/Quetta/Sukkur, please email to Marium Asad Mirza at [mariamasad.mirza@britishcouncil.org](mailto:mariamasad.mirza@britishcouncil.org)*

---

*For Lahore/Gujranwala/Sialkot/Sahiwal please email to Khadija Irfan at [khadija.irfan@britishcouncil.org](mailto:khadija.irfan@britishcouncil.org)*

*For Islamabad/Rawalpindi please email to Mujahid Iqbal at [mujahid.iqbal@britishcouncil.org](mailto:mujahid.iqbal@britishcouncil.org)*

## **9. Criteria for evaluation**

- *Overall academic and professional qualifications and relevant experience.*
- *Track record and relevancy to the subject or language.*
- *Approach to carrying out this as a professional.*
- *The commitment and availability as per requirement.*