



NAATI EXAMINERS

TERMS & CONDITIONS OF APPOINTMENT

Appointments to NAATI's T&I Examiner Panels are made by the Board of Directors. The Board reviews the membership and performance of the panels and makes reappointments and new appointments on an annual basis and/or periodically as required. Terms of appointment are for one year, commencing in July of each financial year. The Chairperson or Members of Examiner Panels do not have the right to co-opt additional members.

1. COMPOSITION OF THE EXAMINER PANELS

- 1.1 Ideally, the minimum number of members of a panel wherever possible is four. Each panel should consist of:
 - 1.1.1 A minimum of two members who are established experts in the language other than English; except in special circumstances these members are native-speakers of the language concerned.
 - 1.1.2 A minimum of two members who are established experts in English and who have a competence in the other language; except in special circumstances these members must be native-speakers of English. Where no native English speakers are available, persons may be appointed as English advisers to the panel. English advisers are normally members of the English Panel.
- 1.2 Ideally, panels will have both male and female members.
- 1.3 Examiners must hold NAATI accreditation in at least one skill (T or I), preferably at the professional level, with the exception of those applying for membership of newly formed panels OR have eminent status as an academic in a language-related discipline.
- 1.4 When revalidation of accreditation is implemented in the future, examiners will be expected to revalidate their accreditations.
- 1.5 Expertise in interpreting/translating is usually provided by the language experts covered by (1.1.1.) and (1.1.2) above, but in some circumstances additional members are included in panels to provide this indispensable expertise.
- 1.6 Members who are selected on the basis of their expertise in either English or the other language should, except in special circumstances, be native speakers of that language.
- 1.7 Specific recruitment criteria are set out in the application documents.

2. CONDITIONS OF APPOINTMENT

2.1 Term of Appointment

- 2.1.1 All appointments will be for a one year term from 1 July to 30 June.
- 2.1.2 NAATI reserves the right to review and subsequently alter, extend, terminate or vary appointments within the period of appointment. The arrangement may also be terminated at any time by the appointee upon provision of at least one month's notice.

2.2 Responsibilities of Examiners

- 2.2.1 Examiners must keep confidential all information relating to NAATI unless it is in the public domain.
- 2.2.2 Examiners are expected to participate in the setting and marking of tests as requested by the Chairperson of the panel or by NAATI.
- 2.2.3 Examiners are expected to carry out any preparatory work necessary for the completion of commissioned tasks.
- 2.2.4 Examiners must confer closely with the Chairperson and other members of the panel during periods of setting tests and may liaise with the Chairperson during the marking of tests.
- 2.2.5 Examiners must ensure that all test papers are set and marked strictly in accordance with the guidelines provided by NAATI and ensure that they are stored and handled in a secure manner prior to being returned to NAATI within the time framework set by NAATI.
- 2.2.6 Examiners are expected to ensure that adequate comments are provided for candidates, especially for a fail result.
- 2.2.7 Examiners are expected to apply expertise, independence and integrity in all NAATI related tasks including the setting and marking tasks
- 2.2.8 Examiners must adhere strictly to agreed time lines for completion of tasks, and notify NAATI immediately if unable to complete the marking or setting assignment.
- 2.2.9 Examiners are responsible, jointly with the Chairperson, for accurate record keeping of papers received and despatched and a list of papers marked with results.
- 2.2.10 Examiners must declare to the Chairperson and to NAATI, periods of absence from their normal residence and/or from Australia, during which he/she will be unavailable for Examiner Panel tasks.
- 2.2.11 Examiners are expected to participate in meetings or email discussions arranged by the Chairperson or by NAATI.
- 2.2.12 Examiners must attend a minimum of one Examiner Workshop per year as scheduled by NAATI.
- 2.2.13 Examiners must notify NAATI of any change of address or phone numbers.

2.3 Responsibilities of Examiner Chairpersons

In addition to the above responsibilities, Chairpersons will:

- 2.3.1 Chair meetings or email discussions among panel members in connection with accreditation tests as required by NAATI.
- 2.3.2 Arrange the setting of tests as commissioned by NAATI among panel members.
- 2.3.3 Ensure that new test papers are submitted on time and in a completed state in accordance with the guidelines provided in the Examiner Manual.
- 2.3.4 Ensure that all members of the panel participate in setting and marking tests in accordance with their accreditation credentials and that their specialist skills are used to the best advantage.
- 2.3.5 Provide support and mentoring for other panel members where needed
- 2.3.6 Provide advice and assistance to NAATI in relation to the allocation of tests for marking and in relation to discrepancies which occur through the independent marking process.
- 2.3.7 Advise on the allocation of payment to panel members for test design and marking, where necessary.
- 2.3.8 Participate in any conferences that may be called by NAATI.
- 2.3.9 Provide advice to NAATI on matters as requested.

3. PERFORMANCE MONITORING

- 3.1 Performance of all examiners will be monitored annually by NAATI
- 3.2 Performance monitoring may consider amongst other factors:
 - a) The degree to which new tests meet the setting guidelines (i.e. whether or not tests need to be returned for further work)
 - b) The degree to which time lines were met
 - c) Quality of marking – eg. degree of variance of marks, conformity to published symbols, care in providing comments to candidates.
 - d) number of workshops attended each year.
- 3.3 Re-appointment or termination is dependent upon the performance.

4. THE EXAMINERS' CODE OF CONDUCT

4.1 General

- 4.1.1 Examiners must be committed to instil public trust and confidence in NAATI as a standard setting body. They must avoid conduct that is likely to bring the company into disrepute.
- 4.1.2 Examiners are expected to represent the interests of NAATI in a positive manner at all times.
- 4.1.3 Examiners must not publicise the fact that they are NAATI examiners as this diminishes the likelihood of undue pressure from candidates on examiners
- 4.1.4 Examiners must not enter into direct communications on the examination subject with an outside organisation or a candidate unless specifically authorised to do so by NAATI.

4.2 Exam Security

- 4.2.1 Examiners must maintain strict confidentiality and security concerning all examination procedures, material and information and must refer any queries on such to NAATI.
- 4.2.2 Examiners must not use or publicise any examination materials until these have been put into the public domain by NAATI
- 4.2.3 Examiners must regard all proceedings at training sessions or meetings as confidential.
- 4.2.4 Examiners must maintain utmost integrity concerning NAATI exams
- 4.2.5 Examiners must immediately report in writing any suspicion of fraudulent examination practice involving NAATI tests by an examination administrator, candidate or examiner.

4.3 Professional and Ethical Issues

- 4.3.1 Examiners wishing to publish any materials supplied by NAATI must seek prior permission from NAATI.
- 4.3.2 Examiners must carry out their tasks with impartiality, objectivity and in a professional manner at all times. They must not discuss any aspect of a candidates' performance or result with candidates or any party other than NAATI.
- 4.3.3 Examiners must not discriminate against any candidate, either directly or indirectly, on the grounds of race, colour, ethnic origins, political affiliation, age, nationality, religion, gender or disability or any other reason.
- 4.3.4 Examiners must at the time of commissioning tasks, disclose any information which may make them unsuitable to carry out that task.

- 4.3.5 Examiners must not accept a commissioned task for an examination in which they are also a candidate. Any examiner intending to sit a NAATI exam must notify NAATI in writing.
- 4.3.6 Examiners must disclose to NAATI, if a candidate is known or related to them. Where examiners are in doubt concerning the definition of "related" they must notify NAATI of all the facts and seek the NAATI determination.
- 4.3.7 Examiners must disclose any real or potential conflict of interest which may derive from their other work or personal commitments.
- 4.3.8 Examiners must not accept any form of reward, whether in cash or otherwise, for NAATI examination work, other than from NAATI.

5 AVOIDANCE OF CONFLICT OF INTEREST

- 5.1 Examiners have a duty to disclose any real or potential conflicts of interest which may derive from their other work or personal commitments. Some examples include working as a migration agent, teaching or tutoring in T and I within a commercial environment, employing or contracting T & I practitioners within an agency. If in doubt, examiners should consult with NAATI.

6. WORKING WITH NAATI

- 6.1 Examiners must be capable of working as a team both within the panel and with NAATI administrative staff.
- 6.2 If examiners are unable to fulfil their responsibilities, they must notify NAATI immediately.
- 6.3 Examiners must ensure that they comply with time lines stated in commissioning documents.
- 6.4 Examiners must not subcontract or delegate commissioned work or accept delegated work without authorisation from NAATI
- 6.5 Examiners are not employees of NAATI and are independent contractors. Subject to the provisions in Clause 5 (Avoidance of Conflict of Interest), Examiners may undertake any work
- 6.6 NAATI will issue a recipient created tax invoice for each completed job.
- 6.7 The Examiners' Manual supplied to examiners by NAATI remains the property of NAATI and is to be considered as a commercial-in-confidence document. The Manual must be returned to NAATI at the completion of the term of appointment.
- 6.8 NAATI may reject or amend new tests submitted by examiners which appear to be unsuitable or are not in accordance with the setting guidelines.

- 6.9 NAATI will not use any material submitted by examiners which in its opinion is or may be of an offensive, illegal or libellous nature or an infringement of the proprietary or other rights of any third party.
- 6.10 NAATI retains the right to withhold payments for setting and marking test papers until the commissioned task meets the NAATI published guidelines.
- 6.11 NAATI may reject or amend a test result in circumstances where there is a technical error of marking or recording of marks or if there are other reasonable grounds for making such an adjustment.

7 LEAVE OF ABSENCE OR RESIGNATION

- 7.1 Examiners must notify NAATI in the event of their expecting to take short-term leave. Such notification should be forwarded to the Chief Executive Officer or Accreditation Manager one month prior to the leave where practicable or in sufficient time for NAATI to make alternative arrangements for setting and marking tasks.
- 7.2 Examiners may resign from their appointment by providing one months notice to the Chief Executive Officer or to the Accreditation Manager. The examiner should also inform the Chairperson of the panel.

8. FAILURE TO COMPLY WITH TERMS OF APPOINTMENT

- 8.1 At the discretion of the Board, failure to comply with the terms of appointment may result in the termination of appointment.