

Scheme for Developing Experience of Potential Examiners (Tutoring and Shadow Tutoring at Summer School)

In the document describing the procedures for the appointment of new examiners the following criteria for selection are listed:

The applicant **must**:

- be a R.S.C.D.S-qualified teacher with a wide range of experience of teaching all levels of classes in a variety of situations, not necessarily all within the Society
- have considerable experience as a tutor of classes of candidates for the R.S.C.D.S Preliminary Test and Teacher's Certificate and/or, since January 2005, Teaching Certificates Part 1 and Part 2.

In addition, at least some of the following experience is desirable:

- teaching at Schools, weekend and/or day courses organised by the Society, its branches or other organisations
- acting as assessor for the R.S.C.D.S. medal tests for young people
- presentation of teams for festivals and/or demonstrations
- attendance at a tutor-training course
- adjudicating and/or scribing at festivals

It is also stated that it is expected that potential examiners have a sound understanding and appreciation of the principles of teaching, and will have consistently maintained the highest standards of practice in their own teaching. Each candidate should:

- have a proven record of upholding the aims and objectives of the R.S.C.D.S.
- be a suitable representative of the R.S.C.D.S. with professional and personal integrity
- have good assessment skills and organisational ability
- be receptive to new ideas and appreciate different styles of and approaches to teaching
- be able to show continuing development in his/her own teaching skills since certification
- have good communication and inter-personal skills.

The Education & Training Committee recognises that for some teachers with the potential to be examiners the opportunities to gain what is considered essential experience, that of tutoring candidates for R.S.C.D.S. examinations, are limited. In addition, mainly for financial reasons, it has not been possible to invite many teachers from overseas to teach at Summer School.

Consequently, the Education & Training Committee has decided that a formalised process is required to enable those with the potential to be examiners to gain, in particular, the required experience of tutoring where this may not be available locally. Each year teachers who eventually aim to become examiners may apply for certain teaching-positions specially reserved for them at Summer School. These are:

- tutoring an examination class (one fortnight only)
- 'shadowing' a tutor of an examination class (both fortnights)

Please note that anyone selected will have to complete the formalities for approval as a teacher at R.S.C.D.S. Schools, if this has not already been done.

As well as being able to claim travel-expenses from within the UK successful applicants from outside the UK will be re-imbursed for travel from overseas.

There is no limit to the number of times a candidate may apply for the positions and more than one may be applied for each time, but no applicant may be awarded:

- the tutoring of an examination-class more than twice
- the 'shadowing' of a tutor of an examination-class more than twice
- more than one position in any year

Please note that gaining any experience under this scheme will in no way guarantee eventual appointment as an examiner.

1. Procedure for Application

Candidates should submit to the Executive Officer of the Society by the 31st August a completed **Application Form** (ES-42) including:

- the required written statement, indicating which position(s) is(are) being applied for
- the names of **two** referees, who will be approached to provide relevant information from any of the following:
 - [i] an officer of a Branch Committee of the RSCDS
 - [ii] a current or former RSCDS examiner
 - [iii] a current member of the Education & Training Committee
 - [iv] a RSCDS teacher who has been fully qualified and teaching for the Society for at least ten years

It is acceptable for the references to be from two persons in the same category.

2. Selection

Applications will be assessed by a Panel consisting of three members of the Education & Training Committee, namely:

- the convenor of the Education & Training Committee
- an examiner who is a member of the Education & Training Committee
- a non-examiner member of the Education & Training Committee

If for any reason these people are unable to serve, they may be replaced in the following ways:

- the convenor, by the Society's Chairman or Chairman-Elect
- the examiner, by another examiner from the current list of examiners
- the non-examiner, by any other non-examiner from the Education & Training Committee

No person applying may serve on the Selection Panel considering his/her application. No one who has acted as a referee for any of the applicants may serve on the Selection Panel.

The assessment by the Panel will be based on the information provided in the Application Form and written statement and in the responses of the referees. The names of those recommended by the Selection Panel for the positions available will be submitted for approval by the full Education & Training Committee at the first meeting of the Committee following the Society's A.G.M. (usually early December). All candidates will be notified of the result of their application.