

Job Description for the EATA Language Coordinators.

The Language Coordinator is appointed by COC and reports to COC through either the Supervising Examiner or Chair of COC.

COC recommends that Language Coordinator appoint deputies to support them in their work:

- Deputies must be at least a PTSTA and COC recommends that they be from a different field of application to the Language Coordinator.
- The deputy's role is to assist the Language Coordinator in their work and especially in finding examiners for written exams in fields other than their own field.

The Language Coordinator should provide COC with adequate notice of leaving the post, to enable COC to advertise for and to appoint a replacement.

The Language Coordinator administers the application for written and oral CTA examinations including:

1. 9 months before an oral exam site, the CTA candidates notify **Language Coordinators** of their intention to submit their written case study for marking. *(Note: This is not always done by candidates. - It does not affect their submission if they have not)*
2. Make calendar for deadlines for an oral exam site:
 - *Date of 6 month deadline: Written exam must be submitted by this date.*
 - *Date of 3 month deadline: Form of Intention & Principal Supervisor's Endorsement of Oral Exam form*
 - *Date of 2 month deadline: The Principal Supervisors letter of recommendation must be received.*
 - *Date of one month deadline: Form for Oral Exam application must be received.*
3. Receive the written exam.
The candidate must:
 - i.* Send 2 copies of their exam (which must be anonymous).
 - ii.* Their Principal Supervisor's Endorsement of Written exam.
 - iii.* Payment of the fee to EATA.
 - iv.* Candidate's Submission of Written Examination form.
4. The LC creates a file for each candidate:
 - i.* Giving each candidate a code number.
 - ii.* Make sure exams have this code written on them.

5. The LC sends the candidate the Acknowledgement of Items Received form (12.7.5) together with 1 copy of each of:
 - Notice of Intention form (12.7.4)
 - Principal Supervisor's Endorsement of Candidate to Oral Exam (12.7.3)
 - Application for CTA Oral Exam (12.7.6 – a)
 - Procedures for Taking CTA Oral Exam (12.7.6 – b)
 - Procedures for CTA Oral Exam on Site (12.7.7 – b)
 - Receipt completed.

6. The LC with the support of their deputies finds a marker for each written exam and sends one copy of the exam to the marker with:
 - i. Letter to Assessor of CTA Written Examination (12.7.8)
 - ii. Copies of pages from Manual Section 8 Pages 17, 18, 19
 - iii. The written exam rating scale (12.7.9)
 - iv. A claim form for the fee for marking the exam.

7. Keep a check on the progress of each written exam and keep the plan for each candidate's time table up to date.

8. Assessor should notify you of whether the exam is a pass or defer before they write their assessment. If the first marker passes you can tell them to write up.

If the first marker wants to defer, tell them you will send the exam to a second marker and they have to wait until that marker has read it.

9. Find a second marker. Do not tell them they are the second marker.

When the second marker has come to a view, tell them they are the second marker and put the two markers in touch with one another so they discuss and agree a decision about this exam. They then write a joint evaluation.

If the two markers cannot agree, the exam goes to a third marker whose decision is final.

10. When the LC has received the evaluation (2 copies), they then return the exams to the candidate with the evaluation and the "Letter Sent with Assessment of CTA Written Exam" (12.7.10). The LC keeps the 2nd copy of the evaluation in the candidate's file.

11. Send claim forms for examiners fees to EATA treasurer.

12. If exam has passed keep file active. If it is a double defer, put in a 'dormant' file.

13. Receive Notice of Intention form and Principal Supervisors Endorsement form 3 months ahead.

14. Check candidate has fulfilled the requirements stated on the Endorsement form, including:
 - i. The validity of their EATA contract.
 - ii. That the candidate is currently a member of EATA. (This should be done through the EATA office)
 - iii. If the candidate has not fulfilled all the criteria send the form back asking the candidate to clarify their status.
15. Send copies of Intention Forms for the exam site to the Local Exam Supervisor.
16. Receive Principal Supervisor's letter 2 months ahead.
17. The Oral Application form 1 month ahead.
18. Send copies of Application forms to Local Exam Supervisor adding marker of case study if the candidate has omitted it from examiners refused.
19. Note that in some countries there are additional requirements for candidates to fulfil... Ensure the candidate fulfils all the national requirements as well as EATA requirements.
20. Note that some LC's carry out additional tasks for individual National Associations.

July 5th 2008