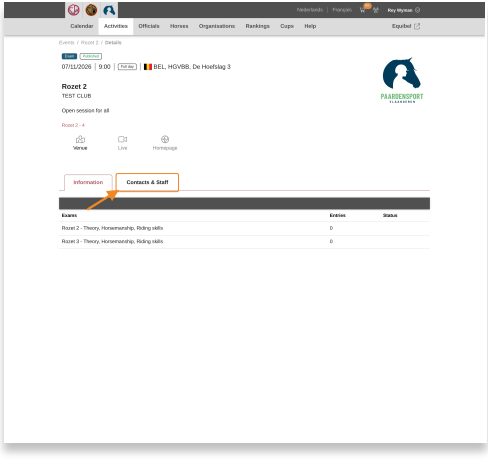
How Examiners Hear About Exam Sessions, Apply and Get Selected

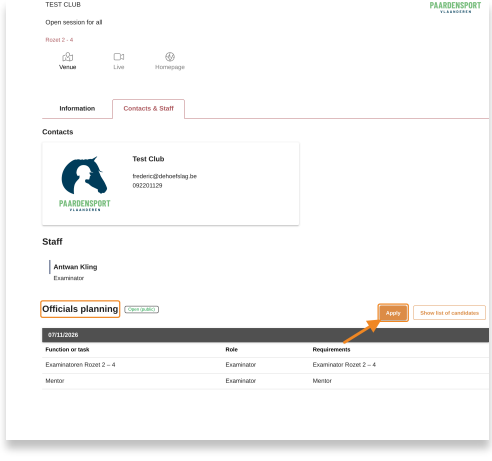
Step 1

Every Tuesday morning an email lists the new exam sessions. Click a session, then the **“Contacts & Staff”** tab on its page.



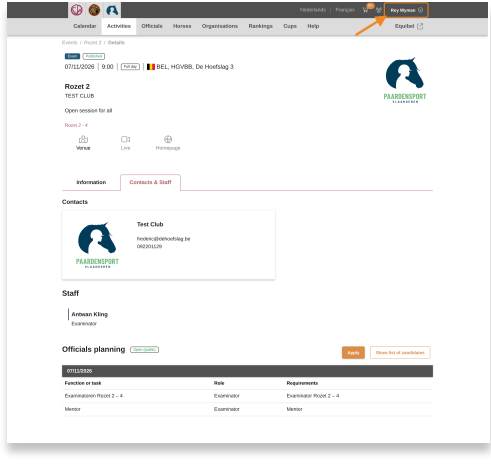
Step 2

Under **“Officials planning”** you see the positions to fill. Click **“Apply”**. Then continue with step 8.



Step 3

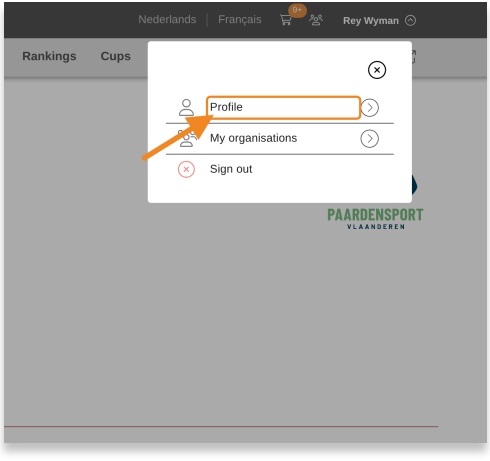
No email at hand? Look for sessions yourself: click your name in the upper-right corner of any page.



How Examiners Hear About Exam Sessions, Apply and Get Selected

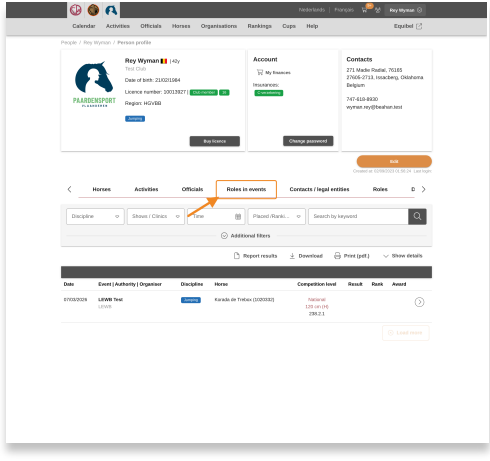
Step 4

Click **“Profile”**.



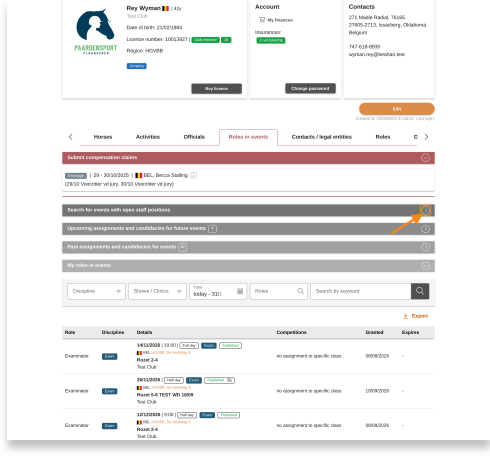
Step 5

On your profile, open the **“Roles in events”** tab.



Step 6

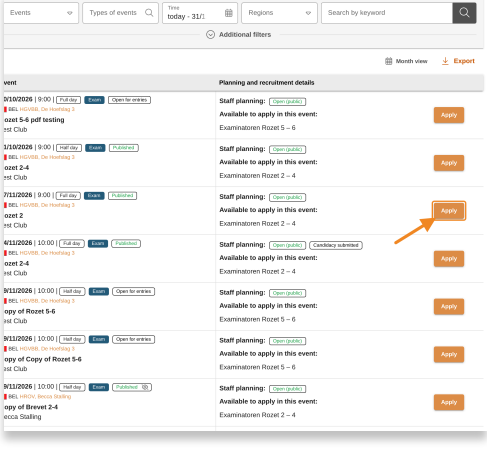
Open **“Search for events with open staff positions”**. It lists the sessions you can apply for. Filter on **“Types of events”**, the dates or **“Regions”**.



How Examiners Hear About Exam Sessions, Apply and Get Selected

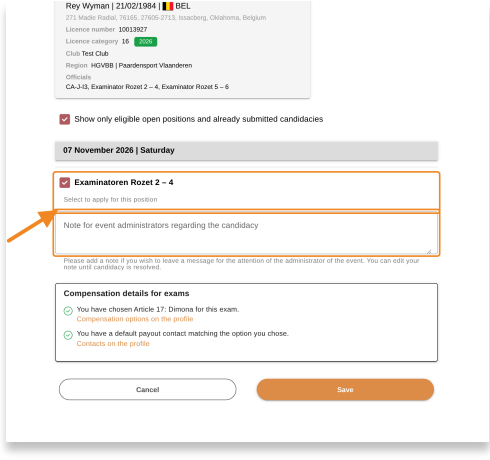
Step 7

Each row shows the positions open to you. Click **“Apply”** next to the session you want.



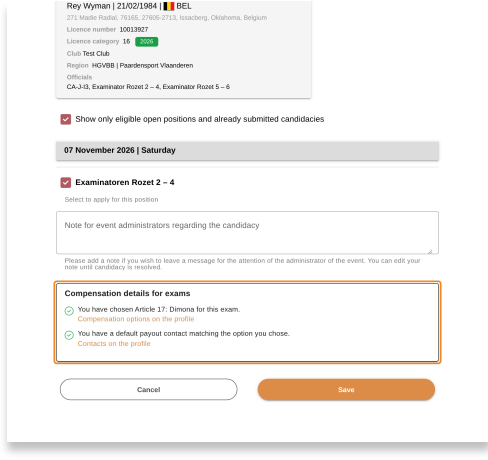
Step 8

Tick each position you want. If you like, add a note for the organiser.



Step 9

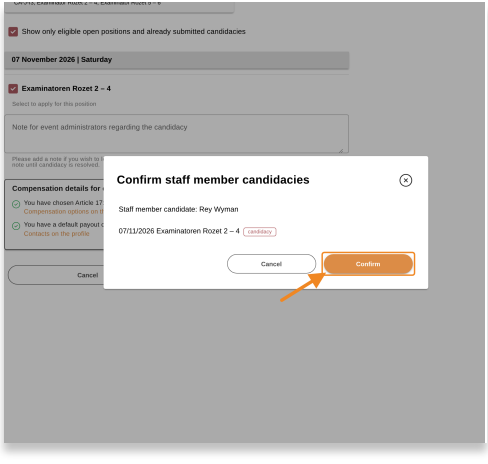
Under **“Compensation details for exams”** both lines must show a green check. If not, follow the links to your profile first.



How Examiners Hear About Exam Sessions, Apply and Get Selected

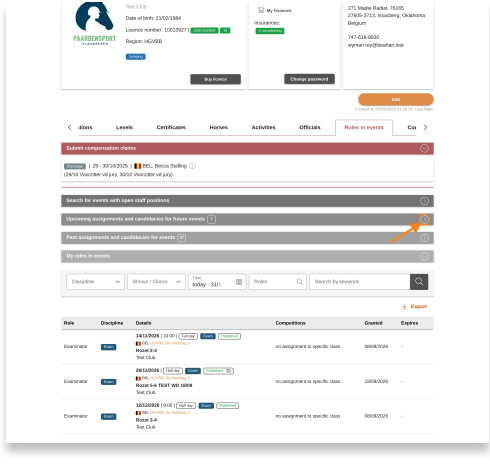
Step 10

Click **“Save”**, check the positions in the window, then click **“Confirm”**. Your candidacy is sent.



Step 11

To follow your candidacies, open **“Upcoming assignments and candidacies for future events”** on the same tab.



Step 12

The status changes to **“selected”**, **“reserve”** or **“not selected”**. The next morning you also get an email about the change.

