

University of Arizona

Critical Languages Program seeks Language Examiners

The Critical Languages Program offers less commonly taught languages (LCTLs) which are not available in traditional departments and formats at the University of Arizona. The Critical Languages Program seeks a part-time examiner to conduct online individual midterm and final oral exams (approx. 10 min long) for credit language courses, to conduct occasional Credit-by-Exam evaluations, and to provide curriculum support (oversight of student learning outcomes, exam tasks, and rubrics). Examiners are part of a CLP instructional team with a language tutor, who meets regularly with the students to provide basic language instruction.

The candidate must be a fluent proficient speaker of the language and be able to assess students' foreign language oral proficiency fairly and accurately based on the provided curriculum and performance-based model. Content focus may include language, grammar, pronunciation, speaking and listening. Optional possible additional tutoring opportunities may be available as well.

Duties:

- Establish (review/update) course Student Learning Outcomes, Exam Tasks, and rubrics
 - Send to critlang@arizona.edu AND to tutor for addition to syllabus at least one month prior to class start
- Assess, grade, and provide evaluative feedback for each student's individual midterm and final exam performance (usually oral exams)
- Enter grades for midterm and final exams into the D2L Brightspace Course management system immediately after the exams
- Communicate with the tutor(s) in advance of both midterm and final exams to set student expectations for the exam focus and after the midterm to share exam results and make suggestions for the rest of the course.
- Maintain written record of grade for one semester after issuance of grade
- Submit all grades and comments after each exam into D2L by specified dates
- Provide placement advising to new students as needed
- Consult and provide curricular support to tutor(s)/staff as necessary
- Recommend appropriate language curricular textbooks or other language study resources
- Maintain consistent communication with tutor(s) and CLP staff
- Schedule exam dates within university guidelines (See [Academic Policies Page](#) for calendar)
- Provide tutorial services as requested (e.g., non-credit online tutoring in the target language)
- Interview tutor candidates as necessary. Provide CLP Program Coordinator with proficiency level and general feedback

- Conduct Credit-by-Exam proficiency testing as necessary, including necessary university attestations
- Complete and keep current all university required trainings required to complete duties.
- Maintain communication with CLP staff (respond within one week, please)

Qualifications:

- Master's degree in target language, language education, second/foreign language education, or related field
- Experience in teaching and conducting assessments in a second/foreign language classroom
- Responsive online communication with the CLP team and students.
- Access to reliable internet to use UA video platform (Zoom) for exams.
- C1 Plus proficiency in target language

Preferred Qualifications:

- Experience in individualized language proficiency assessments

Note: UA students who are on a student visa and are employed at the UA for .5 FTE or higher are not eligible to be examiners during the academic year.

Please note: This is an hourly consultant position, not employment with the UA.

Questions about the opportunity may be directed to critlang@arizona.edu.

To express your interest in serving as an examiner or non-credit online language tutor, please send your CV and cover letter to critlang@arizona.edu and complete this [form](#).

Specific instructions about various testing opportunities outside of credit classes for CLP can be found here:

<https://docs.google.com/document/d/16UJJsLITbM548CqFyQ5DSGkJHhOX5J7H1e2ihJPV31Q/edit?usp=sharing>