**Reference Request**

**Instructions to Exams Test Day Invigilator Applicants:** Please email this form to your referee to complete and send to the IELTS Centre Administrator.

**IN CONFIDENCE**

**Dear Referee**

**Re: Application to become an Exams Test Day Invigilator**

In order to become an Exams Test Day Invigilator, applicants have to demonstrate they have the required professional attributes and interpersonal skills. I would be most grateful if you could comment on the applicant’s suitability for appointment as an IELTS Test Day Invigilator. Please **comment briefly** in terms of each of the professional attributes and interpersonal skills listed below, providing evidence and brief examples if possible.

|  |  |
| --- | --- |
| Applicant’s name |  |
| Referee’s name and position held |  |
| Communicates effectively with colleagues. |  |
| Observes the need for confidentiality and security. |  |
| Completes task accurately and in sufficient detail. |  |
| Responds positively to guidance and advice. |  |
| Is culturally aware. |  |
| Is consistently punctual. |  |
| Acts professionally and is respectful of colleagues at all times. |  |

Any further information you would like to give would be welcome.

Please email the assessment a.s.a.p**.** to tdprecruitment.sh[@britishcouncil.org.cn](mailto:exapps@britishcouncil.org.cn) . Your comments will help the interview panel in their deliberations and I thank you for your input into the application process.

Yours sincerely,

Test Day Personnel Team

***Please note that individuals have the right to view the personal information we hold on them. If we receive such a request, we will be obliged to disclose to the applicant the reference information provided by you.***