## Invigilator Application Form

The China IELTS Network, a partnership between the British Council and IDP Education Australia, is now inviting applications from people who possess the following **competencies:**

* Excellent English skills in Listening, Reading and Speaking (minimum IELTS Band 6 or equivalent)
* Strong sense of security and responsibility
* Strong eye for detail
* Good customer care
* Excellent communication and organisational skills
* Ability and confidence to speak in front of a group of people
* Ability to cope with changes/difficult situations
* Strong sense of following standard procedures

Tests are usually held **on Saturday mornings**. You would be expected to work from **0710 – 1230 approximately**. In return, **we will provide:**

* A full induction and training programme
* 660RMB invigilation fee per invigilation session (gross rate and subject to IIT)

If you are interested in becoming an IELTS invigilator, please fill in the Application Form on the following pages.

**Please email your application form with all the required supporting evidence to**

**tdprecruitment.sh@britishcouncil.org.cn**

Staff-in-confidence

The Examination Services section is committed to a policy of equal opportunity.

The Examinations Services section will use the information you provide in this form to process your application.

Personal information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family name |  | Given name |  | English name |  |
| Gender |  | Nationality |  | City |  |
| Telephone |  | Mobile phone |  | First Language |  |
| E-mail (compulsory) |  | Date of Birth |  | Date of Application |  |
| Do you have a disability\*? | Yes | Regardless of whether you have a disability, do you require any adjustments to be made to facilitate your participation in the selection process? If yes, we will contact you to discuss this at a later date. | | | Yes |
| No | No |

\* *The UK Disability Discrimination Act 1995 defines a person with a disability as someone who has a physical or mental impairment (including a learning or sensory impairment) that has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. In any country, it is British Council policy to interview all applicants who are disabled and who meet the essential criteria for an advertised job.*

Additonal information

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| --- | --- |
| Please specify your working availability through the week: | Can you travel? Yes 是  No 否  Weekday 周中： Yes 是  No 否  Saturday AM 周六上午： Yes 是  No 否 |
| Are you involved in or plan to be involved in any way in teaching IELTS preparation course? |  |
| Will you stay in **China** most of the time in the next 12 months? |  |
| Do you have any plan to take the IELTS test in the next 12 months? |  |
| Who has recommended that you apply for this job? |  |
| Have you applied for this job before? |  |
| Is there a member of your immediate family who is working for IELTS at present? If yes, please indicate his/her name. |  |

Eduction/qualifications

Please give details of educational and professional qualifications in chronological order.

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| --- | --- |
| Education qualifications | Dates |
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| English qualifications | Dates |
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| --- | --- |
| Computer skills | Dates |
|  |  |

Employment history

Please give details of employment history and main achievements in chronological order.

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| --- | --- | --- | --- |
| Date |  | Employer |  |
| Full/part time |  | Title |  |
| Main duties  (less than 50 words) |  | | |
| Main achievements  (less than 100 words) |  | | |
| Date |  | Employer |  |
| Full/part time |  | Title |  |
| Main duties  (less than 50 words) |  | | |
| Main achievements  (less than 100 words) |  | | |
| Date |  | Employer |  |
| Full/part time |  | Title |  |
| Main duties  (less than 50 words) |  | | |
| Main achievements  (less than 100 words) |  | | |
| Date |  | Employer |  |
| Full/part time |  | Title |  |
| Main duties  (less than 50 words) |  | | |
| Main achievements  (less than 100 words) |  | | |

Experience as an invigilator for recognised exams (national and international)

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| --- | --- | --- |
| **Date (From / To):** | **Subject / Scheme:** | **Examining / Validating body:** |
|  |  |  |

Short answer questions

Please briefly answer the questions below. Your answer to each question must not exceed 100 words.

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| 1. What will you do if you see one of your friends/ students in the test room while invigilating and seeking your advice? Why? |  |
| 2. Imagine if a fire alarm goes off during the test, what would you do? |  |
| 3. 1) During the test,assistant supervisor finds out one mistake you made and timely gave you a feedback,how will you respond accordingly?  2) If you have other reason to justify your performance,what will you do? |  |

Please read the invigilation instructions for an English language test (X) below carefully, and answer the following questions.

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| Instructions for X test |
| 1. General instructions    1. Be polite to candidates; provide good customer services    2. Deliver all information in English    3. Strictly follow the invigilation instructions    4. Ensure the security and confidentiality of the test    5. Prioritise the tasks and ensure efficiency    6. If anything is unclear, ask for the Supervisor’s advice 2. Invigilation procedures    1. Before the test, get the exact the number of candidates from the Supervisor and then work out a seating plan on the blackboard    2. When candidates arrive at the test room, clearly point out their seats with reference to the seating plan on the blackboard    3. The written test should be conducted in the following order: Listening, Reading and Writing    4. Test Papers are strictly prohabited to read at any circumstances    5. During the test, patrol the room and monitor candidates vigilantly    6. When the test ends, please collect all the answer sheets first and then the question booklets |

Questions: below is what an invigilator, Mike, did on test day. Please judge if his actions are appropriate or not and specify the reasons for your judgement. Please answer each question in the boxes using no more than 100 words.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Mike was informed by the Supervisor that 20 candidates would take the test in his test room, with the candidate number from 075 to 094. He then worked out a seating plan on the blackborad as below.  Teacher’s desk   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Row/Column | Column 1 | Column 2 | Column 3 | Column 4 | | Row 1 | 075 | 080 | 087 | 092 | | Row 2 | 076 | 082 | 088 | 093 | | Row 3 | 077 | 083 | 089 | 094 | | Row 4 | 078 | 085 | 090 | 095 | | Row 5 | 079 | 086 | 091 |  |   When candidate 089 came, Mike told the candidate that his seat was in column 3, row 2. Do you think his actions are appropriate or not? Why? |
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| 2. When he announced the test rules to all candidates, Mike found some older candidates could not understand what he said. To ensure good customer service, he translated the key points into Chinese.  Do you think his action is appropriate or not? Why? |
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| 3. Right after the Listening test started, Mike noticed that the CD player was not working and was stopping automatically. He therefore asked all candidates to do the Reading test first and then asked the Supervisor to change the CD player for him.  Do you think is action his appropriate or not? Why? |
|  |
| 4. During the Reading test, Mike went through the question booklet and found a word on question 4 was spelt wrongly. He immediately informed all candidates of the error and then reported it to the Supervisor.  Do you think his action is appropriate or not? Why? |
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**Follow-up to your application**

1. Your application will be processed after all the compulsory documents are received.
2. Please provide **three references** (compulsory) with all the details below. Your reference should be your current or most recent employer (or if no employer, your university or school or academic reference is also acceptable).

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| --- | --- | --- | --- |
| Name of reference 1 |  | Employer |  |
| Job title/position |  | Email |  |
| Telephone No. |  | Please indicate if this is a work or academic reference |  |
| Name of reference 2 |  | Employer |  |
| Job title/position |  | Email |  |
| Telephone No. |  | Please indicate if this is a work or academic reference |  |
| Name of reference 3 |  | Employer |  |
| Job title/position |  | Email |  |
| Telephone No. |  | Please indicate if this is a work or academic reference |  |

1. Please send the *Reference Request* form to your current or former employer and ask your referee to fill the reference request.
2. A successful application will be followed by a telephone interview during working hours. Please double check the phone number you provided on page 2 and make sure it is correct and reachable.

The telephone interview will be conducted during working hours as shown below. Please indicate any time period which is absolutely **inconvenient** for you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our working time is: Mon - Fri: 9:00 – 12:00 /14:00 – 17:30

**Criminal Convictions 犯罪记录**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence?  你是否曾被刑事定罪？ |  | Yes是 |  | No否 | If yes, please give details of the offence and the sentence imposed  如答案为“是”，请详述犯罪事实与判罚。 |

**If you are applying for a job which clearly states involvement with children or young people, or a teaching job, please additionally complete this section.** *As these positions are exempt from the Rehabilitation of Offenders Act 1974, please detail below all convictions, cautions and bindovers, including those regarded as ‘spent’. 如果你申请的这个职位清楚地列明工作的内容会涉及到儿童和青少年，请完成此栏。根据1974年的犯罪康复法案，这些人群可以被豁免。请详细在下栏列出所有被定罪，警告或勒令出庭的信息。*

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I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work with children, the elderly or disabled, and I have not been dismissed from such a post for malpractice. 我谨声明我从未因为性侵犯或虐童而被定罪，或引起法律诉讼，或被口头或书面警告。我谨声明时至今日没有任何针对我的类似法律诉讼。我不知道有任何的原因导致我不适合与儿童、老人或残障人士一起工作，我也从没有因为这方面的原因而被除职。

I agree and hereby consent to the British Council seeking clearance from the CRB or appropriate agency. I understand that the British Council will not carry out these checks unless an offer of employment is made in writing to me. 我在此同意贵司从犯罪登记机构或相关部门核实我的无犯罪记录信息。我理解除非贵司已通过书面形式确认会录用我，否则此种核实不会进行。

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| --- | --- | --- | --- |
| Your signature/name  签名/姓名 |  | Date  日期 |  |

N.B Typing your name will be taken as being as binding as your signature表上键入本人姓名将被视作等同亲笔签名。

DECLARATION OF CONFIDENTIALITY

I hereby agree to observe strict security relating to IELTS test materials and related documents.

Date: Signature: :

The British Council collects your personal data to process your application. we will not share it with anyone else. By submitting this form you consent to us processing your personal information for this purpose. 英国文化教育协会将会使用您所提供的信息对您的申请进行审核，我们不会跟任何第三方分享您的信息。您若将此表提交给我们，表示您许可我们基于此目的处理您的个人信息。

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如果您希望了解更多相关信息，请在我们的网站 ([www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)) 进行查询或联系您当地的英国文化教育协会办公室。自数据被搜集之日起，我们将按照我们的数据持有政策，对您的数据保存至合作关系终止后四年。

*For office use only:*

Date of Appointment: