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| Job title | Invigilator | Department/ Office | Examinations Services/ Taiwan |
| Job type | Part-time (hourly paid) | Line Manager | Examinations Services Manager/ Test Day Supervisor |

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| Purpose of job | <p>To support British Council Taipei examinations services and administration by providing invigilation service. Provide support to exam team to ensure security and integrity of exams processes. Give our exams' candidates highest level of customer care, and abide by the rules and regulations set by each examining body.</p> <p>This recruitment is open for the applicants across the country. The interview will be conducted through face to face or telephone (for applicants based in cities other than Taipei). However, once confirmed the employment, the successful applicants will be requested to have a one-day training session in Taipei.</p> |
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| Context | <p>The International English Language Testing System (IELTS) recently reinforced its position as the world's most popular high stakes English proficiency test, hitting a new record of more than 1.7 million tests globally in 2011; IELTS enjoyed 12% growth in the number of tests sat in 2011 compared to 2010. The British Council Taipei's work in examinations helps thousands of students and young professionals in Taiwan to achieve their study and career aspirations by providing access to UK school and professional qualifications.</p> |
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Duties and standards

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| 1 Duty (10%) | Set Up - Invigilators set up rooms and other equipment before all exams start |
| Standards | <ul style="list-style-type: none"> • Invigilators need to arrive at least 30 minutes before all exams and 1 hour before all IELTS Tests and must be punctual • Rooms, tables and chairs are arranged according to the number of candidates • Check all facilities and equipment are ready for exams • Ensure all stationery needed for exams is received from the exams office • Familiarity with exam venue – know the location of emergency exits, fire extinguisher, water dispenser and toilets |
| 1 Duty (10%) | Administration – Invigilators check out exam papers and other materials from exams office and carry out admin work before all exams start |
| Standards | <ul style="list-style-type: none"> • Read briefing sheets or examining body instructions • Set out candidate numbers on desk according to seating plan • Check attendance register, correct exam papers and correct numbers are received centre number, exam paper details, start time & end time are put up on the board or PowerPoint • Give out and collect the correct quantity of exam papers • Give out and collect exams questionnaires after the completion of each Speaking test |
| 1 Duty (10%) | Checking-in – Invigilators must conduct thorough check-in on candidates |
| Standards | <ul style="list-style-type: none"> • Check candidate identity, identity number, take test-day photo and finger scans for individual candidate • Ensure exam candidates sit in correct places • Ensure that no unauthorised materials are taken into the exam room and no exam materials are taken out of the exam room by candidates |

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| 1 Duty (65%) | Invigilation and security of papers |
| Standards | <ul style="list-style-type: none"> • Invigilators must ensure exam materials are out of reach of anyone during administration, checking-in or set up • All exams start on time as instructed by exam bodies • During invigilation, invigilator shall not read, chat or use mobile phone • Papers distributed to and collected from candidates are always counted • Be vigilant at all time and actively patrol the exam hall to prevent cheating • Only release candidates when all materials have been collected and counted |
| 1 Duty (5%) | Performance monitoring & professional development |
| Standards | <ul style="list-style-type: none"> • Invigilators performance is monitored monthly based on the exam performance monitoring standards. And invigilators shall participate in annual refresher workshops led by Exams Manager or Administrator. |
| Qualification | <ul style="list-style-type: none"> • Awareness of IELTS exam, administration procedures and guidelines • Organisation skills to work efficiently, attention to details, ability to meet deadlines & work under pressure • Customer-care skills • Respect for confidentiality • Senior Invigilators need initiative to make decisions and deal with problems • All invigilators must complete a brief training programme and be prepared to undertake follow-up training as required • Strong communication in English and Chinese to introduce a session and deal effectively with complaints and queries (equivalent to IELTS band 5 or above for speaking) • English certificates preferred |
| Work location | The location for the invigilation will be at our test venues located in Taipei, Hsinchu and Taichung, Tainan, Kaohsiung |