

Invigilator Minimum Professional Requirements

Invigilator applicants are required to meet the Minimum Professional Requirements (MPRs) in two areas, as outlined below.

1) Qualifications

- A.** A secondary or high school diploma or equivalent.
- B.** A good working knowledge of English.
- C.** English certificate - A2 level is the minimum required.
- D.** A valid CNPJ registered under the CNAE Ensino de Idiomas.

2) Professional Attributes and Interpersonal Skills

An IELTS Invigilator is expected to have the following professional attributes and interpersonal skills:

- A.** Completes tasks accurately and in sufficient detail.
- B.** Observes the need for confidentiality and security.
- C.** Responds positively to guidance and advice.
- D.** Acts professionally at all times.
- E.** Communicates effectively with colleagues and candidates and treats others with respect.
- F.** Is sensitive to cultural differences.

NOTE: Invigilators are required to adhere to a Code of Practice and follow all directives from the Centre Administrator. Information will be provided to applicants once recruitment and training have been successfully completed.