

# **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 - B2 level is the minimum required;
- D. A valid CNPJ registered under the CNAE 8593-7/00 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 Center Administrator. Information will be provided to applicants once recruitment and training have been successfully completed.**