

**Instructions to Examiner 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 IELTS Examiner**

In order to become an IELTS Examiner, 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 Examiner. Please comment briefly in terms of each of the professional attributes and interpersonal skills listed below, providing evidence and brief examples if possible.

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

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

Please email the assessment by **8 Feb 2013** to Jessica McCarthy/Dai Harris, [jessica.mccarthy@mq.edu.au](mailto:jessica.mccarthy@mq.edu.au), and please CC [david.harris@mq.edu.au](mailto:david.harris@mq.edu.au) (Test Centre Manager).

Your comments will help the interview panel in their deliberations and I thank you for your input into the application process.

Yours sincerely

**Jessica McCarthy**

**Centre Administrator, Centre AU108**

***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.***