



Title: IELTS Test Day Invigilator (including Supervisors and Assistant Supervisors)
Company: Testing - ILSC Education Group
Status: Independent Contractor
Locations: Mississauga, Brampton, Kitchener, Scarborough
Rate: \$17-\$21 (hourly)

Test Days Available: Mostly Saturdays with some occasional Thursdays

*IELTS Test Day Invigilators have the flexibility to sign up for test days that meet their schedule.

Roles and Responsibilities:

- Carry test materials securely to the testing venues and bringing them back to the test centre
- Test Centre set-up, security and administration of test materials
- I.D. checks, and candidate check-in procedures
- Set up head phones and transmitters for the listening test
- Closely follow and enforce testing procedures and regulations
- Report to the test day supervisor all testing issues and concerns
- Responsible for the security of the test room and the return of all testing equipment and materials to the test day supervisor

Qualifications:

- Very good communication skills
- Excellent customer services skills
- Ability to exercise judgment in varying situations involving IELTS Test candidates
- Previous experience of administering tests or examinations will also be an asset
- Must have strong analytical, problem-solving, and organizational skills
- Familiar and experienced to work with Windows-based computer systems
- Successful completion of Secondary/High School diploma
- IELTS speaking score of 6.5 or above in speaking module would be an added advantage
- Having a driving license will be an asset

To apply, please send your cover letter, resume and two (2) reference contacts in an email with the subject line "IELTS Invigilator" to IELTS.Toronto@ilsc.com.

We would like to thank all applicants in advance for submitting their resumes. Only the short-listed candidates will be interviewed and trained.

ILSC Toronto is an official British Council IELTS Centre.