1. PROVISION OF INVIGILATION SERVICE FOR SAT IN 2015, MAY/JUN

Applications are invited for provision of invigilation service for SAT conducted by the HKEAA.

Requirements:

*Invigilator*

1. Holder of a post-secondary qualification
2. Teaching experience in secondary/primary schools or prior invigilation experience in public examinations preferred

Remuneration:

*Invigilator*

Remuneration per examination hour will be HK$114. An allowance of HK$114 is offered for long travelling time if applicable. Examinations with duration of less than a full hour(s) are paid in 15-minute units.

2. PROVISION OF INVIGILATION SERVICE FOR TSA - ASSESSMENT ADMINISTRATION ASSISTANT (AAA) IN 2015, APR/MAY/JUN

Applications are invited for provision of invigilation service for AAA conducted by the HKEAA.

Requirements:

1. Level 2 / Grade E or equivalent or above in five subjects including Chinese Language and English Language in HKCEE or HKDSEE (or equivalence)
2. Completion of Secondary education or above
3. Experience in teaching or invigilation preferred

Remuneration:

Remuneration per AM or PM session will be HK$283. An additional incentive bonus of 40% of total service fees will be given upon successful completion of the assigned duties to the satisfaction of the HKEAA and the school which an AAA is sent.

Application:

Download Application Form

Shortlisted candidates are required to attend a briefing session followed by a written test. Those who have passed the written test will be invited to an interview. Successful applications will be put on a pool of provision of invigilation service for SAT and/or TSA-AAA. Actual appointment will be made by the Authority on a need basis.

Closing Date:

Please return the completed application form and copies of documentary proof of academic qualifications/teaching experience/invigilation experience/recommendation of employer(s) to the International and Professional Examinations Division on or before Friday, 7 November 2014. Applications who are not notified by 30 November 2014 may assume that their applications are unsuccessful.