Applications are invited for the provision of the following services for the 2012 HKAL Oral Examinations.

Waiting Room Supervisors/Preparation Room Supervisors (WRS/PRS)

Period Required:
Monday to Friday (4:15 p.m. to 8:45 p.m.)
(a) 1 – 16 March 2012 for Chinese Language and Cultural Oral Examinations
(b) 12 – 21 March 2012 for Use of English Oral Examinations

Duties:
(a) Take attendance and check the identification documents of candidates;
(b) Keep discipline in the waiting room / preparation room;
(c) Ensure compliance with the examination procedures and smooth conduct of the examinations; and
(d) Attend to the instructions of the examiners.

(If appointed, the WRS/PRS will need to attend a briefing session in mid February 2012 and pass a quiz before appointment.)

Requirements:
(a) University graduate or under-graduate at Year 2 or above may also be considered;
(b) Good oral and written communication skills in both English and Chinese (oral Cantonese);
(c) Mature, patient, polite and pleasant personality;
(d) Experience in dealing with students and teachers is an added advantage; and
(e) Be punctual for work and be available throughout the whole examination period.

Contract Service Fee: HK$511 per examination session (about 4.5 hours per session), with a bonus of 5% on total payment for full attendance for the whole examination period.

Closing Date for Application: 9 December 2011

Applicants should submit their applications online via the HKEAA’s website (http://epo.hkeaa.edu.hk) between 15 November and 9 December 2011 (both dates inclusive). Please refer to the General Information appended below for the User ID and Password to log in the system. Applicants not notified by 31 January 2012 should consider their applications unsuccessful.

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Hong Kong Examinations and Assessment Authority
2012 HKAL Oral Examinations

Waiting Room Supervisors/Preparation Room Supervisors (via Online Application System)

General Information for Applicants

1. Website of the Examination Personnel Online (EPO) System: http://epo.hkeaa.edu.hk
2. Application Account
   User ID: eaapp_29
   Password: E750c250
3. Application Procedures
   • You may download the user manual at the Authority’s website (http://epo.hkeaa.edu.hk);
Applicants should use the abovementioned Application Account User ID and Password to login the system and enter their application details;

The information entered will not be saved until the entire application process has been completed and all the required data submitted;

A unique Application Number will be assigned to each applicant upon successful submission of the application and each applicant should note down his/her Application Number for future reference;

Applicants may be invited to attend an interview and submit proof of their identity, academic qualifications and working experience in due course;

Applicants can inquire about the status of their applications at anytime via the EPO system by logging in with their HKID Card Number and Application Number;

Appointment letters will be sent to the successful applicants in due course.

4. Enquiry Hotline

3628 8860

5. Application Period

15 November – 9 December 2011