



## Provision of Invigilation Services for International and Professional Examinations

Applications are invited for the provision of invigilation services for the International and Professional Examinations (IPEs) conducted by the HKEAA as an independent contractor.

### Requirements:

- Recognized post-Secondary qualification.
- Level 2 or equivalent or above in five subjects in HKDSE, including English Language and Chinese Language.

*(“Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSE.)*

### OR

Five passes in HKCEE, including English Language (Syll B) and Chinese Language.  
*(Grade E or above on or before 2006; or scored 2 or above from 2007 onwards) .*

- Experience in invigilation preferred.
- Fluency in written and spoken English and Cantonese.
- Knowledge of Putonghua is an advantage.

### Service fees:

Service fee per examination hour will be HK\$138 to HK\$152. Examinations with a duration of less than a full hour are paid in 15-minute units.

### Application:

Applicants should complete their applications through the HKEAA Examination Personnel Appointment and Training System (EPATS): <https://epaep.hkeaa.edu.hk/epaep> on or before Sunday, 10 March 2024.

An Online written test based on a self-learning training video made available on EPATS upon completion of application. Applicants are required to complete the Online written test by Sunday, 10 March 2024. Those who have passed the written test will be invited to an online interview (18 to 22 March 2024 tentatively).

Originals of documentary proof of academic qualifications / invigilation experience / recommendation of employer(s) will have to be presented in person for verification (27 March to 5 April 2024 tentatively).

Successful applicants will be included in the list of contractors for the provision of invigilation services. Service invitations and actual appointments will be made by the Authority on a need basis.

Applicants who have not been notified by May 2024 may assume that their applications are unsuccessful.