

To: LCCI SINGAPORE OFFICE
Educational Resources Pte Ltd
167 Jalan Bukit Merah
#02-12A Connection 1 Tower 4
Singapore 150167
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Application for the post of LCCIIQ's Invigilator

Requirements:

- Applicants must be at the age of 21 years old and above;
- Undergraduates from local prominent universities are eligible to apply;
- Good in English communication skills;
- Any person who has taught the candidates in the examination subject is not allowed to act as the sole invigilator of that particular session;
- No relative of, or person directly interested in, a candidate may invigilate an examination when this candidate is present.

Responsibilities:

- Report to Chief Invigilator;
- Verify and directing candidates;
- Ensuring that the correct question papers are allocated to the candidates;
- Ensure that each candidate signs on the attendance register and checks the spelling of their name and identity card/passport numbers;
- Be vigilant and supervise the candidates at all times to prevent cheating;
- Collection of exam scripts and question papers.

1. Personal Particulars

Full Name			
NRIC / Passport No.		Date of Birth	
Nationality		Gender	
Marital Status		Race	
Email			
Mobile		Home	
Address (In Singapore)	Postal Code		

2. Education Information (Highest Qualifications)

Period of Study		Name of Institution
From	To	
Field of Study		

3. Employment Information (Present)

Employment Period		Company Name
From	To	
Job Title		
Job Scope		

4. Language Skills and Competencies

Language		IT / Computer Proficiency (Application Software)
Written	Spoken	