

Letter to Referee



Instructions to Examiner Applicants:

Please email this form to your referees to complete and send to the IELTS Centre Administrator.

IN CONFIDENCE

Dear Referee

Re: Application to become an IELTS Speaking Examiner

In order to become an IELTS Speaking Examiner, applicants have to demonstrate they have the required professional attributes and interpersonal skills. I would be most grateful if you could comment on the applicant's suitability for appointment as an IELTS Examiner. Please comment briefly on the following professional attributes and interpersonal skills listed below, giving examples where possible.

- Communicates effectively with colleagues and learners
- Observes the need for confidentiality and security
- Completes tasks accurately and in sufficient detail
- Responds positively to guidance
- Is culturally aware
- Acts professionally and is respectful of colleagues at all times
- Is consistently punctual

Referee's name and position held:

Applicant's name:

Your comments:

Please email the assessment by **(date)** to **(Administrator's email address)**. Your comments will help the interview panel in their deliberations. I thank you for your input into the application process.

Yours sincerely
(Centre Administrator)

Please note that individuals have the right to view the personal information we hold on them. If we receive such a request, we will be obliged to disclose to the applicant the reference information provided by you.