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**Instructions to Examiner Applicants:** Please email this form to your referee to complete and send to [WritingEx@idp.com](mailto:WritingEx@idp.com)

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**IN CONFIDENCE**

**Dear Referee**

**Re: Application to become an IELTS Examiner**

In order to become an IELTS 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 complete the details below and then comment briefly in terms of each of the professional attributes and interpersonal skills listed below, providing evidence and brief examples if possible.

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<b><i>Applicant's name</i></b>	
<b><i>Referee's name</i></b>	
<b><i>Referee's position</i></b>	

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

Any further information you would like to give would be welcome.

***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.***