

GA GATE Invigilator and Examiner Requirements and Procedures

Each of the approved GA Italy centres that holds approval for GATE examinations needs to train at least one GATE invigilator and one GATE Examiner. The regularity of the delivery of listening, reading and writing units is the responsibility of the Invigilator while the regularity of the delivery of the speaking unit is the responsibility of the Examiner.

Requirements and Procedures for Invigilators

There are no specific qualifications required to become an invigilator, although participating in online training on the role prior to invigilating an exam session will be required. Those wishing to become GATE invigilators, need to apply for the GA GATE Webinar Application Form.

The invigilator must be able to carry out invigilation duties to:

- ensure compliance with GA confidentiality requirements and relevant policies and procedures
- accurately report and record any irregularities or matters of concern which arise during the course of the exam session

Invigilators must:

- have internet access, intermediate IT skills and an email address
- be suitable to work within an education environment, taking into account any restrictions in place locally or by the centre and the candidates attending the centre (e.g., vulnerable adults, candidates under the age of 18, etc)

The procedure for becoming a trained GA GATE Invigilator is as follows:

1. Attending a webinar. Potential Invigilators need to send their CVs and a completed GATE Webinar Application Form to m.stajkovic@gatehouse.it, after which they will be informed of the date of the first scheduled webinar.

Those who have already completed GA Classic Online Webinar and are trained Classic examination invigilators, do not need to complete any additional training.

Requirements and Procedures for Examiners.

Examiners must meet requirements in the following areas:

Qualifications and experience:

- A first degree (or equivalent)
- An appropriate language teaching qualification
- Recent, relevant experience of teaching English (or teaching in English)

English language level:

- A minimum of Level 2 English (e.g. GCSE A-C or Grade 4-9; CEFR C1 or above)
- Familiarity with CEFR levels B1, B2 and C1
- Ability to assess all aspects of candidate's performance in the speaking examination in line with GA published mark schemes

Personal qualities and skills:

- Ability to communicate effectively with candidates and elicit an appropriate language sample
- Ability to encourage candidates to interact naturally under examination conditions
- Commitment to training and on-going CPD (continuing professional development) in the field of English language assessment
- Ability to complete assessment records and examination documentation fully and accurately

In order to become trained GATE examiners, each applicant will need to complete the GA Examiner Training .GA UK will issue log-in details for each applicant examiner as part of the Qualification approval process initially for new centres. When existing approved centres want to add a new member of staff, they will need to submit their CV and copies of qualifications, and if they meet the criteria, they will be given access to the course. The course consists of quizzes (with unlimited attempts), and a final assignment which will be checked by GA staff before a new examiner is signed off. Once a new member of staff has been approved, GA will notify both the examiner and GA Italy. The first examination session of each newly trained examiner will be observed by GA Italy observers.