

Examination Supervisor Responsibilities and Payment Information for PET Examination in Realschulen March 2014

Examination Supervisors at each venue school will be responsible for the **following**:

Responsibility	Payment
Organising rooms and CD-player(s); receiving, safeguarding and packing examination material for collection by courier; recruiting invigilators* for written examination on 15 th March 2014.	€ 75,-
Running Speaking Tests on 15 th and/or 22 nd March 2014.	€ 50,- per morning/afternoon session
Running of Reading & Writing and Listening tests on the morning of 15 th March 2014.	€ 50,-

***Recruiting Invigilators for written examination (morning of 15th March 2014):**

- 1 Invigilator is required for every 25 candidates
- Remember that the **2 visiting Speaking Examiners** will arrive at 9.00am on morning of 15th March and will therefore act as Invigilators during the written exams.
- Invigilators do not have to be English teachers or even members of staff. Responsible adults (friends, parents etc.) may act as Invigilators as long as they do not know or are not related to the candidates in the room in which they are invigilating.
- Invigilators will be paid € 50,- per person for invigilating on the morning of 15th March 2014.

Exam Supervisor and Invigilator Payment forms will be sent by email shortly before the examination date.