

# Nomination Form



Please nominate the required Specialist Teacher(s) by completing and returning this Nomination Form to City & Guilds, Hong Kong office at your earliest convenience.

Remuneration: Remuneration for Specialist Teacher is HK\$150 per session of examination. Remuneration will be credited to the bank account(s) given in the month after.

Duties: Specialist Teacher should assist the invigilator by being present at the examination venue throughout the examination to give technical advice in handling the facilities, to avoid cheating through the network or internet, to deal with any machine faults, to supervise the candidates in printing out their answers, and to erase all examination materials from storage media after the examination.

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**Modern Office Application**  
**Nomination of Specialist Teacher**

To: City and Guilds International Limited, Room 1303-05 Tai Yau Building, 181 Johnston Road, Wanchai, Hong Kong. Fax: 2832 9961

Name of Centre: \_\_\_\_\_

Centre No.: \_\_\_\_\_ Date: \_\_\_\_\_

Date & Time	Room No.	Name of Account Holder	Bank Account No.	Banker

Signature of Exam Secretary: \_\_\_\_\_ *(with school chop)*



# Nomination Form



Please nominate the required Interlocutor(s) by completing and returning this Nomination Form to City & Guilds, Hong Kong office at your earliest convenience.

Remuneration: Remuneration for Interlocutor - HK\$25.00 per candidate at Basic / Elementary / Preliminary / Access levels, HK\$50 per candidate at Achiever / Communicator levels, and HK\$75 per candidate for Expert / Mastery levels. Remuneration will be credited to the bank account(s) given in the month after.

Duties: Interlocutor should familiarize himself/herself with the format and requirements of the examination. He/she should conduct the face-to-face interview with candidates according to the question paper and the General instructions for Interlocutors, and make sure the recording equipment is working properly.

Note: Interlocutor should be reminded that Invigilator is authorized to monitor and control the examination on behalf of City & Guilds. Any issue not clearly stated on the question paper or the General instructions for Interlocutors should get prior advice from Invigilator.

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## Spoken English for Speakers of Other Languages Nomination of Interlocutor

To: City and Guilds International Limited, Room 1303-05 Tai Yau Building, 181 Johnston Road, Wanchai, Hong Kong. Fax: 2832 9961

Name of Centre: \_\_\_\_\_

Centre No.: \_\_\_\_\_ Date: \_\_\_\_\_

Date & Time	Room No.	No. of Entry	Name of Account Holder	Bank Account No.	Banker

Signature of Exam Secretary: \_\_\_\_\_ *(with school chop)*

