

## Classic Interlocutor-Invigilator Minimum Requirements and Training Procedures

Each of the approved GA Italy centres that holds approval for Classic IESOL examinations needs to train one of their staff to act as Interlocutor-Invigilator for the GA Classic candidates. A GA Classic session needs to be delivered by a trained GA Interlocutor-Invigilator or an Interlocutor and an Invigilator. 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 Interlocutor.

The procedure for becoming a trained GA Classic Interlocutor-Invigilator is as follows:

1. Attending an introductory webinar. The introductory event can be held online or face-to-face. Potential Interlocutor-Invigilators need to send their CVs and a completed Classic Webinar Application Form to [m.stajkovic@gatehouse.it](mailto:m.stajkovic@gatehouse.it).

Those who have already taken the introductory training and are interested in conducting Online Classic IESOL exams, will need to attend the Classic Online Webinar. In order to apply, they need to send their completed Classic Online Webinar Application Form to [m.stajkovic@gatehouse.it](mailto:m.stajkovic@gatehouse.it).

The minimum requirements for becoming a GA trained interlocutor are:

- must have reached near-native competence or be a native English speaker,
- must be able to use English to the level that allows the candidate to fulfil all the tasks in the examination,
- must have a degree in English (either in languages or an international recognized TEFL / TESOL diploma),
- must have a minimum of 3 years of recent and relevant teaching experience,
- should not be the candidate's own English language teacher.

The minimum requirements for becoming a GA trained Invigilator are:

- must have a minimum of CEFR B2 level of English language,
- must be able to use English to the level that allows the candidate to fulfil all the tasks in the examination,
- should not be the candidate's own English language teacher.

Webinar dates are published regularly on the GA Italy website. Registration deadline is 2 working days before the event date.

2. Test Completion. All the Interlocutor-Invigilators who have attended a webinar need to complete a test on the regulations of the delivery of GA Classic examinations. The test will be sent directly to the Interlocutor-Invigilator and will need to be returned within 10 working days. Feedback will be sent to all Interlocutor-Invigilators.

3. Classic Online Examinations. Those who wish to conduct Classic Online Examinations will need to have a meeting with the trainer in the duration of 15 to 30 minutes. The aim of the meeting is to check whether potential Interlocutor-Invigilators are familiar with the online examination and whether they are able to handle Zoom for online examination invigilation.

4. Observations. GA Italy will observe the first two examination sessions of each Interlocutor-Invigilator. Observation will be carried out via Skype or Zoom. Feedback will be provided to Interlocutor-Invigilators. Subsequent observations will also be carried out as part of Compliance or Malpractice Investigation procedures.