

Letter to referee



Cambridge Assessment
English

Instructions to Examiner Applicants:

Please email this form to your referee to complete and ask them to send the assessment by **20.12.2022** to **Resources.NL@britishcouncil.org**.

IN CONFIDENCE

Dear Referee

Re: Application to become a Cambridge English Speaking Examiner

In order to become a Cambridge English Speaking Examiner, applicants have to demonstrate they have the required professional attributes and interpersonal skills. We would be most grateful if you could comment on the applicant's suitability for the appointment as a Cambridge English Examiner. Please comment briefly on the following professional attributes and interpersonal skills listed below, giving examples where possible.

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

Referee's name and position held:

Applicant's name:

Your comments:

Yours sincerely,
Exams Resource Deployment Team

British Council | T +31 (0)20 550 6060 | Raamplein 1 | 1016 XK Amsterdam | The Netherlands

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.