

Change of Agent Staff Form for Conducting Monash English Placement Test (MEPT)

Changing Authorised Agent Invigilators

To ensure accountability and proper MEPT invigilation, the Agency may have up to two approved MEPT invigilators per office location. As agreed in your MEPT application form Agents must provide written notification to Monash University if they seek approval for a change to the approved invigilators.

New Agent Office Invigilators must read and adhere to the terms and conditions set in the MEPT Administration Guidelines.

This form may be used to remove and add new agent invigilators and must be completed by the Agent Office Manager.

Upon receiving and approving this form, Monash College will provide new MEPT log in details to the new Agent Invigilators specified below.

Deleting or removing Agent Invigilator Details

Office Location	Invigilator Name in English	Staff email address used for logging into MEPT Web site	Date of Effective Removal

Adding New Agent Invigilator Details

Office Location	Invigilator Name in English	Staff email address to be used for logging into MEPT Web site	Invigilator Signature Specimen

AGENT OFFICE MANAGER SECTION

Agent Office Manager Signature

___/___/___

Date

Agent Office Manager Name

Agent Office Manager Email

PLEASE EMAIL THIS COMPLETED FORM TO:

mept@monashcollege.edu.au