

Generic exam room requirements

Please make sure:

- an orderly and quiet atmosphere is maintained throughout the exams
- all exam rooms are arranged as agreed with British Council staff
- the school's PA system/bell is switched off during the exam
- rooms bear glass windows or glass door panels.

Exam room setting for writing test

Please make sure:

- candidate desks are at least 1.30m apart (measured from the centre of one desk to the next desk in all directions)
- all materials, such as posters and notices, that are written in English or any other English language teaching/learning materials are removed or covered (do not use newspaper as covering)
- all papers and books are removed from candidates' desk drawers
- a computer with speakers/CD player is placed in each exam room and the sound quality is excellent for the listening test
- a digital clock is placed at the front of the room
- writing equipment is available in each writing test room, such as chalk or white board pens.

Exam room setting for speaking test

Please make sure:

- all materials, such as posters and notices, that are written in English or any other English language teaching/learning materials are removed or covered (do not use newspaper as covering)
- each speaking room has one table and two chairs (for YLE) and two tables and two chairs (for KET/PET/FCE/CAE/CPE). If more than one speaking room is used, they should be adjacent or close to each other.
- two waiting rooms are available and they are located close to the speaking room(s).

Exam venue risk management

Please make sure:

- the venue is in a safe area where there is no obvious threat to personal safety
- floors, stairs, glazing should meet awarding body standards: floors should be even without 'pot holes', stairs should be maintained with safe handrails, glazing should be intact with no broken glass. In addition, exam furniture should be in good condition.
- there is adequate space to conduct exams for the planned number of candidates. Setting and space should meet exam board standards in order to meet key time requirements
- electrical supply and all necessary equipment is in good condition
- emergency evacuation routes are clearly indicated and signed
- emergency evacuation routes lead to a safe external assembly point
- emergency evacuation routes are clear of obstruction
- emergency exit doors are unlocked, easy to open and open fully
- emergency lighting is available in the event of a power failure
- smoke and fire detection devices are installed
- there is an alarm system for emergency warning
- fire extinguishers are available
- the venue has emergency evacuation arrangements. Where the venue does not have suitable arrangements, this should be brought to the attention of the British Council and new emergency evacuation arrangements should be agreed with roles and responsibilities clearly defined
- there is first-aid provision
- there is access for non-ambulant (disabled) people
- there is an appropriate level of security – dependant on local conditions
- there are adequate security arrangements for storing question papers at the venue in accordance with the British Council's awarding body regulations
- there is safe access for staff with exam papers, in order to avoid injury e.g. avoiding carrying heavy cases up stairs etc.
- there are adequate and hygienic toilet facilities

- venues for one to one exams (for under 18s) should be visible from the outside, either through a door glass panel, or by using a ground floor room with large glass windows. Hotel rooms should be avoided
- a safe waiting area (for under 18s) must be available for young learners to assemble before and after the exams. If adults and children are attending the same exam sitting, the waiting area for young learners should be separate from the waiting area for adults
- where under 18s cannot be dropped off at, and collected from, a safe waiting area, an additional safe drop off/collection area at the entrance of the venue must be provided, where there is no risk from traffic. This must be supervised at all times.

Declaration:

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.

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