

Preparing your venue ahead of the exam

If your students are going to take their exam at your preparation centre, we have some useful tips to get your venue ready ahead of their exam.

When preparing your venue for the exam, make sure that:

- you have decided whether you are able to provide secure storage for candidate's mobile phones and electronic items outside of the exam room. Discuss this with your Authorised Exam Centre and ensure candidates are told about the arrangements in advance.
- you have tested all equipment including audio and test day photo equipment.
- all signage provided by your Authorised Exam Centre is clearly displayed – this includes toilet, quiet area and exam room signs.
- there are no regular bells – for example no bells to mark lesson start/finish times, which would disturb the candidates. If you can, you should switch off or disable them on the test day
- you switch off any CCTV cameras in the exam rooms during test times – this will prevent tests being made public, tests being recorded by audio devices and secure materials being recorded on camera.

For more tips go to:
cambridgeenglish.org/registering-for-the-exam

A few facts and figures about us:

- 5.5 million assessments taken every year
- Accepted by over 25,000 organisations worldwide
- 2,800 exam centres in 130 countries
- Over 50,000 preparation centres
- Providing English language assessment since 1913

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 cambridgeenglish.org

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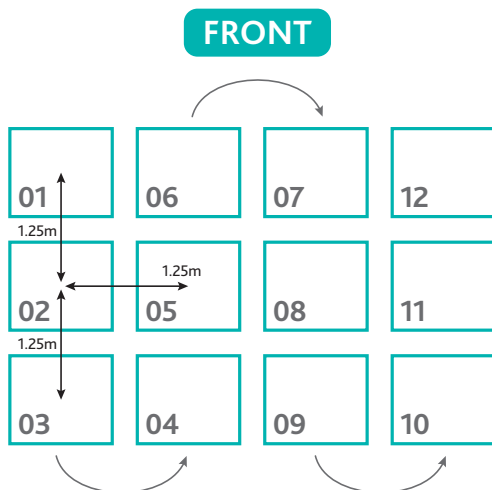
Information
about becoming
an exam venue

One of the key benefits of becoming an exam venue is that many candidates feel more comfortable taking a test at their preparation centre.

If you're thinking about holding exams at your school or institution, there are a few things that you should consider first:

Seating arrangements

- Are the rooms big enough for all your candidates sitting at their desks in the required layout and 1.25m distance apart?
- Are the desks large enough to place a minimum of two A4 sheets laid side by side, e.g. at least 42cm wide by 30cm deep?



Security

- Does your venue have suitable secure storage facilities for exam materials? Alternatively, can the supervisor deliver the materials easily on the day?

Mobile phones and electronics

- Are you able to provide secure storage for candidate's mobile phones and electronic items outside of the exam room? If you have no suitable storage, candidates will need to be told in advance.

Environment

- Is the general environment suitable?
- Make sure that the rooms are not too noisy, are light enough, at a comfortable temperature, and are clean and conducive to candidates performing at their best.
- Does your venue have suitable facilities, such as somewhere for candidates to have a break or eat and enough toilets?

Availability of the building on the exam day

- Is it open on the day you wish to run the exam?
- Do you have access to the building yourself or can you book the room(s) in advance?
- Make sure there are no other events planned there that day that could disrupt the exam.
- Ensure the location is accessible for all candidates – make sure there is disabled access and that all candidates can access the exam room and the computers; if not, alternative arrangements need to be put in place, such as a ground floor room.
- Check there is a suitable area for taking test day photos (where relevant).

To make sure that all candidates around the world experience similar exam conditions, we send inspectors to visit venues on exam day. We do this to ensure that no candidate is either unfairly advantaged or disadvantaged. Your authorised centre will provide our inspectors with all the necessary information.

If you'd like to hold exams at your centre, please get in contact with your Authorised Exam Centre.