

SfL Speaking & Listening Online **– Guide for Stewards**

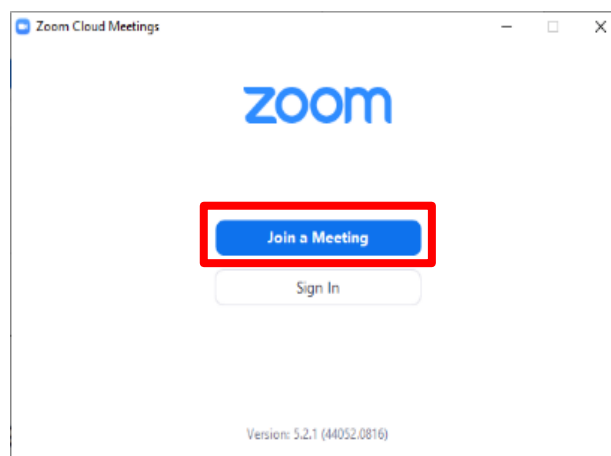
Both candidates will be in the same room for the Group Discussion. Centres should ensure there are **two chairs** available at the computer terminal.

Examiners will be online 15 minutes before the first candidate. This is an opportunity to test the sound and video, and to get contact info in case they need support during the exam.

Candidates will not be able to take the exam using a headset, so Centres should ensure that the computer being used for the exam either has a built in Microphone, or a separate USB microphone. Please see this page for instructions on testing audio and video before the exam session:

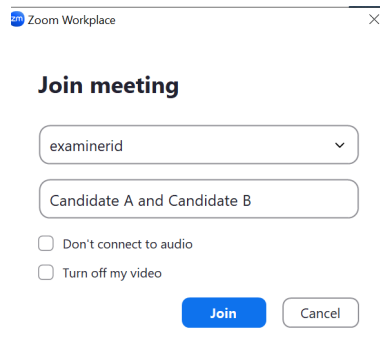
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062765

1. Collect **Candidate A** from the waiting room and escort them to **Exam Room 1**
2. Open the **Zoom app**
3. Select **Join meeting**



4. Enter the **Meeting ID**. This is the examiner's Zoom code provided on your timetable

5. Enter the **candidate's first names only for both Candidate A and B**. (e.g. *Carl and Rachel*). This must match the name on the timetable, so the examiner knows exactly who is trying to enter the exam room. When the examiner admits them to the Zoom meeting, the Centre staff should be available to confirm the full names of the pair.

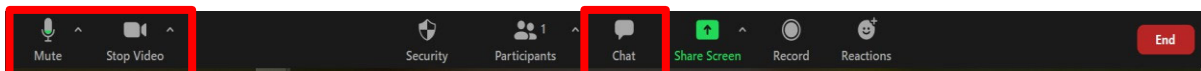


6. Select **Join**

7. **Candidate A** will then be admitted to the virtual exam room by the examiner

For Level 2 candidates, copy and paste the candidate's presentation key points from their *Level 2 Presentation notes template* into the **Chat**

Ensure that the Microphone is not muted, and the Video camera is turned on



8. Leave the exam room so that the exam can begin.
9. Collect **Candidate A** from the exam room and take them to the waiting room.
10. **Candidate B** enters the **Exam Room**.
11. At the end the examiner will ask the **Candidate B** to leave the room and return for the group discussion.
12. Bring **Candidate A** and **Candidate B** back into the exam room. Candidates A and B should enter the room together for the group discussion. A steward should be available to ensure this is done promptly after Candidate B leaves the room.

13. When the group discussion for the first pair of candidates finishes, the examiner will inform both candidates that their exam has finished, and they can leave the room. Meet and escort both **Candidates A and B** from the exam room.
14. The examiner immediately starts a new meeting and the Centre joins with the names of the next two candidates.
15. Repeat steps 1-14 for all remaining pairs on the timetable.