

Guidelines for exam room set-up

ENGLISH LANGUAGE EXAMS

CHOOSING A SUITABLE ROOM

The exam room should be:

- ▶ **Quiet** – candidates should be undisturbed by outside noise and any internal fans or air conditioning units should be kept to a minimal level
- ▶ **Appropriately heated/ventilated** – a comfortable temperature (18-23°C) should be maintained; if windows are the only source of ventilation, it should be possible to open them without the risk that sound to or from the exam room will pose problems in the conduct of exams
- ▶ **Adequately lit** – with uniform lighting throughout
- ▶ **Not adjacent to waiting areas** – no one is permitted to wait or listen directly outside the exam room
- ▶ **Marked with appropriate signage** – ensure an **Exam Room** notice is on the entrance to the exam room and **Quiet Please** and **Silence – Exams in Progress** are in the vicinity, especially in areas of traffic (corridors, stairs, etc)
- ▶ **Free of any display material** (wall charts, etc) that might assist or distract candidates
- ▶ **Compliant with Health and Safety and disability access requirements** as set out in national legislation

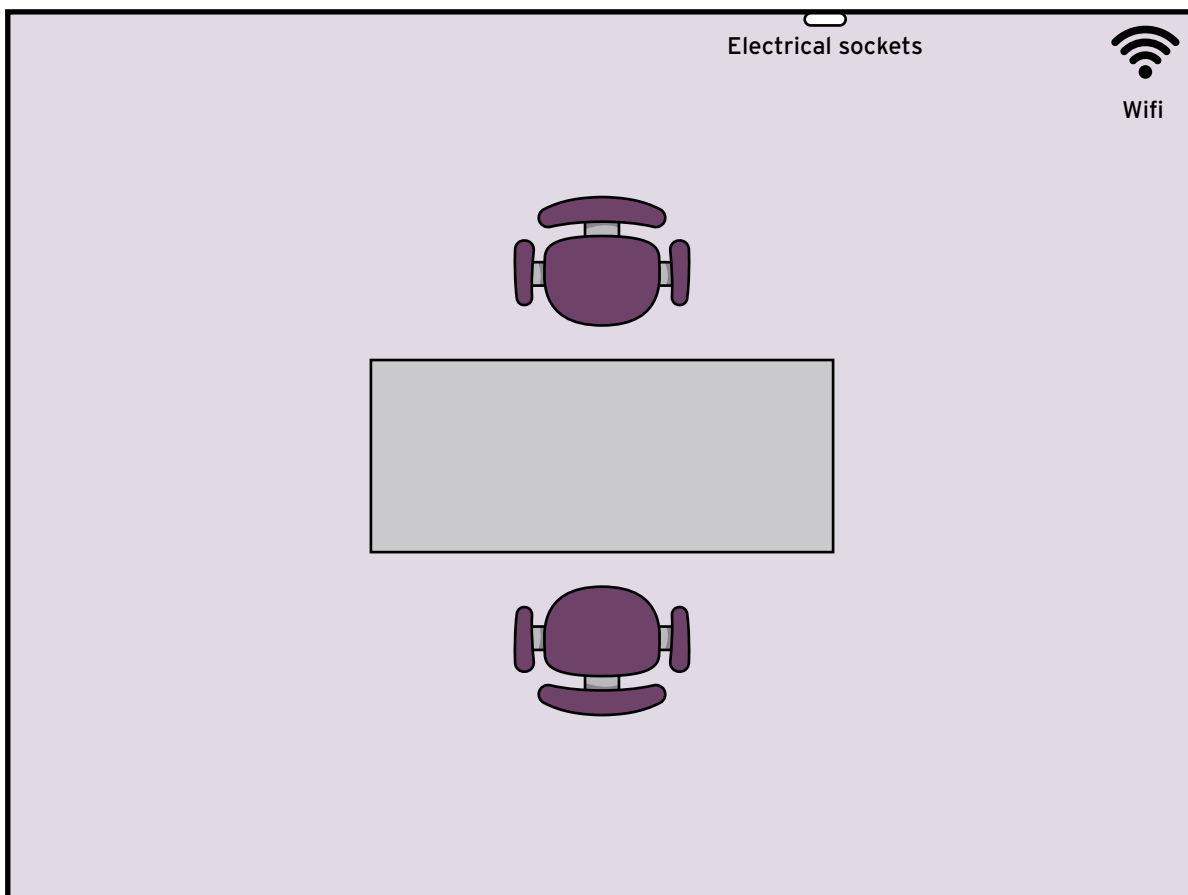
The exam room should have:

- ▶ A closable door
- ▶ Mains power supply and extension leads as necessary
- ▶ Adequate wifi connectivity
- ▶ A good-sized table (eg 0.75m – 1.4m for speaking and listening exams and for exam invigilators in a reading and writing exam that is well supported and stable (it should not wobble)
- ▶ Comfortable and supportive chairs for examiners, candidates and invigilators
- ▶ A jug of drinking water and a glass for examiners
- ▶ A jug of drinking water and a glass for candidates taking a speaking and listening exam
- ▶ When a Trinity monitor visits, an extra chair will be required for the monitor
- ▶ A working clock that is visible to candidates that displays the accurate time for reading and writing exams
- ▶ A whiteboard, blackboard or flipchart that is visible to candidates for reading and writing exams

The following diagrams show examples of suitable room layouts for speaking and listening and reading and writing exams. Please note that examiners are in charge of the exam day and may wish to adjust the room set-up at the start of the session.

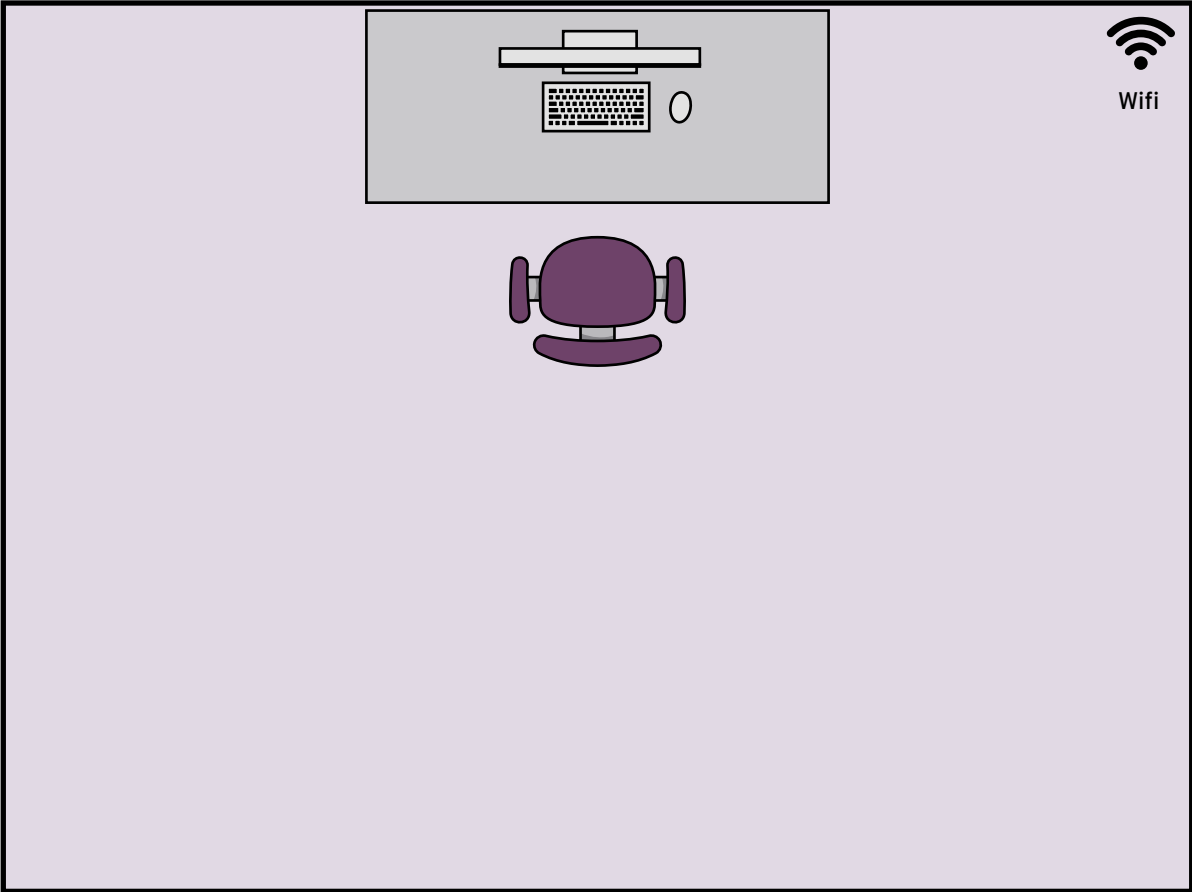
EXAMPLE ROOM LAYOUT

Exam room set-up for speaking and listening exams (in-person)



EXAMPLE ROOM LAYOUT

Exam room set-up for speaking and listening exams (online)



EXAMPLE ROOM LAYOUT

Exam room setup for written exams

