TRINITY
COLLEGE LONDON

GESE HOME: PROCEDURES FOR CENTRES

Before exam day

You should ensure candidates and chaperones are prepared for their exam according to exam guidelines well in advance of exam day.

- Chaperones are required for any candidate under 18 years old.
- Chaperones are members of the candidate's household aged 18 or above.
- Chaperones must be present for exam security checks. They may be present during the exam if their request to your centre is approved in advance.
- You must provide candidates/chaperones with the 'Procedures for candidates and chaperones' document and the link to the 'Ready Set Go' video about taking GESE Home exams.

IMPORTANT

It is a pre-condition of the GESE Home exam that a centre staff member attends the start of the Zoom call to:

- Verify the exam candidate's identity documents (18 or above) or the name of the exam candidate (under 18), in conjunction with the chaperone if applicable
- Provide the candidate's topic points to the examiner for Grade 4 before the start of the exam on Zoom, via private chat
- Assist with other queries the candidate and/or chaperone may have before the exam

If a staff member is not present, the exam will not be able to proceed. After the above activities are completed (to the satisfaction of the examiner), the staff member will be placed in the Zoom waiting room during the exam. The centre staff member may be re-admitted to the exam by the examiner if necessary.

- Candidates will need:
  - A **quiet, well-lit room** with a door they can close – it should have no personal items such as family pictures visible
  - A **clear desk or table** (no books, pens, phones or papers*)
  - A fully charged or plugged in **desktop, laptop computer or tablet** (not a mobile phone)
  - A **web camera** (built-in for laptops and tablets or plug-in for desktops)
  - If available, a set of (wired) **headphones**
  - A **reliable internet connection** (note: in cases where technical issues such as connectivity persist for more than two minutes, a free reschedule will be offered)
- **Candidates 18 and over will need photo ID.**
- You are encouraged to provide training to candidates and chaperones to allow them to practise procedures such as doing a 'room sweep'. (No room sweep for Grade 1.)

*For GESE Grade 4, candidates can have topic notes or topic form on the table.

On exam day

- You must be on standby to provide guidance and support to candidates and chaperones and should communicate with them to ensure the smooth running of the timetable.
- Remind candidates and chaperones of the below:
  - Ensure the desk or table is clear.
  - Have photo ID, if aged 18 or above.
  - Remove personal items, such as family pictures from the room.
  - Place a second chair for the chaperone at least one metre to the left or right of the candidate's chair, so the chaperone's face is clearly visible.
  - Use a fully charged computer/tablet, or make sure it is plugged in.
  - Tell everyone in the household about the upcoming exam to avoid disruption and to keep the internet free.

20 MINUTES BEFORE THE EXAM

- Candidates and chaperones should begin setting up their computer/tablet for the exam:
  - All apps must be closed, except Zoom.
  - Headphones should be ready, not plugged in.
- Once their computer is ready, they can log into Zoom and enter:
  - The Zoom ID you provided them
  - The candidate's first and last name used during enrolment*
- They will be placed in the Zoom waiting room and should test their video and audio again.
- They will then wait in the Zoom waiting room until the examiner lets them in.*

START OF THE EXAM

- Centre staff must be present for the security checks at the start of the exam. In the case of candidates under 18, the chaperone must also be present.
- The examiner will first admit the centre staff member to review any schedule changes, and receive topic points for the candidate which can be posted into the chat.
- The examiner will admit the candidate. Centre staff will greet the candidate and chaperone, if applicable, and introduce the examiner to the candidate. The examiner will then conduct the security checks.
- Candidates 18 or above will be asked to show their photo ID. If they don't have ID their exam will be rescheduled.
- For candidates under 18, the centre staff will be asked to confirm the candidate's name.
- For GESE Grade 2, 3 or 4, candidates/chaperones will follow the examiner's guidance for the room sweep.
- Once the room sweep is complete, the exam can begin.
- Centre staff will then be placed in the waiting room and should be on hand to assist the examiner if needed.
- The chaperone must leave the room, or if they have requested to stay, they must sit quietly on their chair.

END OF EXAM

- At the end of the exam, the examiner will remove the candidate from the exam room.
- The Zoom app will then close.

*For security reasons, candidates will not be admitted by the examiner if the name entered is not an exact match to the candidate's name used during enrolment.

IMPORTANT

- If the chaperone is present during the exam, they must not communicate with the candidate as it risks the candidate being disqualified.
- Candidates/chaperones must not record the exam or it will be voided.