

1. Specification of examination halls:

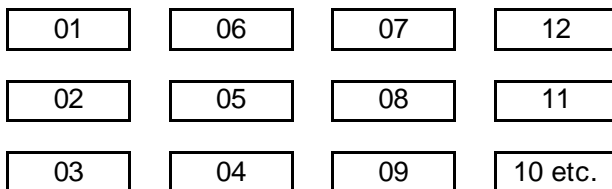
- located in a quiet and peaceful area
- easily accessible especially for candidates with impaired mobility
- well lit
- equipped with a good working audio system
- with good acoustics (non-reverberant)
- equipped with (a) clock(s)
- equipped with a board or flipchart
- well heated (min. 20°C, and max. 25°C) and equipped with an air conditioning system
- kept clean
- with emergency exits easily accessible

2. Halls arrangements:

Writing and Listening tests – paper-based exams

- the number of desks and chairs equate to the number of candidates in the hall
- desks arranged singly and in rows
- a 1.25 m distance is maintained between desk axes in every direction

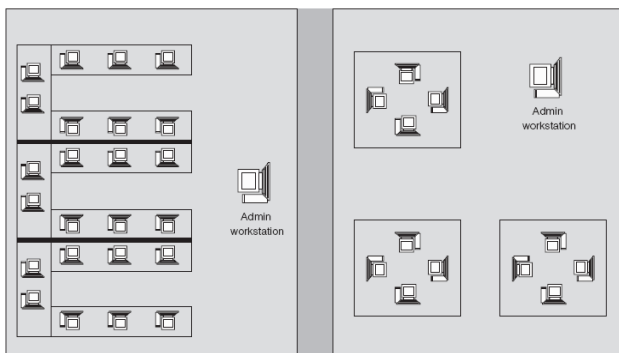
Desks arrangement:



Writing and Listening tests – computer-based exams

- the number of workstations equates to the number of candidates in the room (+ spare workstations)
- a 1.25 m distance between the edges of screens (unless the monitors are positioned back to back or separated by dividers)

Arrangements of workstations:



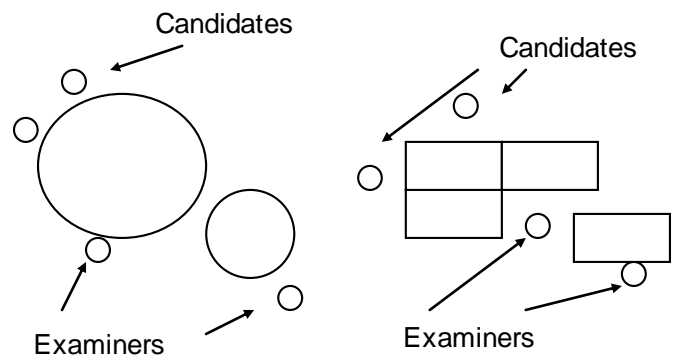
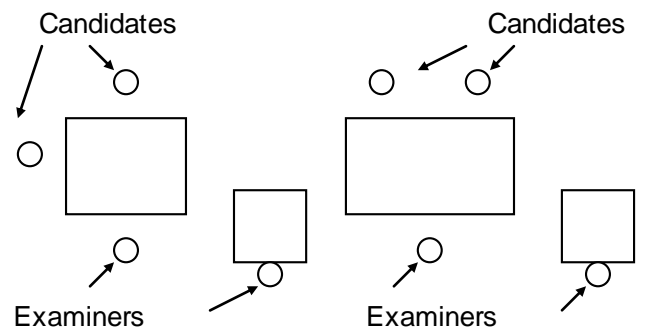
The venue should include:

- toilets (min. 1 per 25 candidates) provided with toilet paper, soap, a hand drier or paper towels
- a waiting area
- clear signs directing candidates to the right hall
- a cloakroom facility or locked room which can hold the outdoor garments and personal belongings of candidates; if this is not possible, there should be at least an area in the hall designated for candidate coats and personal belongings (the cloakroom or locked room are required in the case of IELTS exams)
- in the case of computer-based tests – professional IT service for the time of installation of exam program as well as on the exam day during the working hours of British Council venue staff

Speaking tests

- a desk and chair for one (IELTS, YLE) or two (other exams) examiners and for one, two or three candidates (depending on the type of examination)

Suggested desk arrangements:



3. Examination hall technical equipment :

- **paper-based exams** – professional sound system, CD player/laptop and microphones (in the case of big halls)
- **computer-based exams** –

**Workstation of Test Administrator
(Test Sitting Administration)**

- processor 2.4GHz
- memory 512Mb RAM
- Windows XP (Service Pack 3), Vista or Windows 7
- 1 GB of hard disk space
- browser IE 8/Firefox 3 or later
- a mouse
- connection to a printer

**Candidates' workstations
(Candidate Workstation)**

- processor 2.33 GHz or faster
- memory 256MB RAM
- Windows XP (Service Pack 3), Vista (Service Pack 2) or Windows 7 (Service Pack 1)
- graphics memory 256 MB or better
- 2 GB of hard disk space (4GB in the case of Windows Vista Service Pack 1)
- browser IE 8/Firefox 3 or later
- a mouse
- soundcard and headphones
- Flash Player installed

Technical requirements of the network:

- minimum Internet bandwidth: 512 Kbits/sec
- minimum LAN wireless bandwidth: 54 Mbits/sec
- minimum LAN wired bandwidth 10 Mbits/sec switched network or equivalent

Additional information:

- all computers connected in a network
- the Internet network not utilised by other users who may reduce the transfer speed
- no other software or hardware firewalls installed that may affect the work of Cambridge Connect and network compatibility
- the room is also equipped with spare computer workstations with sets of headphones (1 spare computer workstation for every 20 candidates)
- a professional IT service is available for the duration of exam program installation as well as on the day of the exam for the duration British Council venue staff are working

It should be ensured that the sound system and computer equipment are connected and configured by a qualified technician early enough prior to test commencement to allow for possible troubleshooting.