



## Guidelines for Exam Candidates

### Introduction

Due to the continued risk of COVID-19 we have implemented safety measures for candidates and staff, which are likely to remain in place until the risk of COVID-19 is significantly reduced.

Please read these guidelines carefully before you come to our exam venues so that you know what to expect when you arrive. You must follow these guidelines. They are for your protection and the protection of other exam candidates and staff.

### What to bring with you?

Please bring with you only the items that you need for the exam (non-mechanical pens, non-mechanical pencils, pencil sharpener, eraser, small bottle of water with on label & a valid ID).

It is important to bring your own pen, pencil and other permitted stationery since in order to reduce the risk of transmission, we may not be able to lend you any stationery.

Please also bring a face covering, which you will need to wear throughout the venues and during the main exam, as well as a pocket size hand sanitizer (or gloves) for personal use.

You will be requested to remove the face covering temporarily to verify your identity and when taking your Test Day Photo. We may need to check the inside of the face covering (and spare ones) from an appropriate distance. Spare coverings cannot be taken into the test room.

### Who can enter the exam venue?

For everyone's safety and in line with the OET regulations, only exam candidates (and staff) enter the test venues.

### If you are unwell

If you present with any of the known potential symptoms of COVID-19, please do not take part in the exam. This is for the safety of other exam candidates and staff.

If you arrive at the venue and present with potential symptoms of COVID-19, we will ask you to leave the venue. Please note that you will not be able to take the exam.

In order to keep your registration, you must defer to a future session by using your myOET app.

### When you arrive

Please use a hand sanitiser to disinfect your hands upon arrival. Please do this repeatedly when you enter, exit and re-enter both the venues and exam rooms.

You must tell us if you have any potential symptoms of COVID-19. We may take your temperature using a non-contact thermometer.

There will be signs and posters telling you the current policy within the venues. Please take the time to read these and ask if something is not clear.

We will apply a coordinated flow of candidates in our venues. Please follow the markings on the floor. The entrance doors to the venues will be clearly marked.



We will show you where you can wait. The furniture in the waiting rooms and other seating areas have been positioned to maximise distancing. Please do not move any chairs or tables.

You must follow physical distancing guidelines wherever possible. Please stand or sit at an appropriate safe distance from any other person anywhere in the venues as much as possible.

### **Verifying your identity**

Staff must check your identification document. They will wear disposable gloves and try to handle it as little as possible.

### **Food and drink**

Please bring your own snacks and bottle of water (in a clear plastic bottle with no labels), although a water cooler is available for refill. You will also be able to buy bottled water for £1 (in cash) if needed. There is no food available to buy at the venues.

### **Break before the Speaking test**

We encourage candidates to leave the venues while waiting for their speaking test and only arrive at the venue 30 minutes prior to the test. However, if you remain in the venue, please remember to follow physical distancing rules and wearing a face covering.

### **Disposal of rubbish**

Please dispose of all rubbish (incl. cleaning wipes and particularly face tissues), in a safe manner using the provided closed-top bins for this purpose.

### **Belongings room**

Since no belongings are allowed in the exam rooms, you must leave them in a safe lockable room. To maintain physical distancing only a few exam candidates plus one member of staff will be allowed in the belongings room at a time. Please store your belongings with an adequate distance from other candidates to reduce the risk of potential contamination. Your outerwear and bag may be sprayed with a disinfectant.

### **Speaking Tests**

The format for speaking tests has not changed. However, there will be a clear plexiglass panel between you and the interlocutor to minimise the risk of infection. Please take your own pen/pencil inside the exam room. To prevent any transmission, both candidates and interlocutors will either use a hand sanitizer or wear gloves while handling the speaking test materials. Keeping face coverings on might lead to adverse impact on the speaking score or a resit. Therefore, candidates will be required to remove face covering once seated inside the exam room (behind the clear plexiglass panel).

### **Collecting your belongings**

Please remember when collecting your belongings after the exam, that only one candidate and one member of staff will be allowed in the belongings room at a time. If you leave anything behind, it may have to be destroyed for hygiene reasons.

### **Health and Safety notice**

The procedures we have in place are for your safety, the safety of other candidates and our staff. If you do not follow these procedures, you will be reminded to do so. If you decide to ignore these procedures, you will be asked to leave the premises and you may lose your exam fee.

Thank you for your cooperation.