



Guidelines for Test Takers

Introduction

Due to the continued risk of COVID-19 we have implemented safety measures for test takers 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 test 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 test takers and staff.

What to bring with you?

Please bring with you only the items that you need for the test (as listed in your test timetable, incl. your ID).

It is important to bring your own pen, pencil and other permitted stationery (if needed for your test), 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 all test sections.

You will be requested to remove the face covering temporarily to verify your identity and when taking your photo. We may need to check the inside of the face covering from an appropriate distance.

Who can enter the test venue?

For everyone's safety, we need to limit the number of people in our venues. We ask that only the test takers (and staff) enter the 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 test. This is for the safety of other test takers 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 test.

All cancellation due to illness will be approved and registrations transferred to future sessions (or test fee refunded).

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 test 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 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.



Verifying your identity

Staff must check your identification document. They may 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 if needed. There is no food available to buy at the venues.

Break before the second part of the test day

We encourage test takers to leave the venues while waiting for their second part of their test and only arrive at the venue by 1.15 p.m. (IELTS on computer). However, if you remain in the venue, please remember to follow the venue rules on distancing and face covering.

PC equipment (IELTS on computer)

All PC equipment, including headphones, will be disinfected prior to each test session. Face coverings will remain compulsory inside the test rooms. Dividers are installed to create more isolated space for each computer station.

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 test rooms, you must leave them in a safe lockable room or lockers. To maintain physical distancing only a few test takers plus one member of staff will be allowed in the belongings room at a time or when approaching the lockers. Please store your belongings with an adequate distance from other test takers to reduce the risk of potential contamination when in a belongings room.

Speaking Section

The format for speaking section has not changed. However, there will be a clear plexiglass panel between you and the examiner to minimise the risk of infection. Your speaking section examiner may be wearing a face covering. If they are wearing one, please do not ask them to remove it.

Once seated inside the test room, you may remove your face covering as everybody in the test room will be seated behind a clear plexiglass panel.

Collecting your belongings

Please remember when collecting your belongings after the test to leave the locker key in the lock. 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 test takers 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 test fee.

Thank you for your cooperation.