

## Examination Check lists

### 3 weeks before Examination day

- All orders emailed via the order form to “kwatts@verbinternational.com”
- A copy of the exam schedule (Form C) included with the order

### Before Examination Day check list

Candidates reminded:

- They must bring Passport or ID document with them on exam day
- To have their own English – English or English – Russian dictionary available
- To bring more than one black or blue pen on exam day
- That all bags & mobile phones and watches **must** be left outside the room
- To bring no notes or scrap paper into the examination room
- That any candidate found cheating will be excluded
- No headphones to be worn
- No watches to be worn

### Examination Day – written exams

- A room capable of seating candidates at least 1.2m apart
- Adequate notices that state “Quiet please, exam in progress” (this can be in Russian)
- Working clock on the wall of each written exam and the spoken test preparation room
- Good quality PC speakers – checked that they work
- No “helpful” language posters on the walls
- Access to shredder to dispose of confidential materials

### Spoken Examinations

- A managed system whereby candidates about to take the exam cannot communicate with those who have completed their exam
- A suitable, quiet location, unlikely to be disturbed

### For the Invigilators

- A clear schedule for the day (one for each Invigilator)
- Adequate time in the schedule to help candidates fill in the front of the exam paper and give required guidance (20 – 25 minutes)
- A full list of candidates including ID or Passport numbers (can be a print out of the order form)