

The minimum number of candidates per exam is 20

Suitable exam rooms:

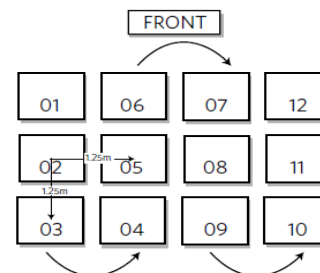
- an accessible location
- a quiet and peaceful area
- disabled access to the exam room or alternative arrangements (ground floor)
- big enough to accommodate all your candidates
- well lit and clean
- a comfortable room temperature (20-25°C)
- a clock at the front of the room
- a whiteboard or flipchart
- no regular bells, e.g. to mark lesson start/finish times, which could disturb the candidates
- emergency exits clearly marked and visible
- no English materials on display

The venue should include:

- a waiting area, big enough to accommodate all your candidates
- toilets
- a cloakroom, locked room or suitable area inside the examination room to place personal belongings (coat, bags)

Arrangements for written papers and listening test:

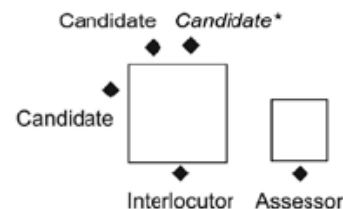
- the number of desk and chairs to accommodate all your candidates
- all candidates must face the same direction and sit in column layout in candidate number order



- desks at least 1.25m apart (from the middle of the desk in all directions).
- good acoustics (non-reverberant), clearly audible in all parts of the room
- adequate listening equipment to play CD

Arrangements for speaking test:

- enough rooms for one Speaking session to be held at a time.
- two tables and five chairs (in one room) to accommodate both examiners and up to three candidates
- If you are a member of our [Advantage](#) programme and wish to organize the speaking part only, on your premises, please write for more information to addvantage@britishcouncil.cz



* shows position of candidate for a group of 3.