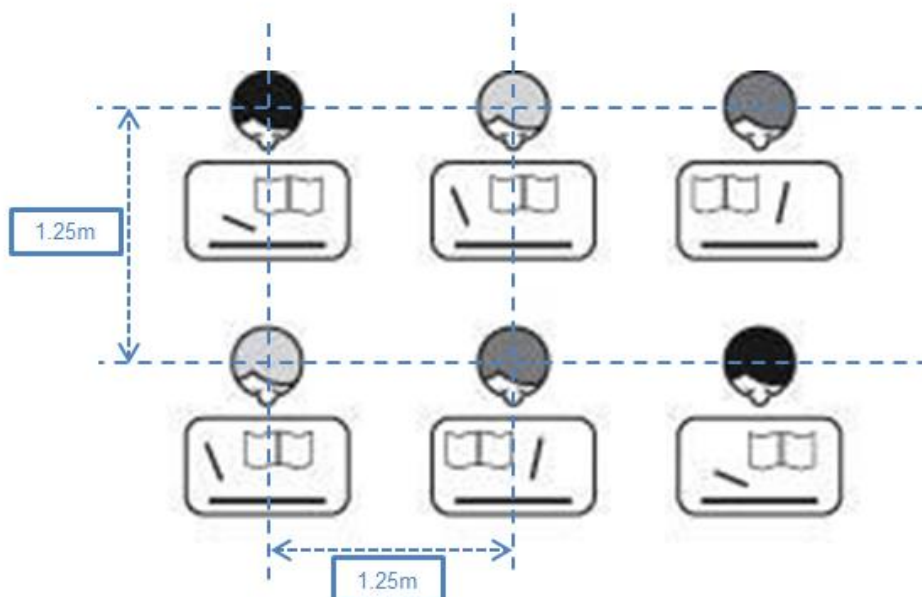**⬤⬤ BRITISH**
⬤⬤ COUNCIL

ANNEX 5

IELTS Venue Rules and Regulations

Organisation of the test rooms

Test rooms should be quiet without the intrusion of unnecessary noise or people and where candidates can work undisturbed. No person other than the candidates and test day staff are allowed in the test room. The rooms must have adequate lightning, ventilation, heating/air conditioning, and sound system.

Written Test Rooms should contain:

- Tables and chairs for the materials and test day staff.
- Flipcharts with board markers and erasers.
- A table and a chair for each candidate. At least 1.25 metres must be allowed between the centre of the place assigned to any candidate and the centre of place assigned to the next candidate in any direction. The distance must still be allowed when large tables are used.

- A CD player plus separate speakers for larger test rooms or a centralised sound system
- A power point for the CD player.
- Overhead projector
- 0.5lt water bottles (without labels) for each table.
- Tea/coffee, cookie services for the appointed test day staff in the morning of the exam.

Speaking Test Rooms should contain:

- Seating for two people (a table and at least two chairs).
- Clock/ Timer
- Water in transparent bottles
- Tea/coffee, cookie services for the appointed test day staff.

Waiting Area, Cloakroom or a lockable room/facility

A waiting area should be established where candidates can wait until the time of their test.

A separate lockable room or a cloakroom outside the test room for candidates to store their belongings is needed. This area should be managed by British Council staff.