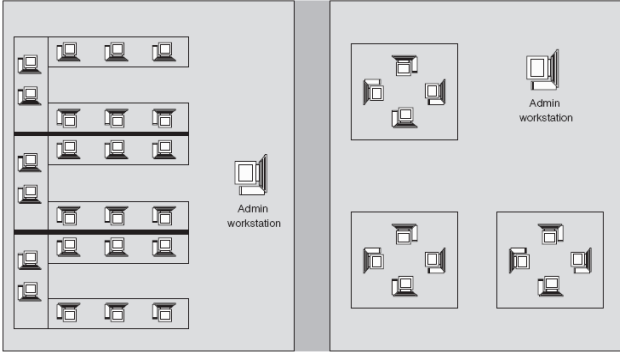
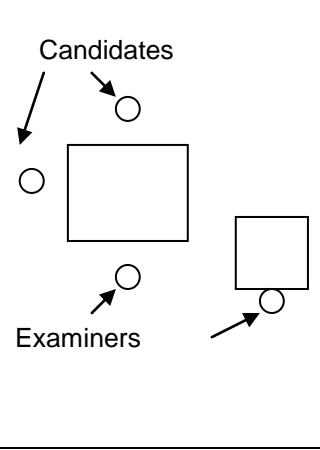
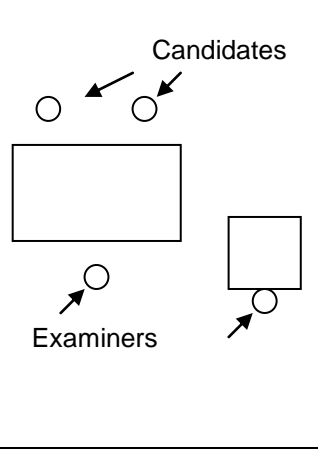
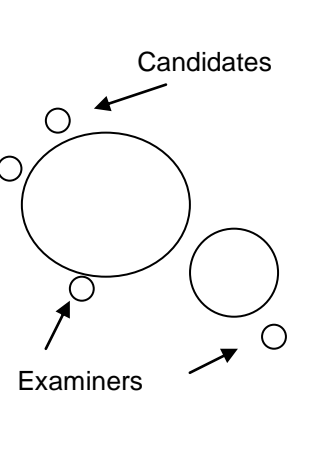
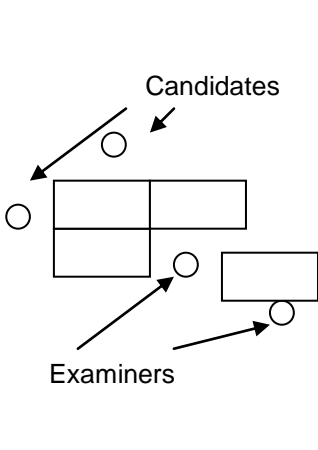


**1. Specification of examination halls:**

<ul style="list-style-type: none"> <li>located in a quiet and peaceful area</li> <li>easily accessible especially for candidates with impaired mobility</li> <li>well lit</li> <li>equipped with a good working audio system</li> <li>with good acoustics (non-reverberant)</li> <li>equipped with (a) clock(s)</li> <li>equipped with a board or flipchart</li> <li>well heated (min. 20°C, and max. 25°C) and equipped with an air conditioning system</li> <li>kept clean</li> <li>with emergency exits easily accessible</li> </ul>	<p style="text-align: center;"><b>The venue should include:</b></p> <ul style="list-style-type: none"> <li>toilets (min. 1 per 25 candidates) provided with toilet paper, soap, a hand drier or paper towels</li> <li>a waiting area</li> <li>clear signs directing candidates to the right hall</li> <li>a cloakroom facility or locked room which can hold the outdoor garments and personal belongings of candidates; if this is not possible, there should be at least an area in the hall designated for candidate coats and personal belongings (the cloakroom or locked room are required in the case of IELTS exams)</li> <li>in the case of computer-based tests – professional IT service for the time of installation of exam program as well as on the exam day during the working hours of Fundacja British Council venue staff</li> </ul>
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**2. Halls arrangements:**

<p><b>Writing and Listening tests – paper-based exams</b></p> <ul style="list-style-type: none"> <li>the number of desks and chairs equate to the number of candidates in the hall</li> <li>desks arranged singly and in rows</li> <li>a 1.25 m distance is maintained between desk axes in every direction</li> </ul> <p style="text-align: center;"><b>Desks arrangement:</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">06</td> <td style="text-align: center;">07</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">02</td> <td style="text-align: center;">05</td> <td style="text-align: center;">08</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">03</td> <td style="text-align: center;">04</td> <td style="text-align: center;">09</td> <td style="text-align: center;">10 etc.</td> </tr> </table> <p><b>Writing and Listening tests – computer-based exams</b></p> <ul style="list-style-type: none"> <li>the number of workstations equates to the number of candidates in the room (+ spare workstations)</li> <li>a 1.25 m distance between the edges of screens (unless the monitors are positioned back to back or separated by dividers)</li> </ul> <p style="text-align: center;"><b>Arrangements of workstations:</b></p> 	01	06	07	12	02	05	08	11	03	04	09	10 etc.	<p style="text-align: center;"><b>Speaking tests</b></p> <ul style="list-style-type: none"> <li>a desk and chair for one (IELTS, YLE) or two (other exams) examiners and for one, two or three candidates (depending on the type of examination)</li> </ul> <p style="text-align: center;"><b>Suggested desk arrangements:</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Candidates</p> <p>Examiners</p> </div> <div style="text-align: center;">  <p>Candidates</p> <p>Examiners</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>Candidates</p> <p>Examiners</p> </div> <div style="text-align: center;">  <p>Candidates</p> <p>Examiners</p> </div> </div>
01	06	07	12										
02	05	08	11										
03	04	09	10 etc.										

**Examination hall technical equipment :**

- **paper-based exams** – professional sound system, CD player/laptop and microphones (in the case of big halls)
- **computer-based exams:**

**a) MINIMUM SYSTEM REQUIREMENTS:**

<b>Test Administrator Workstation (Test Sitting Administration)</b>	<b>Candidates' workstations (Candidate Workstation)</b>
<ul style="list-style-type: none"> <li>• processor Intel Core2 Duo E6600 @ 2.40 GHz or equivalent</li> <li>• memory RAM 2 GB (32-bit) or 3GB (64-bit)</li> <li>• Windows 7 SP1, 8.1 or 10 Version with 24 November 2015 patch</li> <li>• Minimum 5 GB of free hard disk space</li> <li>• IE 11 / Firefox 46 / Chrome 49 browser or later</li> <li>• a mouse, keyboard</li> <li>• connection to a printer</li> </ul>	<ul style="list-style-type: none"> <li>• processor Intel Core2 Duo E6550 @ 2.33 GHz or equivalent</li> <li>• memory RAM 2 GB (32-bit) or 3GB (64-bit)</li> <li>• Windows 7 SP1, 8.1 or 10 Version with 24 November 2015 patch</li> <li>• graphics memory 256 MB or better</li> <li>• minimum 5 GB of free hard disk space</li> <li>• IE 11 / Firefox 46 / Chrome 49 browser or later</li> <li>• a mouse, keyboard, headphones if required</li> <li>• Flash Player installed</li> </ul>
<p style="text-align: center;"><b>Technical requirements of the network:</b></p> <ul style="list-style-type: none"> <li>• minimum Internet bandwidth: Download - 512 Kbps per 50 cand. , Upload-512 Kbps per 50 cand.</li> <li>• minimum LAN wireless/shared bandwidth: TSA- 54 Mbps; CW- 802.11g, n, ac or equivalent</li> <li>• minimum LAN wired bandwidth 100 Mbps</li> <li>• Microsoft .Net Framework: v 4.5.2</li> </ul>	

**b) RECOMMENDED SYSTEM REQUIREMENTS:**

<b>Test Administrator Workstation (Test Sitting Administration)</b>	<b>Candidates' workstations (Candidate Workstation)</b>
<ul style="list-style-type: none"> <li>• processor Intel i5-4200M 2.50GHz, AMD Phenom II X4 20 or equivalent</li> <li>• memory RAM 4 GB</li> <li>• Windows 7 SP1, 8.1,10 or latest available patch</li> <li>• minimum 10 GB of free hard disk space</li> <li>• IE 11 / Firefox 46 / Chrome 49 browser or later</li> <li>• a mouse, keyboard</li> <li>• connection to a printer</li> </ul>	<ul style="list-style-type: none"> <li>• processor i5-4200M 2.50GHz, AMD Phenom II X4 20 or faster</li> <li>• memory RAM 4 GB</li> <li>• Windows 7 SP1, 8.1,10 or latest available patch</li> <li>• graphics memory 256 MB or better</li> <li>• minimum 10 GB of free hard disk space</li> <li>• IE 11 / Firefox 46 / Chrome 49 browser or later</li> <li>• a mouse, keyboard, headphones if required</li> <li>• soundcard</li> <li>• Flash Player installed</li> </ul>
<p style="text-align: center;"><b>Technical requirements of the network:</b></p> <ul style="list-style-type: none"> <li>• minimum Internet bandwidth: 2 Mbits/sec</li> <li>• minimum LAN wireless bandwidth: 90 Mbits/sec, 802.11n, ac or equivalent</li> <li>• minimum LAN wired bandwidth 100 Mbits/sec</li> <li>• Microsoft .Net Framework: v 4.6.1</li> </ul>	

**c) ADDITIONAL INFORMATION:**

<ul style="list-style-type: none"> <li>• all computers connected in a network</li> <li>• the Internet network not utilised by other users who may reduce the transfer speed</li> <li>• no other software or hardware firewalls installed that may affect the work of Cambridge Connect and network compatibility</li> <li>• the room is equipped with spare candidates' workstations with sets of headphones (1 spare workstation for every 20 candidates)</li> <li>• the venue is equipped with spare workstation of Test Administrator (1 spare workstation for every 100 candidates)</li> <li>• a professional IT service is available for the duration of exam program installation as well as on the day of the exam for the duration Fundacja British Council venue staff are working</li> </ul> <p><b>It should be ensured that the sound system and computer equipment are connected and configured by a qualified technician early enough prior to test commencement to allow for possible troubleshooting.</b></p>
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