

Exam Venue – Information Form

Please complete this form and return it to Glossomatheia Learning & Assessment at info@glaxams.gr

Venue Name:					
Address:				City:	
Contact Person:		Email:		Telephone:	

Exam Rooms: Please list each room used for exams.

Room type (e.g., classroom, computer lab)	Room name / number	Room capacity

Venue Requirements

Please note that, in order to run Cambridge English exams, the exam venue **must meet the following requirements:**

- ☐ Secure, lockable room or cupboard available for storing the exam bag
- ☐ Desks large enough for two A4 sheets
- ☐ Minimum distance of **1.25 metres** between candidates
- ☐ Stable internet connection available during exams (Speed: Download 3 Mbps / Upload 0.5 Mbps per candidate)
- ☐ English-language posters or notices removed or covered on the exam day
- ☐ Accurate clock or timer available in each room (for PB exams)
- ☐ Suitable equipment (e.g. laptop/computer or CD player and speakers) available for the Listening test (for PB exams)
- ☐ Designated area for bags, phones, smartwatches, and prohibited items
- ☐ Sufficient toilets and a waiting area available for candidates
- ☐ Suitable area available for test-day photos (if required)
- ☐ Quiet environment (no bells or interruptions)
- ☐ Adequate lighting, suitable temperature, and clean and tidy rooms
- ☐ Exam rooms fully accessible, or suitable alternatives available

Final Declaration

I confirm that I have read and understood the venue requirements listed above and that the exam venue meets, or will meet on the exam day, all requirements for running Cambridge English exams.

Completed by:			
Position:			
Date:		Signature:	