Things to consider on the day

- ☐ Have you discussed secure storage arrangements for mobile phones and electronic items with your exam centre? You will need to tell candidates about the arrangements in advance.
- ☐ If you have agreed with your exam centre to provide the audio equipment, check it is suitable and it works.
- ☐ Have you clearly displayed all signage provided by your exam centre?
- ☐ Have you removed or covered any English words that are on display in the exam room?
- ☐ If possible, have you switched off or disabled any regular bells that would disturb candidates, for example bells to mark lesson start and finish times?
- ☐ Switch off CCTV in the exam room if it will clearly capture any test questions and pictures.

> “Being a preparation centre makes our students more confident and comfortable, because they can take the exam here at school.”
>
> **Gabriella Ferrantino**
> English Coordinator
> Italy

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We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

All details are correct at the time of going to print in April 2026.

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CAMBRIDGE English

Becoming an exam venue

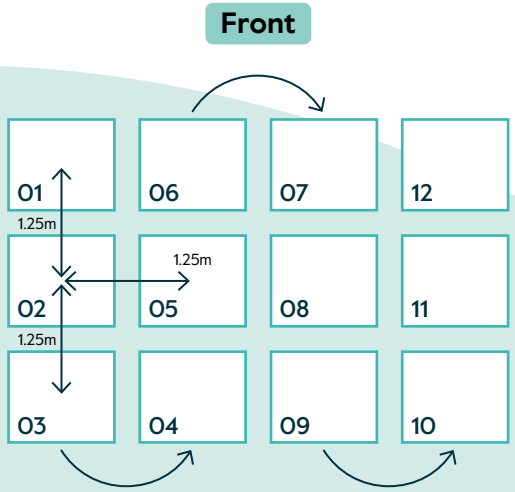
Cambridge English Qualifications



If you're thinking about holding exams at your school or institution, there are a few things that you should consider first. Your Authorised Exam Centre will check the suitability of your venue based on these main requirements:

Seating arrangements

- ☐ Can you arrange the desks to comply with the 'at least 1.25m apart in all directions' rule as per the diagram below? For digital exams you can separate the desks with dividers instead if necessary.
- ☐ For paper-based exams, are the desks large enough to place two A4 sheets side by side?



Security

- ☐ Does your venue have suitable secure storage facilities, for example a safe, if materials are delivered before the exam?
- ☐ Can you provide a secure place for storing candidates' mobile phones, watches and other electronic items? Alternatively, can they be left under constant supervision outside the exam room?

Premises

- ☐ Are the exam rooms tidy and light, and at a comfortable temperature?
- ☐ Do you have suitable facilities, for example an area for breaks and enough toilets?
- ☐ Is there an additional area for taking test day photos, if required?
- ☐ For the speaking exam, you will typically need an additional smaller room and a suitable waiting area.

Bookings and accessibility

- ☐ Can you accept bookings in advance?
- ☐ Can your venue be open on the exam day?
- ☐ Can you restrict other events to minimise disruption to the exam?
- ☐ Can exam centre staff access the venue before the exam start time?
- ☐ Is the venue accessible to all candidates?
- ☐ Can Cambridge English auditors access the venue without prior notice?

Digital exam requirements

- ☐ Can your venue provide a stable internet connection throughout the exam?
- ☐ Do you have devices candidates can use?

  (Candidates cannot use their own devices. Speak to your exam centre about the possibility of them supplying exam day laptops.)

If you would like to hold exams at your institution, or to find out more, please contact your Authorised Exam Centre.