

## British Council – Exams delivery Regulations

### All candidates must read and adhere to the following instructions.

Please read carefully the following instructions for the smooth and safe conduct of examinations. Due to the continued spread of Covid-19, in line with the Greek law and relevant government directives, the British Council has implemented measures in all examination centres to help protect the health and safety of all candidates and examination staff. Here you will be informed about the measures that will be taken on the day of the exams to ensure everyone's safety.

#### UPDATED INFORMATION

**Further to latest announcements and guidance from local government, please inform all your candidates that the use of a mask is now mandatory throughout the whole examination process.**

**Candidates should observe the provisions of the relevant legislation concerning health and safety and follow at all times, the instructions of the examination day staff regarding the conduct of the exams.**

**The health and safety of all our candidates and staff is our top priority and we will continue to monitor government guidance to ensure we are taking all the necessary steps to make our examination centres as safe as possible.**

#### General measures for examinations staff

- Each member of our examinations staff, before engaging in our examination, will submit a personal statement/declaration with information about the Covid-19 virus. We will not involve staff members who report possible exposure to Covid-19 virus or have cold symptoms.
- Our examinations staff will use antiseptic liquid and wear gloves and face masks and/or visors throughout the written and speaking examinations.

#### General measures for examination venues

- During the examinations, the examination centres, the rooms as well as the furniture and the equipment of the examinations will be sanitised thoroughly.
- There will be antiseptic fluid in the examination centres.
- All examination rooms will be adequately and naturally ventilated, where possible. In another case, air conditioners will be used, according to the instructions of the circular of the General Directorate of Public Health of the Ministry of Health.
- During the examinations (written / computerised) there will always be a distance of at least 1.5 meters between the examination staff and candidates.

#### Important instructions for candidates

- Each candidate before taking the exam will submit a personal statement/declaration with information about the Covid-19 virus. We will not allow entry to the examination centre to candidates who report possible exposure to the Covid-19 virus or have severe cold symptoms. They will be able to be transferred to the next exam date (where possible).
- On the day of the exam candidates will need to complete and sign a Self-Declaration form and present it to the relevant staff.
- Candidates must be at the examination centre at the time displayed on their timetable and up to 30 minutes before the start of their written test, according to their timetable. As there is no designated waiting area inside or outside the examination centre, candidates will be escorted by our staff to their examination room upon arrival at the examination venue.
- **The use of mask is mandatory - when candidates arrive at the examination venue, at the registration procedures, during toilet breaks, during the written examinations and until they leave the examination venue.**

- All candidates will be required to sanitise their hands before entering the examination room.
- Candidates, if they wish, can use their own antiseptic liquid and wear their own gloves and masks and/or visors during the examinations.
- Candidates will be required to remove their masks for identification or other purposes.
- In case of scheduled breaks for written exams, these will take place within the exam room. Candidates will not be allowed to leave the examination room during breaks.
- For toilet breaks, candidates will be escorted by examinations staff. They must wear a mask.
- Candidates are not allowed to bring to the examination centre any personal items such as the following: mobile phones or other electronic devices, bags e.t.c..
- **Candidates must bring with them at the exams:**
  - ID/Passport
  - pencil, pen, eraser, sharpener
  - water in a transparent container / bottle.
  - face mask
  - gloves, antiseptic liquid, if they wish to use their own

**For health and safety reasons our examination staff will not be able to provide candidates with stationary (pencils, pens or colour pencils, erasers or sharpeners).**

Additionally, candidates will **not** be allowed to share stationary or other items between them.

For the smooth and safe conduct of the examinations, there are no designated waiting areas provided for escorts in the examination venues, inside or outside the examination centres.

If you have any questions, please contact us at [veta.anastasopoulou@britishcouncil.gr](mailto:veta.anastasopoulou@britishcouncil.gr)

Thank you for your co-operation. The health and safety of our candidates and staff is our top priority.

**British Council**

**Examinations Department**