

Spoken English for Work registration – Declaration of Requirements

By applying to become a Trinity Registered SEW Examination Centre, the centre agrees to comply with the following requirements. The person who signs the application on behalf of the named organisation takes on this responsibility.

The centre agrees that:

- ▶ The premises where the examination will take place can provide two rooms (per examiner) near each other which are connected by telephone (not mobiles).
- ▶ The two rooms provided will be suitable for the conduct of examinations and will not be in use for other purposes at the time of the examination session.
- ▶ The telephones used for the Telephone/Interactive task will be connected to fixed or land lines and therefore there will be no possibility of interference or noise during the exam.
- ▶ The room used for the Telephone task will have a clock.
- ▶ One supervisor (per examiner) will be provided during the examination to: invigilate during the telephone task, ensure candidates are taken between both rooms and that all candidates are taken between the telephone and examination room under examination conditions.
- ▶ Any associated costs involved with SEW examinations, e.g. telephone usage, will be borne by the centre and not Trinity College London.

Signed on behalf of the centre:.....

Print name:.....

Date:.....