

Procedures for candidates and chaperones

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20 minutes before the exam

- ▶ Get ready for your exam with your chaperone (if you are under 18).
- ▶ Close the room door and take a seat at the desk you have prepared.
- ▶ Set your computer/tablet up for the exam. Your chaperone can help if needed.
 - Close all open apps on your computer/tablet, except Zoom.
 - Ensure your headphones are ready.
 - Open the Zoom app and log in using the Zoom Meeting ID sent to you.
 - Enter your first name and last name exactly as it was entered for the exam.
 - Test your video and audio in the Zoom app.
 - Wait in the Zoom waiting room until the examiner lets you in for your exam.
- ▶ Do not record the exam as if you do so it will be voided.

Start of the exam

- ▶ Staff from your centre/school will be present for the security checks.
- ▶ The examiner will exchange greetings with you, then:
 - Candidates aged 18 and over will show their photo ID to the examiner.
 - For candidates under 18, the centre staff will be asked to confirm the candidate's name (no photo ID will be necessary).
- ▶ For GESE Grade 2, 3 or 4 candidates, follow the examiner's room sweep guidance, for example:
 - *'Use your web camera to show me your table and room.'* Ask your chaperone for help if you need to.
- ▶ Once the room sweep is complete, centre staff will leave the call and the exam can begin.
- ▶ The chaperone will also leave the room, or if they have permission to stay, they must sit quietly on their chair.
- ▶ The chaperone must not have a phone or other device.
- ▶ The chaperone must not communicate with you during the exam as it risks you being disqualified.

End of exam

- ▶ At the end of the exam, the examiner will remove you from the exam room.
- ▶ Now close the Zoom app.

Important

Where an exam candidate is under 18 years, a chaperone (household member aged 18 or over) must be present in the room at the start of the Zoom call to assist with security checks (eg candidate name confirmation, room sweep).

It is not necessary for the chaperone to remain in the room on the Zoom call after the security checks, and they will be invited to leave the room.

If a chaperone wants to attend the exam, they must advise the centre at least 48 hours before the scheduled exam time.

More information on Trinity's privacy statement can be found here: trinitycollege.com/privacy.