

Oxford Test of English

COVID-19 guidance for Approved Test Centres

The health and safety of our test takers and Test Centre staff is our utmost priority. These guidelines have been created as recommendations for Approved Test Centres running Oxford Test of English sessions, to help ensure the safety and wellbeing of all staff and test takers. However, in all instances Approved Test Centres should follow the advice and regulations of national and international healthcare authorities in all COVID-19 considerations.

Important information:

Anyone experiencing symptoms of COVID-19, or who may have been exposed to someone experiencing symptoms, should NOT attend a test session. Test takers with symptoms, or who are not able to attend their test session as a result of precautions against the spread of the virus, should contact their Test Centre to discuss rearranging their test for an alternative date.

Recommended guidelines:

Waiting room: Ensure that chairs are separated to the minimum distance advised by local authorities. We also advise that hand sanitiser is made available in every waiting area.

First ID Check: Ask each test taker to hold up their ID card while the invigilator verifies it to minimise contact.

Personal belongings: Encourage test takers to leave personal belongings in their bag and keep all test takers' belongings separate where possible.

Seating test takers: Oxford Test of English test rooms already require a minimum distance of 110cm between computers, and therefore test takers, but please defer to local guidelines if their recommended distance is greater.

Checking ID against the system: Ask test takers to leave their ID card on the desk and move away while the invigilator checks that the details agree with those registered on the platform.

Wearing masks: If they wish, test takers and staff may wear a face mask (covering their nose and mouth) before, during and after a test. Test takers must ensure their audio records clearly during the audio check, and will need to briefly take off their mask for the ID checks.

Entering and leaving the test room: To support social distancing, we recommend that test takers enter and leave the test room individually.

Washing hands: All staff should wash their hands before running a test session, and again after the session has taken place, as soon as all computers have been turned off. Test takers should be encouraged to wash their hands on arrival to the Test Centre.

Cleaning: We advise that all equipment, including headsets, is cleaned both before and after use, and hand sanitiser is made available in every test room and waiting area to help avoid the spread of the virus.