

~~4.11 Test taker shall not consume food and drinks including duma and tobacco~~

5 EXAM ORGANIZATION

5.1 Exam Preparation

- 5.1.1 DSTS section shall give clear information to the test takers regarding the venue and time of the examination at least two weeks before the exam
- 5.1.2 DSTS section shall clearly inform the test takers to bring their valid identification document
- 5.1.3 DSTS section shall arrange an examination hall of suitable size to accommodate the enrolled number of test takers
- 5.1.4 DSTS section shall arrange the appropriate number of speaking test rooms and ensure that all rooms are suitable in size for face to face speaking test
- 5.1.5 The seating shall be arranged with test takers seated far apart so that they cannot copy each other
- 5.1.6 DSTS section shall ensure that there is access to test takers with special needs to the examination hall and speaking test room if necessary
- 5.1.7 The examination room shall be reasonably ventilated, and free from external noise and interruption

- 5.1.8 DSTS section shall provide equal seating, stationery and other facilities to all test takers irrespective of their background
- 5.1.9 DSTS section shall clearly display the test taker's name and registration number on the desk
- 5.1.10 There shall be a working clock in the examination hall positioned so that it is clearly visible to all the test takers
- 5.1.11 The notice to test takers about dos and don'ts shall be displayed outside the examination hall
- 5.1.12 Notification such as "Silence Please" and "Examination in Progress" should be displayed in the examination area
- 5.1.13 A registration counter shall be set up in the examination venue

~~5.2 Examination Day~~

- ~~5.2.1 The Chief of Examination and invigilators shall arrive at the examination venue one hour before the examination~~
- ~~5.2.2 The Chief of Examination shall ensure that attendance list is placed at the registration counter~~
- ~~5.2.3 The Chief of Examination shall complete distribution of the task and responsibilities among the invigilators 45 minutes before the examination~~
- ~~5.2.4 Test taker shall check the spelling of his/her name, identification number and registration number, and put signature on the attendance list~~