

Venue Requirements	Comments	Met
Venue in a <i>safe</i> area where there is no obvious threat to personal safety		
Floors, stairs, glazing should meet awarding body standards. (Floors should be even without 'pot holes etc. – stairs should be maintained with safe handrails – glazing should be intact with no broken glass). Exam furniture in good condition		
Adequate space in which to conduct exam for planned number of candidates to meet exam board standards including space to meet keytime requirements		
Electrical supply and any equipment we may use appears to be in good condition		
Emergency evacuation routes clearly indicated (signage)		
Emergency evacuation routes lead to a safe external assembly point		
Emergency evacuation routes lit to allow safe evacuation*		
Emergency evacuation routes clear of obstruction		
Emergency exit doors unlocked, easy to open and open fully		
Emergency lighting available in the event of a power failure*		
Smoke and fire detection installed**		
Alarm system for emergency warning**		
Fire extinguishers available		
Venue has emergency evacuation arrangements – where the venue does not have suitable arrangements we should implement our own – roles and responsibilities clearly defined		
1st Aid provision***		
Access for non-ambulant (disabled) people		
Appropriate level of security – dependant on local conditions****		
Adequate security arrangements for storing question papers and scripts at the venue in accordance with BC and awarding body regulations.		
Safe access for staff with exam papers in order to avoid injury e.g. avoiding carrying heavy cases up stairs etc.		
Adequate, hygienic WC facilities		

Venues for one to one exams for under 18's should be rooms which are visible from the outside, either through a glass panel in the door or by using a ground floor room with large windows. Hotel rooms should be avoided.		
Venues for exams for under 18s must have a safe waiting area for young learners to congregate in before and after the exam. If adults and children are attending the same exam sitting, the waiting area should be separate from the waiting area for adults.		
Where under 18s cannot be dropped off at and collected from the safe waiting area, an additional safe drop off/collection area at the entrance to the venue where there is no risk from traffic and where their arrival and collection can be supervised must be provided.		
Contractual aspects		
Has the partner venue provided a copy of the proposed contract?		
Does the partner venue carry sufficient insurance cover? (ex. "responsabilité civile professionnelle et d'exploitation")?		
Who has provided final approval for the contract to be signed?		
Notes		
* In circumstances where emergency lighting unavailable, it could be provided by battery operated units or torches.		
** In circumstance where there is no automatic smoke or fire detection and alarm, it should be provided, either by temporary installing smoke detectors or having a fire patrol and system of raising the alarm such as a prearranged signal, hooter or bell.		
***1 st Aid could either be provided by the BC invigilators or the venue following prior agreement		
****Venue security arrangements will vary significantly according to the geographic location		

Name of Exam Venue: _____

Venue assessed by: _____

Date: _____