

Bydgoszcz/Toruń 15.12.2021

**REGULATIONS CONCERNING THE CONDUCT OF EXAM SESSIONS
IN EXAMINATION CENTERS PL034 AND PL276 DURING THE COVID-19 PANDEMIC**

All activities of the PL034 and PL276 Examination Centers are carried out in compliance with the requirements and restrictions arising from applicable law and guidelines of the national authorities.

Representatives of Examination Centers PL034 and PL276, i.e. persons conducting the exam and examiners, undertake to observe all precautions throughout the entire exam: use of face masks, gloves or disinfectants, keep a safe distance of at least 1,5 meters and undergo temperature measurement.

Exam rooms will be prepared in such a way that during the session the candidates remain at least 1,5 m away. Tabletops and audio/computer equipment used during the exam, each time before the new session, will be disinfected and the rooms will be ventilated. All candidates will be provided with access to disinfectants in the building where the examination session is conducted and in the examination rooms. At the same time, we will require candidates and/or their legal guardians to meet the requirements imposed by the regulations and to respect the following principles:

1. People who feel sick or suspect that they may have had contact with someone infected with Covid-19 are asked to stay at home and not participate in the session.
2. The candidate comes to the written part of the exam with ID, his own pencil, pen, sharpener and water in a transparent and signed bottle.
3. Only the candidate can enter the building in which the examination session takes place on the scheduled date of the exam or a candidate with a legal guardian if the candidate is a minor.
4. Persons entering the premises of the building where the examination session is carried out agree to comply with the established rules and submit to the instructions of employees of Examination Centers PL034 and PL276.
5. Both the candidate and legal guardian are required to have face masks covering their mouth and nose.
6. Both the candidate and legal guardian are obliged to undergo a contactless body temperature measurement. Temperature measurement will not be recorded. In the case of a higher temperature result (above 37.2 degrees C), such a person will not be allowed into the building and admitted to the exam.
7. The candidate or legal guardian agrees to provide, on the day of the exam, a signed statement regarding specific regulations arising from the epidemiological threat.

Centrum Egzaminacyjne PL034**Centrum Edukacji i Egzaminów Sp. z o.o.**85-098 Bydgoszcz, ul. Piotrowskiego 6; T. 52 322 35 15, exams@inhouse.pl**Centrum Egzaminacyjne PL276****Centrum Egzaminów i Nauki Sp. z o.o.**87-100 Toruń, ul. Legionów 15; T. 56 622 50 81, exams@inhouse.pl

8. Both the candidate and his legal guardian are required to disinfect their hands with disinfectant liquid at the entrance to the exam area.

9. Candidates during the exam are required to stay in designated places and keep a minimum distance of 1,5 m between them. Wearing face masks is obligatory everywhere outside the examination room and inside the exam room until the candidate is seated and exam starts. Wearing gloves is allowed.

During the oral part of the exam, the candidate is required to wear a face mask throughout the exam.

10. Due to the safety of the candidates and those conducting the session, legal guardians of the candidates are asked not to stay on the exam site after submitting the signed statement and handing over the child to the employees conducting the session.

11. In case of the B2 First, C1 Advanced and C2 Proficiency exams, candidates agree to remove the face mask to take the photo, which is a requirement to take the oral exam.

12. Candidates entering the examination room are asked to show their ID in such a way that it is possible to identify the candidate without having to touch the document. They may be asked to remove the mask at this time. The same situation may occur during the written exam when your ID will have to be checked again.

13. At the entrance to the examination room, candidates are required to disinfect their hands for each of the written and oral parts. On request, the center will provide disposable protective gloves.

14. During all parts of the exam, candidates will maintain a minimum distance of 1,5 m between them.

Please resign from participation in the exam if:

- You are subject to quarantine during the exam
- You have had contact with someone who may have had contact with someone with Covid-19
- You have a runny nose, high temperature, cough, shortness of breath or flu-like symptoms

If one of the above applies to you, please contact the appropriate Examination Center by email to postpone the exam date or get the refund of the exam fee.

After the exam:

If you are diagnosed with Covid-19 within 14 days of the exam, please notify by e-mail the relevant Examination Center. Thanks to this, we will be able to inform other participants of the exam and implement the necessary procedures required by the Ministry of Health.

Centrum Egzaminacyjne PL034

Centrum Edukacji i Egzaminów Sp. z o.o.

85-098 Bydgoszcz, ul. Piotrowskiego 6; T. 52 322 35 15, exams@inhouse.pl

Centrum Egzaminacyjne PL276

Centrum Egzaminów i Nauki Sp. z o.o.

87-100 Toruń, ul. Legionów 15; T. 56 622 50 81, exams@inhouse.pl