



Teacher checklist

Reading and Use of English / Writing / Listening	Speaking
<ol style="list-style-type: none"> 1. Move the desks into an exam format if your classroom allows. 2. A notice saying 'Silence Please' to go outside the room. 3. A visible clock. 4. Copies of the test papers for each learner. 5. Scrap paper for note-taking for each learner. 6. A copy of the Listening and Reading answer sheet for each learner (these can be found in the <i>Handbook</i>). 7. Write the name of the test and the component on the board (e.g. A2 Key for Schools Listening) and the start and finish times. 8. A copy of the audio files. 9. If doing a computer-based test, check all computers are switched on and ready to use. 10. A copy of the answer keys from the <i>Handbook</i>. 	<ol style="list-style-type: none"> 1. A quiet location to conduct the test with enough chairs for the candidates and examiner. 2. A 'Silence please' notice to go outside the room/nearby. 3. A copy of the examiner's script and materials for the test-takers' discussion tasks. 4. A timer. 5. A notebook and pen to make notes. 6. Feedback forms if using (see below). 7. Audio recorder if using. 8. An activity for the rest of the class if necessary.

