

# GESE HOME: PROCEDURES FOR CANDIDATES AND CHAPERONES

## Before exam day

Try to prepare for taking the exam at home well in advance to ensure you have everything ready for exam day.

### Here is what you will need:



A **quiet, well-lit room** with a door you can close – it should have no personal items such as family pictures visible



A **clear desk or table** (no books, pens, phones or papers\*)



A fully charged or plugged in **desktop, laptop computer or tablet** (not a mobile phone)



A **web camera** (built-in for laptops and tablets or plug-in for desktops)



If available, a set of (wired) **headphones**



A **reliable internet connection** (note: in cases where technical issues such as connectivity persist for more than two minutes, a free reschedule will be offered)

### Candidates 18 and over will need photo ID.

- Download the Zoom app from the internet onto your computer/tablet and check that the camera and audio is working. Ask for help if needed. Use Zoom's **joining instructions** and **tutorial video** to help.
- Watch the Trinity 'Ready Set Go' video about taking GESE exams from home and be aware of what is allowed and not allowed when taking exams from your own home.
- Participate in your centre/school's training about taking Trinity GESE from home. This will give you the chance to practise procedures such as doing a 'room sweep' with your web camera.
- Tell everyone in your household the date and time of your exam so that they can avoid disturbing you and can plan to keep the internet connection free for you during your test.
- If you are aged under 18, organise a chaperone to be present for the security checks at the beginning of your exam. These are household members aged 18 or above.
- If you would like your chaperone to be present during the exam please request it from your centre/school before your exam.

\*For GESE Grade 4, candidates can have topic notes or topic form on the table.

## On exam day

- ▶ Remind everyone in your household about your upcoming exam.
- ▶ Make sure your computer/tablet table is clear and tidy. You will need to show a clear desk to your examiner during the 'room sweep'. (No room sweep for Grade 1.)
- ▶ Place a second chair for the chaperone at least one metre behind you, slightly to the left or right of your own chair. Their face must be clearly visible from your web camera.
- ▶ Use a fully charged computer/tablet, or make sure it is plugged in.

### 20 MINUTES BEFORE THE EXAM

- ▶ Get ready for your exam with your chaperone (if you are under 18).
- ▶ Close the room door and take a seat at the desk you have prepared.
- ▶ Set your computer/tablet up for the exam. Your chaperone can help if needed.
  - Close all open apps on your computer/tablet, except Zoom.
  - If you're using headphones (wired ones are preferable), ensure they are ready.
  - Open the Zoom app and log in using the Zoom Meeting ID sent to you.
  - Enter the candidate's first name and last name exactly as it was entered for the exam. Check with your school or centre in advance.
  - Test your video and audio in the Zoom app.
  - Wait in the Zoom waiting room until the examiner lets you in for your exam.
- ▶ Do not record the exam as if you do so it will be voided.

### START OF THE EXAM

- ▶ Staff from your centre/school will be present for the security checks.
- ▶ The examiner and candidate exchange greetings, then:
  - Candidates aged 18 and over show their photo ID to the examiner.
  - For candidates under 18, the centre staff will be asked to confirm the candidate's name (no photo ID will be necessary).
- ▶ For GESE Grade 2, 3 or 4 candidates, follow the examiner's room sweep guidance, for example: *'Use your web camera to show me your table and room.'* Ask your chaperone for help if you need to.
- ▶ Once the room sweep is complete, centre staff will leave the call and the exam can begin.
- ▶ The chaperone will also leave the room, or if they have requested to stay, they must sit quietly on their chair.
- ▶ The chaperone must not have a phone or other device.
- ▶ The chaperone must not communicate with you during the exam as it risks you being disqualified.

### END OF EXAM

- ▶ At the end of the exam, the examiner will remove you from the exam room.
- ▶ Now close the Zoom app. Now everyone in your household can use the internet again.

### IMPORTANT

**Where an exam candidate is under 18 years, a chaperone (household member aged 18 or over) must be present in the room at the start of the Zoom call to assist with security checks (eg, candidate name confirmation, room sweep).**

It is not necessary for the chaperone to remain in the room on the Zoom call after the security checks, and they will be invited to leave the room.

If a chaperone wants to attend the exam, they must advise the centre at least 48 hours before the scheduled exam time.

More information on Trinity's privacy statement can be found here: [trinitycollege.com/privacy](https://trinitycollege.com/privacy)