1. Collect **Candidate A** from the waiting room and escort them to **Exam Room 1**

2. Open the **Zoom app**

3. Select **Join meeting**
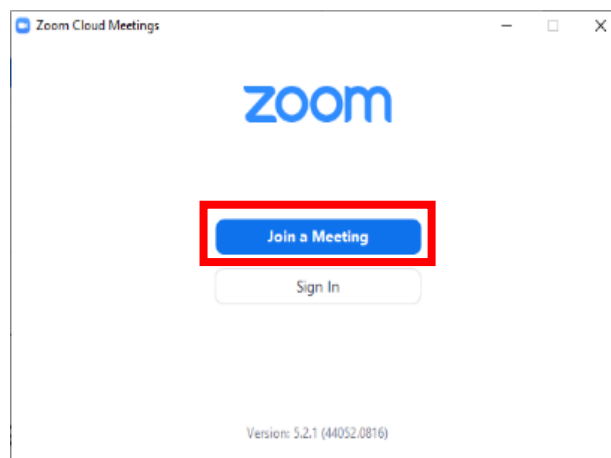
4. Enter the **Meeting ID**. This is the examiner's Zoom code provided on your timetable

5. Enter the **candidate name**. This must match the name on the timetable, so the examiner knows exactly who is trying to enter the exam room
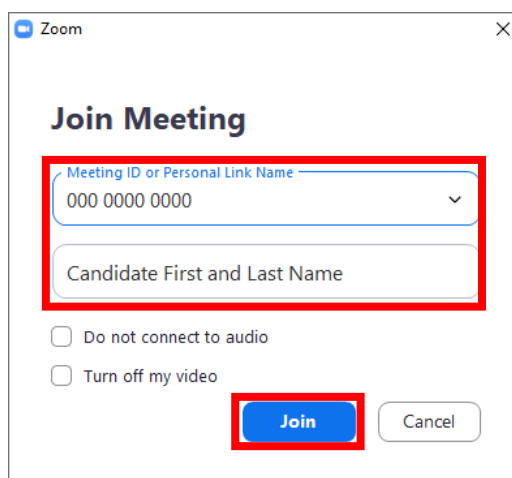
6. Select **Join**

7. Select **Test Computer Audio** and test both the **Speaker** and **Microphone** whilst the candidate is in the virtual waiting room
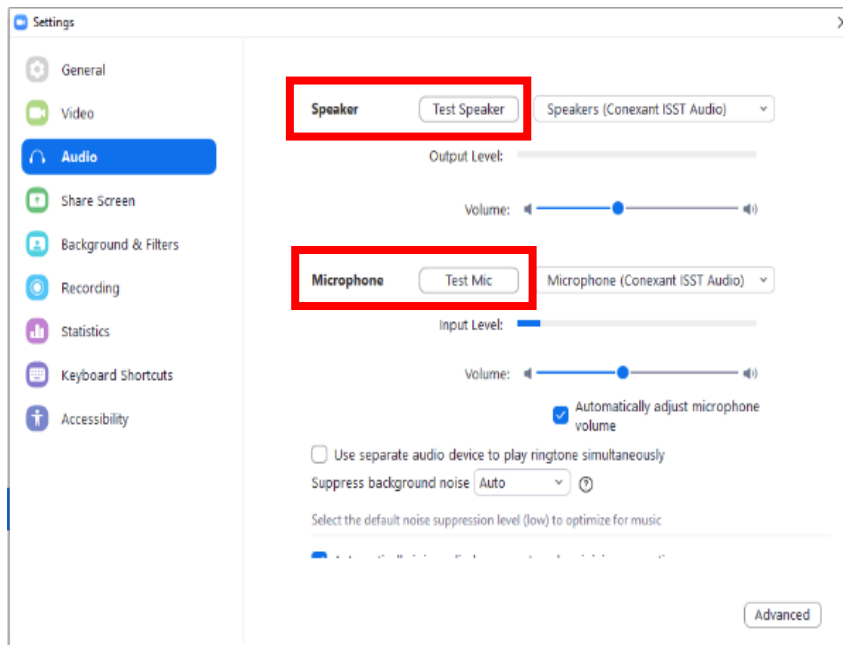

Tip: the Speakers and Microphone only need to be tested once, before the first candidate's exam in each exam room

8. **Candidate A** will then be admitted to the virtual exam room by the examiner

   For Level 2 candidates, copy and paste the candidate's presentation key points from their *Level 2 Presentation notes template* into the **Chat**

   Ensure that the Microphone is not muted, and the Video camera is turned on
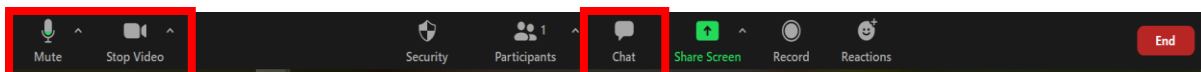
9. Leave the exam room so that the exam can begin.

10. Collect **Candidate B** from the waiting room and escort them to **Exam Room 2**

11. Repeat steps 2-9 to prepare **Candidate B** for their exam

12. When the group discussion for the first pair of candidates finishes, the examiner will inform both candidates that their exam has finished, and they can leave the room. Meet and escort both **Candidates A and B** from their respective exam rooms

13. Leave the examiner's Zoom meeting room by selecting **End Meeting**
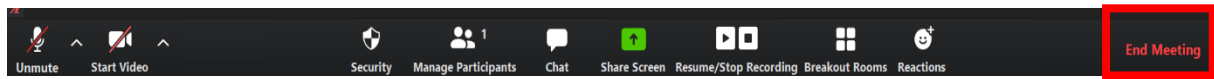
14. Sanitise both Exam Rooms

15. Repeat steps 1-13 for all remaining pairs on the timetable