

Annex 4- PBT General Specifications

- Due to the restriction of the board, we prefer the venue to be located within a 20-kilometer radius (at least 1 hour distance) from British Council Kuala Lumpur office to ensure the secure and efficient transportation of examination materials to the venue.
- The venue and test rooms must be fit for purpose and present a positive image to candidates. (it is in a good condition, clean, well ventilated, quiet, well-fit and at a comfortable temperature with sunlight glare blocked out). It should also be disable friendly (ramp for wheel chair bound).
- Emergency evacuation routes must be clearly marked with signage, unobstructed, well-lit, and lead to a safe external assembly point, with unlocked and fully operable exit doors, emergency lighting for power failures, smoke and fire detection systems, an alarm warning system, and accessible fire extinguishers.
- The lighting in the examination room must be adequately bright, uniformly distributed, and preferably in white, to ensure candidates can read and write comfortably without visual strain.
- Require examination space that fits a capacity of at least 120 candidates, which can be broken down to 2 rooms but must not be next to each other or within the audio range of each room. Ensure adequate space for proper seating arrangements as per exam regulations.
- An additional examination room (min 10 pax) must be provided to accommodate candidates with approved access arrangements or those taking a subject overlapping with the listening exam, ensuring it meets all standard examination requirements and provides the necessary facilities for specified conditions.
- Furniture in a good quality and comfortable (table & chair) for the candidate to sit for their exam. (Minimum distance in all directions from the centre to centre of the table must be 1.25 metres).
- The venue must be equipped with a high-quality PA system capable of playing audio recordings clearly and at an adequate volume, ensuring even sound distribution without distortion or feedback, and preferably featuring both CD and USB compatibility for audio playback.
- All candidates in the exam room must be able to directly see a reliable clock. If there are multiple clocks, the time must be synced.
- 1st Aid provision - A designated first aid kit must be readily available and fully stocked in accordance with health and safety regulations.
- Access for people with disabilities at the venue.
- The venue must have separate toilets for both male and female, as well as accessible toilets, each fully equipped with standard basin and sink.