

**HSK/YCT Test Venue Application Form (Groups only)**

*This form must be sent to the Confucius Institute in Auckland FOUR weeks before the official registration deadline.*

**Eligibility for Test Venue**

* Auckland region: groups of 200+ sitting the same test and level.
* Waikato and Northland regions: groups of 20+ sitting the same test and level.

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| **Name of institution** |  |
| **Address of test venue** |  |
| **Name or number of the test room** |  |
| **Test room capacity (note item 3 below for seating)** |  |
| **Number of test takers for each level** |  |
| **Contact applicant name** |  |
| **Contact email** |  |
| **Contact phone** |  |
| **Test room photos attached** | * Front of test room * Back of test room * Outside of test room |
| **Contact applicant signature** | Signed:  Date: |
| **Institution principal granting approval for use of venue** | Name:  Signature:  Date: |

**Requirements for the Test Room:**

1. The room should have good ventilation and lighting.
2. The room should be neat and clean, away from printers, copiers, and other noise interferences.
3. All seats should face the same direction with a distance of at least 110cm between two seats.
4. The room should be big enough to accommodate the candidates at the standard of seat spacing.
5. All tables should be big enough to be able to place the test booklet and answer card side by side, and are suitable for candidates to answer questions comfortably.
6. The room should have a fixed or mobile playback equipment, which can play standard tapes and/or standard audio CD-ROMs.
7. No books or pictures that will influence the answers of the test are allowed in the room. For example: no pictures of Chinese characters on the wall.
8. The room should have a place for the safe storage of candidates' personal belongings.