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**Information for candidates  
For on-screen tests – effective from 1 September 2018**

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, ask your teacher.**

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| <b>A Regulations – Make sure you understand the rules</b>                               |  |
| 1   | Be on time for your on-screen test(s). If you are late, your work might not be accepted.   |
| 2   | Do not become involved in any unfair or dishonest practice during the on-screen test.  |
| 3   | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.  |
| 4   | Only take into the exam room the materials and equipment which are allowed.  |
| 5   | You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>d) pre-prepared templates.</li> </ul> <p><b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b></p> |
| 6   | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.   |
| 7   | Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.   |
| 8   | If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.  |
| 9   | Do not borrow anything from another candidate during the on-screen test.   |
| <b>B Information – Make sure you attend your on-screen test and bring what you need</b> |  |
| 1   | Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.   |
| 2   | If you arrive late for an on-screen test, report to the invigilator running the test.  |
| 3   | If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.  |
| 4   | Your centre will inform you of any equipment which you may need for the on-screen test.  |
| <b>C Calculators, Dictionaries and Computer Spell-checkers</b>                          |  |
| 1   | You may use a calculator unless you are told otherwise.  |
| 2   | If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the examination room any operating instructions or prepared programs.</li> </ul>   |
| 3   | Do not use a dictionary or computer spell checker unless you are told otherwise.   |
| <b>D Instructions during the on-screen test</b>   |  |
| 1   | Always listen to the invigilator. Follow their instructions at all times.  |
| 2   | Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you have been entered for the wrong on-screen test;</li> <li>b) the on-screen test is in another candidate's name;</li> <li>c) you experience system delays or any other IT irregularities.</li> </ul>  |
| 3   | You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.  |
| <b>E Advice and assistance</b>  |  |
| 1   | If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.   |
| 2   | Put up your hand during the on-screen test if: <ul style="list-style-type: none"> <li>a) you have a problem with your computer and are in doubt about what you should do;</li> <li>b) you do not feel well.</li> </ul>   |
| 3   | You must not ask for, and will not be given, any explanation of the questions.   |
| <b>F At the end of the on-screen test</b>   |  |
| 1   | Ensure that the software closes at the end of the on-screen test.  |
| 2   | If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).  |
| 3   | Do not leave the exam room until told to do so by the invigilator.   |
| 4   | Do not take from the exam room any stationery.<br>This includes rough work, printouts or any other materials provided for the on-screen test.  |