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| AQA | City & Guilds | CCEA | Edexcel | OCR | WJEC |
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Information for candidates For on-screen tests – effective from 1 September 2011

**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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| A Regulations – Make sure you understand the rules | |
| 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 | <p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • calculator cases/instruction leaflets; • reading pens; • mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>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.</p> |
| 6 | Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started. |
| 7 | If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return. |
| 8 | Do not borrow anything from another candidate during the on-screen test. |
| B Information – Make sure you attend your on-screen test and bring what you need | |
| 1 | Know the date and time of your on-screen test(s). |
| 2 | Arrive at least ten minutes before the start of your on-screen test. |
| 3 | If you arrive late for an on-screen test, report to the invigilator running the test. |
| 4 | 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. |
| 5 | Your centre will inform you of any equipment which you may need for the on-screen test. |
| C Calculators, Dictionaries and Computer Spell-checkers | |
| 1 | You may use a calculator unless you are told otherwise. |
| 2 | <p>If you use a calculator</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs. |
| 3 | Do not use a dictionary or computer spell checker unless you are told otherwise. |
| D Instructions during the on-screen test | |
| 1 | Listen to the invigilator and follow their instructions at all times. |
| 2 | <p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if the on-screen test is in another candidate's name; • if you experience system delays or any other IT irregularities. |
| 3 | You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. |
| E Advice and assistance | |
| 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 | <p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well. |
| 3 | You must not ask for, and will not be given, any explanation of the questions. |
| F At the end of the on-screen test | |
| 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 and 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, this includes rough work, printouts or any other materials provided for the on-screen test. |
| <p>This information must be made available to all candidates in advance of their on-screen test(s). It may be provided electronically to candidates or in hard copy paper format.</p> | |