This document has been written to help you.

B. Information – Make sure you attend your on-screen test and bring what you need

1 Kno   he da e and ime of o r on-screen es (s). Arri e a leas
   en min   es before he s ar of o r on-screen es .

2 If o   arri e la e for an on-screen es , repor   o he in igila or
   r nning he es .

3 If o   arri e more han one ho r af er he p blished s ar ing ime
   for he on-screen es , o   ma   no be allo ed o ake i .

4 Yo   r cen re   ill inform o   of an   eq ipmen   hich o   ma   need
   for he on-screen es .

C. Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

    (a) make sure it works properly; check that the batteries are working properly;

    (b) clear anything stored in it;

    (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

    (d) **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.

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

    (a) you have been entered for the wrong on-screen test;

    (b) the on-screen test is in another candidate's name;

    (c) 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. **Do not** open the question paper until you are instructed that the exam has begun.

1 Ensure that the software closes at the end of the on-screen test.

2 If you are required to print your 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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.