



# **Examination/Testing Procedure for learners**

<b>Document Version Control</b>			
<b>Document Version</b>	<b>Date</b>	<b>Policy Author(s)</b>	<b>Review Date</b>
Version 1.0	01/07/2017	Joe Turner	01/07/2018

***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 trainer, assessor or teacher.***

## **Regulations – Make sure you understand the rules**

- 1 Be on time for your test. If you are late, you will not be able to sit your test
- 2 Do not become involved in any unfair or dishonest practice during the test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified and this may be applied to all of your subjects.
- 4 Only take into the exam room the materials and equipment that are allowed.
- 5 You must not take any of the following into the exam room:
  - Notes
  - A calculator case/instruction leaflet
  - A mobile phone, iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities.
  - Unless you are told otherwise, you must not have access to:
    - 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.

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.

- Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- Do not borrow anything from another candidate during the on-screen test.

## **Information – Make sure you attend your on-screen test and bring what you need**

- 1 Know the date and time of your test(s).
- 2 Arrive at least ten minutes before the start of your test.
- 3 If you arrive late for a test, report to the invigilator running the test.
- 4 If you arrive more than twenty minutes after the published starting time for the, you will not be allowed to take it.
- 5 Your centre will inform you of any equipment which you may need for the test.

## **Calculators, Dictionaries and Computer Spell-checkers**

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

## **Instructions during the on-screen test**

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 2 Tell the invigilator at once:
  - 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.

## **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 Put up your hand during the on-screen test if:
  - 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.

## **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. 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.