



City & Guilds CCEA OCR Pearson WJEC

Information for candidates

For on-screen tests — effective from 1 September 2016

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.

A	
1	<p>Relations Make sure you understand the rules</p> <p>Be on time for our on-screen tests. If you are late your work might not be accepted.</p>
2	Do not become involved in an 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 our 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> <p style="padding-left: 40px;">notes; potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p style="padding-left: 40px;">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> <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 penal 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	
B	Do not borrow anything from another candidate during the on-screen test. Information — Make
1	<p style="text-align: center;">sure you attend our on-screen test and bring what you need</p> <p>Know the date and time of our on-screen tests.</p>
2	Arrive at least ten minutes before the start of our 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. Calculators Dictionaries
C	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 original instructions or reference books.
3	Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions
D	during the on-screen test
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <p style="padding-left: 40px;">you have been entered for the wrong on-screen test; the on-screen test is in another candidate's name; you experience technical problems or any other IT irregularities.</p>
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	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, an explanation of the questions.
1	At the end of the on-screen test 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 our work with other candidates. Make sure that another candidate does not collect our printouts
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.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	