



Joint Council for
Qualifications

Produced on behalf of:



This document has been written to help you.

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). 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.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are older than 16.
- 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 in the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are older than 16.

D. Instructions during the on-screen test

- 1 All candidates on the invigilator. All candidates 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 some delay or another 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.



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 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 examination room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the examination room. This includes rough work, printouts or any other materials provided for the on-screen test.