



**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. 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**

## **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.



## D. Instructions during the on-screen test

- 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.

## 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:
  - (a) you have a problem with your computer and are in doubt about what you should do;
  - (b) 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. 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.