

Appendix 6

Information for candidates for on-screen tests – effective from 1 September 2024



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	Do not become involved in any 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 your exams.
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> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> a) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) pre-prepared templates. <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 penalty and possible disqualification.</p>
6	If you have a watch, the invigilator will ask you to hand it to them.
7	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
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 told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Always follow their instructions.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> 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 issues.
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 told that the exam has begun.
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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> a) you have a problem with your computer and are not sure 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	<p>If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work.</p> <p>You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).</p>
3	Do not leave the exam room until told to do so by the invigilator.
4	<p>Do not take any stationery from the exam room.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>
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.	