

		AQA	City & Guilds	CCEA	OCR	Pearson	WJEC	
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Information for candidates For on-screen tests – effective from 1 September 2015

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.

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 1 lf you leave the exam room unaccompanied by an invigilator before the on-screen test has f 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 nee Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test. If you arrive late for an on-screen test, report to the invigilator running the test. If you arrive more than one hour after the published starting time for the on-screen test, your centre will inform you of any equipment which you may need for the on-screen test. Calculators, Dictionaries and Computer Spell-checkers You may use a calculator unless you are told otherwise. 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 form, end on to bring into the examination room any operating instructions or prepared program. Do not use a dictionary or computer spell checker unless you are told otherwise. Instructions during the on-screen test. Always listen to the invigilator. Follow their instructions at all times. Tell the invigilator at once if: • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities. You may be given a question paper or the instructions may be on-screen. In either case, reginstructions. E Advice and assistance If on the day of the on-screen test you feel that your work may be affected by ill health or a invigilator. 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;						
Do not become involved in any unfair or dishonest practice during the on-screen test.						
If you try to cheat, or break the rules in any way, you could be disqualified from all your sub to the into the exam room the materials and equipment which are allowed. You must not take into the exam room: • notes; • potential technological/ web enabled sources of information such as an iPod, MP3/4 player or a wrist watch which has a data storage device. 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 f sticks; • pre-prepared templates. Remember: possession of unauthorised material is breaking the rules, even if you you will be subject to penalty and possible disqualification. 6 Do not talk to or try to communicate with or disturb other candidates once the on-screen test freturn. 8 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 nee 1 Know the date and time of your on-screen test. If you arrive at least ten minutes before the start of your on-screen test. If you arrive more than one hour after the published starting time for the on-screen test. Your centre will inform you of any equipment which you may need for the on-screen test. You may 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 form. • do not bring into the examination room any operating instructions or prepared program Do not use a dictionary or computer spell checker unless you are told otherwise. Patient into the invigilator. Follow their instructions at all times. 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; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities. 3 You may be given a question						
Only take into the exam room the materials and equipment which are allowed. You must not take into the exam room: • notes; • potential technological/ web enabled sources of information such as an iPod, MP3/ 4 player or a wrist watch which has a data storage device. 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 f sticks; • pre-prepared templates. Remember: possession of unauthorised material is breaking the rules, even if you you will be subject to penalty and possible disqualification. 6 Do not talk to or try to communicate with or disturb other candidates once the on-screen test return. 8 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 nee Know the date and time of your on-screen test(s). 2 Arrive at least ten minutes before the start of your on-screen test. 3 If you arrive late for an on-screen test, report to the invigilator running the test. If you arrive more than one hour after the published starting time for the on-screen test. Your centre will inform you of any equipment which you may need for the on-screen test. C Calculators, Dictionaries and Computer Spell-checkers You may 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 form, eden on bring into the examination room any operating instructions or prepared program Do not use a dictionary or computer spell checker unless you are told otherwise. D Instructions during the on-screen test Always listen to the invigilator. Follow their instructions at all times. Tell the invigilator at once if: • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities. You may be given a	jects.					
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 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; 	ny other reason, tell the					
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 doe						
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.						