

F ehalf of:

This document has been written to help you.	

## B. Information - Make sure you attend your on-screen test and bring what you need

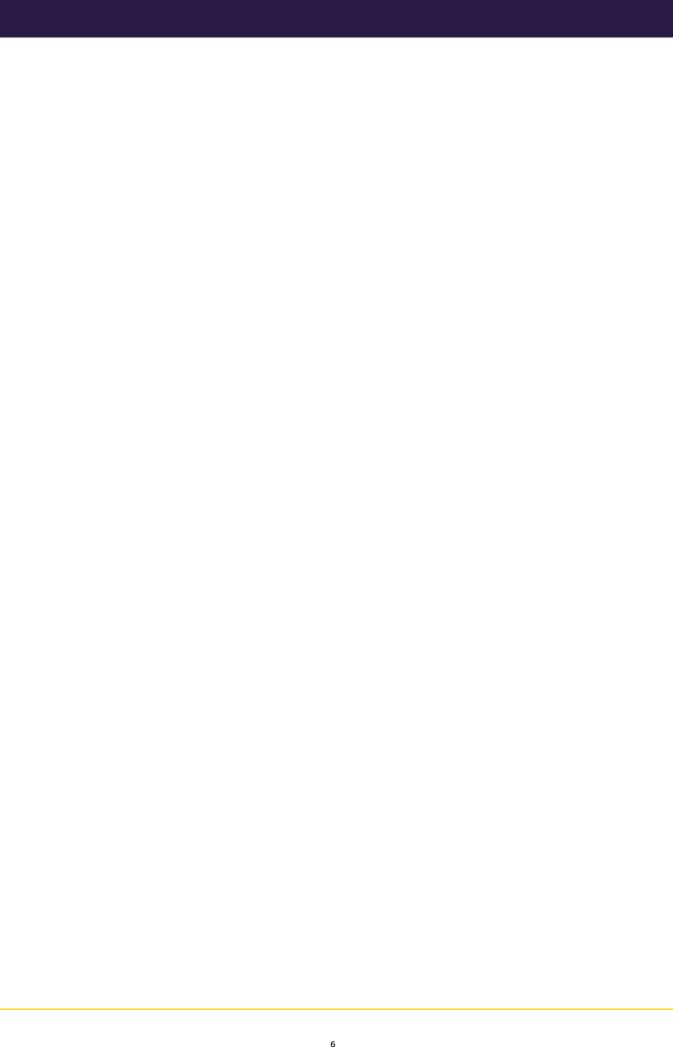
- 1 Kno he da e and ime of o ron-screen es (s). Arri e a leas en min es before he s ar of o ron-screen es.
- 2 If o arri e la e for an on-screen es repor o he in igila or ranning he es.
- 3 If o arriemore han one ho rafer hep blisheds aring ime for he on-screen es, o ma no be allo ed o akei.
- 4 Your centre ill inform ou of an equipmen hich ou ma need for he on-screentes.

## C. Calculators, dictionaries and computer spell-checkers

- 1 Yo ma sea calc la or nless o are old o her ise.
- 2 If o, seacalc la or:
  - (a) make s re i orks properl; check ha he ba eries are orking properl;
  - (b) clear an hing s ored in i;
  - (c) remo e an par s s ch as cases, lids or co ers hich ha e prin ed ins r c ions or form lae;
  - (d) **do not** bring in o he e amina ion room an opera ing ins r<sub>\*</sub>c ions or prepared programs.
- **3 Do not** se a dic ionar or comp er spell checker nless o are old o her ise.

## D. Instructions during the on-screen test

- 1 Al a s lis en o he in igila or. Al a s follo heir ins r, c ions.
- 2 Tell he in igila or a once if:
  - (a) o ha e been en ered for he rong on-screen es;
  - (b) he on-screen es is in ano her candida e's name;
  - (c) o e perience s s em dela s or an o her IT irreg lari ies.
- 3 Yo ma be gi en a ques ion paper or he ins ruc ions ma be on screen. In ei her case, read carefull and follo he ins ruc ions. Do not open he ques ion paperun il ou are ins ruc ed ha he e am has begun.



## F. At the end of the on-screen test

- 1 Ens re ha he sof are closes a he end of he on-screen es.
- 2 If o are required oprin o orko side he imeallo ed for he on-screen es, ensare ha o collecto o ron ork. Yo must not share o rork in ho her candidates. Make sare ha ano her candidate does no collecto rorino (s).
- **3 Do not** lea e he e am room ,n il old o do so b he in igila or.
- **4 Do not** ake an saioner from he e am room. This inclades roagh ork, prinoas or an oher maerials proided for he on-screen es.