Joint Council for Qualifications CIC

Information for candidates

On-screen tests

With effect from 1 September 2021

Produced on behalf of:

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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 subjects.

4 Only take into the exam room the materials and equipment which are allowed.

5 You must not take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you must not have access to:

(c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;

(d) pre-prepared templates.

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.

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 the on-screen test has started.

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 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 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 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.

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