

## NOTICE TO CANDIDATES

This notice contains important rules and regulations for the day of the test.

Please read it carefully. If there is anything you do not understand, ask your teacher or invigilator.

### RULES AND REGULATIONS

- **YOU MUST** bring a form of photo identification to the test(s).
- **YOU MUST** disable any alarms on your mobile phone, smart watch or other electronic items, then switch them off and put them with your personal belongings where the invigilator tells you to.
- **YOU MUST** remove any wrist watches and place them with your personal belongings.
- **YOU MUST** only have on your desk what you need to complete the test.
- **YOU MUST** stop writing immediately when told to do so.
- **YOU MUST** wait until the invigilator has collected your test materials before you leave your seat.
- **DO NOT** open your question paper until instructed to by the invigilator.
- **DO NOT** cheat, copy, or give anything to, take anything from, or talk to another candidate.
- **DO NOT** talk to, signal to or disturb other candidates during the test.
- **DO NOT** bring to your desk any electronic items such as smart watches, mobile phones, calculators, cameras, etc.
- **DO NOT** attempt to use any support materials not specifically approved for your test. **This includes calculators and bilingual dictionaries.**
- **DO NOT** use erasable pens, correction fluid or tape on any test materials.
- **DO NOT** smoke, eat or drink in the test room, apart from water in a clear plastic bottle.
- **DO NOT** leave the test room for any reason without the permission of the invigilator.
- **DO NOT** take any question papers, answer sheets or rough workings out of the test room.

### ADVICE AND INFORMATION

#### Make sure you are on time

- Know the date, time and place of your test and arrive well before the scheduled start time.
- If you arrive late, report to the supervisor immediately. In some cases, you may not be allowed to take the test.

#### Advice and assistance during the test

- Listen to the invigilator and follow the instructions.
- If you are not sure about what to do, raise your hand to attract attention. The invigilator will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- Read carefully and follow the instructions on any test materials.

#### Tell the invigilator at once if:

- your personal details on the statement of entry are wrong
- you think you have been given the wrong test materials
- the question paper is incomplete or badly printed
- you do not feel well on the day of the test or think that your work may be affected for any other reason.

### DISQUALIFICATION WARNING

If you cheat, use any unfair practice or break the rules, you will be disqualified.

**THIS NOTICE MUST BE VISIBLY DISPLAYED SO THAT ALL CANDIDATES CAN READ IT PRIOR TO THEIR TEST.**