



Joint Council for
Overseas
CIC



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If there is anything you do not understand ask your teacher.

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- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 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 You take into the exam room:
 - (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.

Unless you are told otherwise, you 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.

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- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 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 be allowed to return.
- 9 borrow anything from another candidate during the on-screen test.



- 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)



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 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.

... open the question paper until you are told that the exam has begun.

- 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 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.



- 1 Ensure that the software closes at the end of the on-screen test.