

**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** only have on your desk what you need to complete the test.
- 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** stop writing immediately when told to do so.
- YOU **MUST** wait until the invigilator has collected your test materials and any paper used for rough work before you leave your seat.
- YOU **MUST** bring a form of photo identification to the test(s).
- 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, digital sound recorders, MP3 players, cameras, etc.
- DO **NOT** use, or attempt to use, a dictionary.
- 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 paper out of the test room.
- DO **NOT** make any noise near 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.
- If you are admitted late, not all of your work may be accepted.

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.

- Read carefully and follow the instructions on the question paper and answer sheet.
- Tell the supervisor at once if:
 - you think you have been given the wrong test materials
 - the question paper is incomplete or badly printed.
- You must not ask for, and will not be given, any explanation of the questions.
- If you do not feel well on the day of the test or think that your work may be affected for any other reason, tell the supervisor immediately.

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.