

**This notice has been written to help you. Read it carefully and follow the instructions. If there is anything that you do not understand, ask your tutor, or invigilator.**

<b>A</b>	<b>Regulations: Make sure you understand the rules</b>
1	Be on time for the assessment (s). If you are late, you will not be allowed to sit the assessment.
2	Do not become involved in any unfair or dishonest practice during the assessment.
3	If you try to cheat, or break the rules in any way, your paper will be voided.
4	Make sure you have all of the required identity documents and photograph and bring them with you to the assessment room. Without them, you will <b>not</b> be able to sit the assessment.
5	Do not have any material on your desk that might give you an unfair advantage. This includes course material, leaflets and any notes that you may have made during your course.
6	Make sure your mobile phone is switched off.
7	Use a blue or black pen to write your answers.
8	Do not try to talk to, communicate with, or disturb other candidates once the assessment has started.
9	If you leave the assessment room unaccompanied by a member of centre staff before the assessment has finished, you will not be allowed to return.
<b>B</b>	<b>Instructions during the assessment</b>
1	Listen to the invigilator and follow their instructions at all times
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• If you think you have not been given the correct question paper</li> <li>• If the question paper is incomplete or badly printed</li> <li>• For ICT assessments – if you do not have your instructions on email about accessing the data files</li> </ul>
<b>C</b>	<b>Advice and assistance</b>
1	If on the day of the assessment you feel that your work may be affected by ill health, or any other reason, let your invigilator know
2	Raise your hand during the assessment if: <ul style="list-style-type: none"> <li>• You have a problem and are in doubt about what you should do</li> <li>• You do not feel well</li> <li>• You need a replacement pen</li> </ul>
3	You <b>must not</b> ask for, and <b>will not</b> be given, any explanation of the questions and answers
<b>D</b>	<b>At the end of the assessment</b>
1	Do not leave the assessment room until told to do so by the invigilator
2	If given permission to leave the assessment room before the published finish time, do so without disturbing other candidates.
	Do not remove your assessment paper from the assessment room.

**This notice should be given to candidates BEFORE the assessment. It should be displayed in the assessment room at the time of the assessment.**

