

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 invigilator.

RULES AND REGULATIONS

- YOU **MUST** use the pencil provided to you by the venue staff.
- YOU **MUST** only have at your desk a pencil, eraser, water bottle without label and photo ID/passport.
- YOU **MUST** disable any alarms on your mobile phone, or other electronic items, then switch them off and put them with your personal belongings in the designated area.
- YOU **MUST** stop writing immediately when told to do so.
- YOU **MUST** wait until the invigilator has collected your question paper and answer sheet before you leave the test room.
- YOU **MUST** bring a form of photo identification to the test and into the test room. This must be a national ID or passport. If you only have a birth certificate, you must also provide a document from your secondary school that contains your photograph and is signed and stamped by your school principal.
- YOU **MUST** transfer your answers to your answer sheet before the test has completed.
- YOU **MUST NOT** leave the test room between the tests unless specifically allowed to do so.
- DO **NOT** cheat, copy, or give anything to, take anything from, or talk to another candidate.
- DO **NOT** talk to or disturb other candidates during the test.
- DO **NOT** bring to your desk any electronic items such as mobile phones, digital sound recorders, MP3 players, cameras, etc.
- DO **NOT** use, or attempt to use, a dictionary.
- DO **NOT** use 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 or answer sheets 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, you will 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 will not lose marks for answering a question incorrectly so you should attempt to answer all questions.
- Read carefully and follow the instructions provided to you.

TELL THE SUPERVISOR AT ONCE IF:

- You think you have been given the wrong question paper
- 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.