Information for candidates

On-screen tests

With effect from 1 September 2025

**This document has been written to help you.
Read it carefully and follow the instructions.**

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

A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.

2. **Do not** 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 for that exam.

5. You **must not** take into the exam room any unauthorised material including:

   (a) notes;

   (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);

   (c) a watch.

   Unless you are told otherwise, you **must not** have access to:

   (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;

   (e) prepared templates.

   Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

6. **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.

7. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.

8. **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.

2 If you arrive late for an on-screen test, report to the invigilator running the test.

3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.

4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spellcheckers

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 its memory;

    (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

    (d) **do not** bring into the examination room any operating instructions or prepared programs.

3 Do not use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen test

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;

    (d) your access to the on-screen test has not been set up correctly;

    (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.

3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

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.

F. At the end of the on-screen test

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

2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).

3 **Do not** leave the exam room until told to do so by the invigilator.

4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.