
RULES AND REGULATIONS

Arrive on time

1. You are responsible for knowing the date, time and place of your test and arriving well before the scheduled start time as notified by your venue.
2. If you arrive late for Test Day Registration you may not be permitted to sit the test.
3. If you are not in the test room prior to the start of the test you will not be allowed to take the test.

Personal items

1. Bring your approved ID document (passport, national ID card or Authorisation Letter).
2. Switch off your mobile phone and any other electronic items and store them in the cloak room.
3. You may only bring these items into the test room:
 - Non-mechanical pens or pencils, erasers, a pencil sharpener, a small bottle of water in a clear plastic bottle and your identification document.
 - Medication and snacks if approved prior to test day.
4. You must not bring into the test room any bags, notes, study materials, dictionary, electronic items such as mobile phones, digital sound recorders, MP3 players, cameras, watches, highlighters, mechanical pens, mechanical pencils, scrap paper, correction fluid or tape.

Personal details

1. Make sure your name and candidate number are correct. Invigilators will check that the name on your answer sheet matches your ID before the start of the Listening test and at the specified times.
2. Make sure your name and candidate number are on each book/sheet you have used.
3. Tell the invigilator at once if:
 - your personal details are wrong
 - you have been given the wrong question paper
 - the question paper is incomplete or badly printed

During the test

1. Listen to the invigilators and follow all instructions.
2. Invigilators have the power to enforce these Rules and Regulations.
3. If you are not sure about what to do, raise your hand and the invigilator will come to your assistance.
4. You must not ask for, and will not be given, any explanation related to the test questions.
5. Stop writing immediately when told to do so.
6. Do not take any question papers, answer sheets or

any test materials out of the test room.

7. Do not attempt to record or reproduce any part of the test.
8. Wait until the invigilator has collected all papers and you are told you can leave before you get up and exit the test room.

Malpractice

1. Follow all instructions from the invigilators. Failure to do so may be seen as cheating.
2. Do not open or write anything on your test booklet until instructed to do so.
3. Stop writing and put your pen / pencil / eraser down when instructed to do so.
4. You will be held responsible if your test papers are exposed so that other candidates can copy them.
5. Do not talk to or disturb other candidates.
6. Do not leave the test room without the permission of the invigilator. You will not be admitted back into the test room if you have not been accompanied.
7. The use of any electronic items or unauthorised material will be treated as malpractice.
8. If you break any of the Rules and Regulations, or ignore the invigilators, you will be given a Malpractice Warning. You will then be subject to investigation and you may be disqualified and your results may be withheld.

Health and comfort

1. You can go to the bathroom during the Reading Part B and Writing sub-tests (except for in the first and last 10 minutes). Put up your hand and wait to be accompanied by an invigilator. No additional time allowance will be given if you choose to go to the bathroom. Only one candidate may visit the bathroom at one time.
2. If you do not feel well on the test day or think that your work may be affected for any reason, tell the invigilator immediately and complete a Test Day Withdrawal/Deferral form if required.
3. Do not smoke, eat or drink in the test room, apart from drinking water in a plastic bottle (approved snacks in clear plastic wrap excepted).
4. Be considerate of others and do not make any noise near the test rooms.
5. If you have any problems put your hand up and an invigilator will come to your assistance.