

Remote invigilation: information for candidates

Read this document carefully and follow the instructions.
If there is anything you do not understand, ask your tutor.

A Regulations – make sure you understand the rules

- 1 You should get ready at least ten minutes before your test(s). If you are late, you might not be able to do the test.
- 2 Do not engage in any unfair or dishonest practice during the test.
- 3 If you try to cheat, or break the rules in any way, you could face penalties, such as disqualification, or a suspension from City & Guilds qualifications for a set period of time.
- 4 Only have materials and equipment that are permitted for the test in the room.
- 5 You must not have written notes, a mobile phone or a wristwatch in the room during the test
- 6 Do not try to communicate with anyone, other than the invigilator, during the test.
- 7 If you leave the room before the test has finished, you cannot restart the test.

B Information – make sure you bring what you need

- 1 Know the date and time of your test(s).
- 2 Your centre and test confirmation email will inform you of any equipment which you may need for the test.
- 3 If you are taking Electrical Installations (18th edition), you are required to have a copy of BS 7671. It must not contain any additional notes or pages.
- 4 You may use a calculator unless you are told otherwise.
- 5 If you use a calculator make sure it works properly and remove any parts such as cases, lids or covers which have printed instructions or formulae.
- 6 Your scrap paper needs to be blank at the start of the test and destroyed at the end. The invigilator will check this during the test.
- 7 Do not use a dictionary or computer spell checker unless you are told otherwise.

C Instructions during the test

- 1 Always listen to the invigilator and follow their instructions.
- 2 Tell the invigilator at once if:
 - a) you have been entered for the wrong test;
 - b) the test is in another candidate's name; or
 - c) you experience system delays.
- 3 Carefully read and follow the instructions on the screen.

D Advice and assistance

- 1 If on the day of the test you feel that your work may be affected by ill health or any other reason, tell your centre.
- 2 You must not ask for, and will not be given, any explanation of the questions.

E At the end of the test

- 1 Ensure that the software closes at the end of the test.
- 2 You must destroy any scrap paper used during the test.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it.