

To be made available to candidates prior to their exams and displayed outside each exam room. **Please read carefully.**

Arrival

- You should arrive at the exam venue at least **30 minutes** before your exam time and report to the exam supervisor/exam registration desk.
- If you are late, you may not be able to take the exam.

What to bring

You should bring the following items:

- Proof of identity (eg your passport)*.
- Your *Appointment Slip*.
- Any supporting items you require for your exam (topic form, photos, objects, brief notes, etc) – ask your teacher or see the relevant test specifications for more details.

*Proof of identity: ID requirements vary according to country and exam – check with your exam centre for guidance on acceptable forms of ID.

Conduct

You **MUST**:

- Register and wait quietly in the waiting area.
- Follow any instructions given by the exam supervisor or steward.
- Go to the exam room when told to by the steward, leaving your belongings in the designated secure area.
- After your exam, return to the waiting room, collect your belongings and leave quietly without talking to other candidates.
- You are advised to use toilet facilities before entering the exam room.

You **MUST NOT**:

- Take unauthorised material into the exam room (see below).
- Attempt to cheat in any way.
- Use threatening language or behaviour towards exam centre staff or the examiner.

Prohibited material

The following are **NOT** permitted in the exam room:

- Mobile phones or other electronic devices (including smart watches).
- Language aids (eg dictionaries, written scripts).
- Eating or smoking (bottled water is permitted).
- Audio or video-recording your exam.
- Live animals or weapons/dangerous objects, eg knives (or replicas).

Help and guidance

If you have any questions about your exam, ask the exam supervisor or steward. If you feel your performance may be affected by ill health or any other reasons, tell the supervisor

Disqualification warning!

If you cheat, use unfair practice, or break the exam rules in any way, your conduct will be reported to Trinity College London and you will be disqualified from the exam.