Paper-based test-specific instructions October/November 2022

Use this booklet for:

18 October 2022
BioMedical Admissions Test (BMAT)
Test of Mathematics for University Admission (TMUA)
19 October 2022
Engineering Admissions Assessment (ENGAA)
Natural Sciences Admissions Assessment (NSAA)
2 November 2022
Classics Admissions Test (CAT)
Mathematics Admissions Test (MAT)
Modern Languages Admissions Test (MLAT)
Oriental Languages Aptitude Test (OLAT)
Oxford English Literature Admissions Test (Oxford ELAT)
History Admissions Test (HAT)
Physics Aptitude Test (PAT)
Philosophy Test
Thinking Skills Assessment Section 1 (TSA S1)
Thinking Skills Assessment (TSA)

All tests must be run on the correct date.

COVID-19

You must take every precaution to meet legislative requirements around COVID-19 before and after the test. You must ensure that social distancing between candidates and anyone else present in the test room is adhered to. Personal hygiene and environmental hygiene measures must also be in place according to the legislation within your country.

Digital accessibility requirements

Cambridge Assessment is committed to making our documents accessible in accordance with the WCAG 2.1 Standard. We're always looking to improve the accessibility of our documents. If you find any problems or you think we're not meeting accessibility requirements, contact our team: admissionstesting@cambridgeassessment.org.uk

If you need this document in a different format, please contact us providing your name, email address and requirements and we will respond within 15 working days.

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Scheduled test times

You can find the scheduled times for your centre on the Support Site.

Candidates are not allowed to take tests on any dates other than the published admissions test dates.

Contact information

Telephone: +44 (0)1223 553366
Admissions Testing Support Site: support.admissionstesting.org
Admissions Testing website: admissionstesting.org

Test duration

Please see Appendix 1 'Summary table of tests' for information on test durations. Candidates must take any test sections in the order listed in the table.

Test room set-up

Please ensure each test room is set up according to the below requirements. In addition, you must follow any local COVID-19 legislative requirements regarding social distancing.

Room requirements

☐ Ensure that candidates sit at least 1.25m apart in all directions, all face the same direction and do not sit with their backs to the invigilator. You should **not** use dividers within the test room.

☐ Display a 'Test in progress – please remain silent' sign outside each test room, and an Admissions Testing Notice to Candidates where all candidates can read it before their test.

☐ Ensure there is a reliable clock visible to all candidates in the test room. Carry out regular checks to make sure the clocks are in good working order and show the correct time.

☐ Ensure a white board or flip chart is visible to all candidates showing the centre number and the actual start and finish time of each test.

☐ Remove any material from the test room that might give candidates an unfair advantage or cover it thoroughly (except health and safety notices).

☐ If a candidate requires a word processor (e.g. laptop), they must be accommodated so that other candidates are not disturbed and cannot read the screen. See Appendix 2 for 'Guidelines for the use of word processors' requirements.

☐ Make sure you have one experienced invigilator for every 25 candidates. If only one invigilator is required for the test, they must have a way of summoning assistance within a couple of minutes.

Room layout and Statement of Entry

☐ To assist invigilators, and to reduce disturbances, we strongly recommend that candidates are grouped by test. Once the room has been set up, place the correct Statement of Entry onto the relevant desk.

Requirements for invigilators

☐ You must have at least one invigilator per 25 candidates in each exam room.

☐ Invigilators must not be friends or relatives of the candidates or a current teacher for any of the subjects being tested.

☐ If there is only one invigilator, they must be able to ask for help without leaving the candidates unsupervised, e.g. they can use a mobile phone with sound and vibration switched off. Someone must be able to arrive within 2 minutes.

☐ The invigilator can sit in the most logical place to administer the exam, as long as they can also patrol the room.

Opening and distributing papers

If you have a large number of candidates, e.g. 15+, you can follow the below process to set the test room up prior to the candidates entering the room.

No more than 60 minutes before the start of the test:

- ☐ Place the Statement of Entry on the relevant desk.
- ☐ Open the question paper packets.
- ☐ Place question papers on the correct desk, matching the Statement of Entry.
- ☐ Where applicable, question papers will have answer sheets/booklets inserted inside the front cover. Remove the answer sheet/booklet and place it on the desk alongside the question paper.

If a test has more than one section, you must only distribute the first section.

Refer to Appendix 1 of this booklet for a complete list of what candidates should be writing their answers on and whether the test has more than one section.

You must:

- Ensure that these materials are **never** left unattended.
- Ensure that a senior invigilator or Exams Officer cross checks that the correct materials and Statement of Entry are on the right desk.
- Remind candidates when they enter the room not to touch anything until instructed to do so.

Authorised and unauthorised materials

Before candidates start the test, ensure they leave their personal belongings and any unauthorised items in a secure place outside the test room. If this is not possible, designate an area in the test room where these items can be monitored and stored out of reach of candidates.

Invigilation staff must be particularly vigilant regarding mobile phones, smart watches and any other electronic items which candidates may still have on them when sitting at their desks. These items must be removed from the candidates for the duration of the test.

Candidates who inadvertently bring any of the unauthorised items into the test room must give them to an invigilator for safe keeping.

Authorised items	Unauthorised items
• photo ID • pens, pencils, erasers, rulers, clear pencil cases • water in a clear plastic bottle with label removed • medicine or medical devices required during tests • tissues • Statement of Entry • calculators*	• mobile phones, cameras, smart watches, iPods, iPads, e-readers or any other electronic items on which notes could be accessed or data received/transmitted • notes, paper • scissors • correction fluid/tape, erasable pens • bags, handbags, luggage, coats • graph paper • dictionaries • watches This list is not exhaustive.

*Calculators

Candidates are **only allowed** to use calculators for the Physics Aptitude Test (PAT).

For PAT calculator guidelines, please visit:
https://www.physics.ox.ac.uk/study/undergraduates/how-apply/physics-aptitude-test-pat/calculators-pat

Starting the test day

Unregistered candidates
If a candidate is not registered, they must not be allowed to sit the test; instead, contact the Helpdesk immediately.

Late arrivals
You can refuse late candidates if this is your centre's policy. This policy should be clear and must be applied consistently – e.g. no late arrivals; late arrivals allowed within first 15 minutes.

You can allow late candidates to take the test (with the Exams Officer's/supervisor's permission) if no other candidate (who has taken the same test) has finished and left the room.

If you admit a late candidate, you must read the full instructions to candidates (outside of the test room if the other candidates have already started the test). You must allow them the full time of the test.

Inviting candidates into the test room

You must allow enough time before the start of the test(s) for candidates to enter the room, for ID checks and reading the instructions. For a small group we recommend that you invite candidates into the test room **15 minutes** before the start time. Extend this time if you have a large group of candidates.

Invite candidates into the test room and instruct them that they are under test conditions from the time they enter the room, and that they must not touch any question papers until told to do so.

They must sit at the desk that carries their respective Statement of Entry.

If you have not already done so (page 4) open the question paper packets and distribute the relevant tests. **If a test has more than one section, you must only distribute the first section.**

Checking IDs

The Exams Officer must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

Please see below your requirements depending on what type of exam centre you are.

Centres that accept external candidates

All external candidates must bring a photographic ID with them on the test day so that the invigilator can check their identity. Acceptable IDs include, but are not limited to, passports, national identity cards, driving licences and school/college IDs. IDs must be original (not photocopies), in hardcopy format (not electronic) and must not have expired.

You must check IDs when candidates are seated at their desks*. You must either check IDs just before the start of the test, or you can check them discreetly (to minimise disturbance to candidates) during the first 15 minutes of the test. Check that the candidate's face matches the photo on the ID and that the name on the ID matches the name on the Statement of Entry and/or the attendance register.

* Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes.

For external candidates who cannot produce ID:

- The candidate has until the end of the test to prove their identity (i.e. a family member could bring their ID to the centre whilst they sit the test).

- If the ID is not produced by the end of the test, then submit a Malpractice form, which can be found on the Support Site, informing Admissions Testing that the candidate took a test without a valid ID. Inform the candidate that you are doing this and that their result is likely to be withheld.

This is for external candidates only and does not impact on internal candidates at schools.

Centres that do not accept external candidates (i.e. all candidates are students at the school)

Invigilators must establish the identity of all candidates sitting tests. The Exams Officer must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates. This can include a senior member of staff, e.g. Head of Year/Assistant Head Teacher identifying the candidates as they enter the test room.

Instructions for candidates – starting the test

You must read the 'General instructions' below to all candidates, before they start the test.

If there are any candidates using a laptop or PC as part of an access arrangement you must read out the 'General instructions' below and the 'Additional instructions' on page 9.

If a candidate is taking more than one admissions test in a single sitting (e.g. MLAT and OLAT), you only need to read the instructions once. However, you must give them a few minutes to read the front cover of the question paper before starting the next test.

If candidates come to the test without the correct pen/pencil and you cannot provide them with one, they can use whatever pen they have.

General instructions – for candidates taking any test(s)

- "You are now under test conditions. You must not touch any question papers until told to do so."

- "Do you still have anything electronic, including mobile phones and smart watches, with you? If you do, switch it off and give it to me."

- "We will treat the use of any unauthorised electronic items or mobile phones ringing as malpractice and will report you to Admissions Testing."

- "You are not allowed to use dictionaries or any other support materials. Calculators may not be used unless stated on the question paper front cover."

- "Remember to write your candidate information on the documents you are submitting for marking in all the spaces provided. You will not be allowed extra time for this after the test."

- "Rough paper to work on will not be provided. You can write notes on the question paper. Make sure to write all your answers in the correct place as indicated on the front of your question paper. You must do this before the end of the test."

- "There are no penalties for incorrect responses, only marks for correct answers, so you should attempt all relevant questions."

- "You must stop writing when I tell you to. At the end of the test, stay at your desk and I will collect your test materials."

- "I will not give you any time warnings during the test. Please remember to check the time regularly and to transfer your answers to the answer sheet."

- "If you finish early, you must remain in your seat until the full test time has passed. You will not be allowed a toilet break in the final 10 minutes."

- "If you have any problems during the test, raise your hand."

- "Please check the front of your question paper to make sure you have been given the correct test materials. If you do not have the correct materials, please raise your hand now."

(Check that all candidates have the correct materials for their test.)

- "You now have a few minutes to read the instructions on the front cover of your question paper and your answer sheet or booklet. You must read these carefully as they are specific to your test. It is your responsibility to follow these instructions. Do not open your question paper."
  (Give candidates approximately 1-2 minutes to read their test-specific instructions on the front cover of the question papers.)

- "You now have a few minutes to add your personal details to the front of the answer sheet/question paper/answer booklet. Do not open your question paper."
  (Give candidates approximately 1-2 minutes to add their personal details.)

- "Do you have any questions?"
  (Give candidates a minute for any questions about the instructions.)

- "You can now open your papers and begin."
  (Check the time on the clock. Write the exact start and finish times for each test on the board.)

Additional instructions for candidates using a word processor due to an access arrangement (e.g. laptop)

(Read these instructions only to candidates using a word processor.)

- "You must type your responses using Arial, font size 11 and single spacing."

- "If applicable to your test, the word limit for your written task is on the question paper cover. Failure to comply with the word limit might result in a lower mark."

- "At the end of the test you must be present when we print your answer to verify that the work printed is your own."

During the tests: invigilating

Invigilators: The role of the invigilator is to ensure that the tests are conducted according to these instructions in order to:

a) ensure all candidates have an equal opportunity to demonstrate their abilities
b) ensure the security of the test before, during and after the test
c) prevent possible candidate malpractice
d) prevent possible administrative failures

Where there is only one invigilator present, they must be able to get help easily, without leaving the test room. They may use a phone to call or text for assistance as long as it is switched off/set to silent immediately after the call to prevent incoming calls or messages disrupting candidates.

Staff and invigilators must not, under any circumstances, try to communicate with candidates once the test has started unless there is a specific problem e.g. a technical error or an emergency arises. Staff and invigilators can communicate with candidates who have put their hand up to seek assistance from an invigilator.

During the test, the invigilator must be alert at all times and regularly patrol the room. Look out for candidates who:

- need assistance (such as toilet breaks)
- are not well
- are using cameras to take photographs of any of the questions
- are behaving suspiciously, such as reading hidden notes, etc.

Invigilators must not perform any other activity in the test room, for example, reading a book or working on a laptop. Invigilators can complete the room plan, the attendance register and any other relevant forms.

Breaks during sections (including toilet breaks)

During the test, candidates are allowed to leave the test room temporarily to use the toilet **if they are escorted by a member of staff**. If there is only one invigilator, they must ask another member of staff to help, as they must not leave the test room. Candidates should be told that they are still under test conditions during the time they are out of the test room and that they must not communicate with anyone. Candidates are not allowed to leave the room for a toilet break in the final 10 minutes, and only one candidate can leave the test room at a time.

Candidates must **not** be given any extra time for leaving the test room.

Finishing the test early

Candidates who finish their test early must quietly remain in their seats until the full test time has passed. Candidates are only allowed to permanently leave the room before their test ends if there is an emergency.

Attendance registers and room plans

You must complete the attendance register during the tests. There is an attendance register for each individual test. Make sure that the attendance register is completed even if the candidate is absent. Please tick (✓) if a candidate is present or put an **A** if the candidate was absent. There must be an **A** or a **tick** next to **every name**.

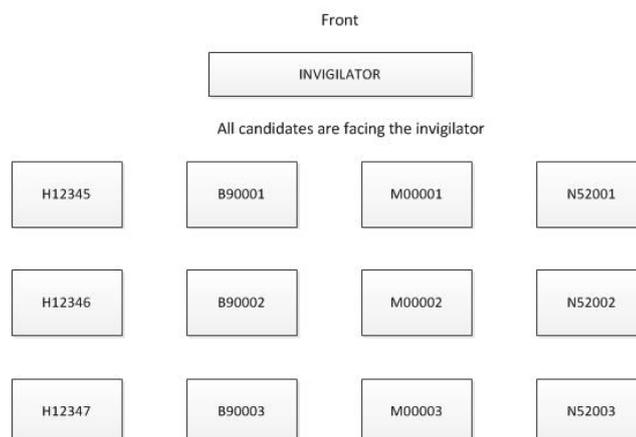The attendance register must also be annotated if:

- A candidate was registered after the attendance register had been printed. In this case add the candidate name to the list. You must return any test materials for this candidate with the test materials of your other candidates.
- If **all** your candidates were absent for the test, please mark all candidates as absent. Please note that you must return the completed attendance register to Admissions Testing by sending it to DC10admissiontesting@cambridge.org
- If only **some** of your candidates were absent, correctly record this on the attendance register and then return the attendance register with the other materials as described in packing and returning materials.

You must complete an accurate room plan during the test. Create one room plan per test room.

Include the following information:

- the position of each candidate by candidate number (see sample room plan below)
- the direction they are facing
- the distance between candidates: you can write 'minimum distance of 1.25m met'
- the number and position of invigilators.

Return the attendance register for each test and room plan(s) with the candidates' answer sheets/booklets in the return envelope. Do **not** staple, paperclip or attach them with a treasury tag.

Front

| INVIGILATOR |

All candidates are facing the invigilator

H12345	B90001	M00001	N52001
H12346	B90002	M00002	N52002
H12347	B90003	M00003	N52003

Minimum distance of 1.25m met.

Sample room plan

Special Consideration

You can apply for Special Consideration if a candidate's performance is affected on the test day by circumstances beyond their control, including but not limited to:

- illness on the day of the test
- unforeseen distress for the candidate such as a family crisis
- significant disruption to the test outside the centre's control.

Submit the Special Consideration form on the Entries Extranet **within five working days of the test**. Any applications received after this date will be rejected.

Malpractice

You must report anything unusual, such as suspicious behaviour or any incidents which might affect the integrity of the test before, during or after the test to the supervisor or Exams Officer and to us.

Some examples of malpractice:

- talking / disruptive behaviour / not listening to exam staff
- copying / collusion
- using unauthorised items such as dictionaries, electronic items or notes
- impersonation
- unable to provide a valid ID
- failing to switch off an electronic device (mobile phone, smartwatch, etc.)

If you suspect malpractice or have clear evidence of malpractice:

- give a discreet but clear warning to the candidate that they will be reported
- allow the candidate to complete the test
- be aware of local laws before handling or removing unauthorised materials from candidates, for example taking notes from a candidate's pocket
- ask the candidate to write a statement detailing their version of events after the test has finished.

You must not disqualify candidates from subsequent sections. However, in extreme circumstances, you can exclude a candidate from the test room and from taking the test if the candidate's continued presence would cause disruption to other candidates or poses a threat to health and safety. **The decision to disqualify must be left to us.**

Submit the Malpractice form on the Support Site **within five working days of the test date**. You will need to upload the candidate and invigilator statement(s) as well as a copy of the room plan when completing the Malpractice form.

Instructions for candidates – concluding a (non-final) test section

Make sure that candidates sitting other tests are not unduly disturbed by those finishing before them.

Candidates are not allowed to take breaks between sections except for supervised toilet breaks.

When a (non-final) test section ends, tell candidates:

- "This section has finished now; put your pens down. Do not put your answer sheet/booklet inside your question paper. You are still under test conditions."

  (Allow candidates who have been granted additional time to finish their test.)

- "Please remain in your seat while I collect this section's test materials and give out the next section. Do not touch any of the question papers until I have told you to do so."

  (Collect all question papers and answer sheets/booklets relating to this test section – as you collect the materials, check that each candidate has put their personal details on the front of their answer sheet/booklet. Candidates who have not done this may add them, but you must observe this.)

  (Then hand out the next section's materials. Where applicable remove the answer sheet/booklet and any text booklet from the question paper and place it on the desk alongside the question paper.)

- "You now have a few minutes to read the instructions on the front cover of your question paper and your answer sheet or booklet. You must read these carefully as they are specific to your test. It will be your responsibility to follow these instructions."

  (Give candidates approximately 1-2 minutes to read their test-specific instructions on the front cover of the question papers.)

- "You now have a few minutes to add your personal details to the front of the answer sheet/question paper/answer booklet."

  (Give candidates approximately 1-2 minutes to add their personal details.)

- "Do you have any questions?"

  (Give candidates a minute for any questions about the instructions.)

- "You can now open your papers and begin."

  (Check the time on the clock. Write the exact start and finish times for each test on the display board.)

Instructions for candidates – concluding the test's final/only section

- "The test has now finished; put your pens down. Do not put your answer sheet/booklet into your question paper."

  (Allow candidates who have been granted additional time to finish their test.)

- "Please remain in your seat until you are told that you can leave."

- "You are not allowed to take any test materials out of the room."

  (Collect all question papers and answer sheets/booklets – check that you have taken all test materials from candidates. As you collect the materials, check that each candidate has put their personal details on the front of their answer sheet/booklet. HAT and Oxford ELAT candidates will be instructed to write specific details – such as their candidate number - on each page of their answer booklet. Candidates who have not done this may add them, but you must observe this.)

- "BMAT, TMUA, ENGAA, NSAA, TSA and TSA S1 candidates will now receive a Confidential Results Information Sheet. Keep it safe as it has the information to access your results online. Admissions Testing will not be able to reissue the information on the Confidential Results Information Sheet."

  (Distribute the blue Confidential Results Information Sheets to these candidates.)

  (If candidates have any questions about results, direct them to the Admissions Testing website.)

- "You can now leave the test room quietly."

Additional instructions for candidates using a word processor due to an access arrangement (e.g. laptop)

Candidates must stop typing when told to stop working. Their work must be saved, particularly if it is not being printed in the test room. The candidate must be present at the end of the test when the response is printed to verify that the work printed is their own. The candidate's name, candidate number and centre number must be clearly written on the printed writing task.

Packing and returning materials after the test

You must follow these instructions to maintain the security of the materials, and to make sure the tests can be sorted and marked promptly once they arrive in Cambridge.

October test dates: materials from both test dates must be despatched together within 24 hours of the final test on the 19 October.

November test date: all materials must be despatched together within 24 hours of the final test.

All materials must be securely stored overnight.

Test materials must never be removed from the room unsealed. If you are going to be packaging the test materials somewhere other than the test room, use A4 envelopes to collate and seal the test materials before moving them. This is a security measure to ensure no test materials are lost or exposed while being moved.

For information about how to book a courier, see the MyDHL+ step-by-step guide on the Support Site.

What to return to Cambridge:

- All answer booklets and answer sheets
- Any question papers containing responses (e.g. CAT/OLAT etc.)
- All completed attendance registers (one per test)
- All completed room plan(s) (one per test room).

What to keep in secure storage:

Any confidential materials not required to be posted back to us must be kept in secure storage until 2 January 2023; after this date you must securely destroy them.

The Exams Officer (or appointed invigilator) is responsible for all materials until they are despatched or securely destroyed. Students and teaching staff must not be issued or given question papers at any stage.

In the case of all candidates being absent from the test

If all your candidates were absent for the test and you do not have any completed answer sheets/booklets etc, you will not need to book a courier. Instead, send the completed attendance register to Admissions Testing by emailing: DC10admissiontesting@cambridge.org

Packing the materials

Follow these steps to pack materials for all tests.

1. **Sort the materials by test**

    Please ensure that the test materials are clearly separated by test and section (i.e. all BMAT papers together, all TMUA papers together etc.) Place the attendance register on top.
    *   You may like to use plain A4 paper for the purpose of separating the materials. Alternatively, you could use A4 envelopes to contain each different test.
    *   This is to minimise any risk of delays with processing each test when the materials come back to us.

2. ***Optional step*: Insert materials into DHL cardboard envelope**

    The DHL cardboard envelope is only for centres who are returning **very few test papers**, to ensure that the final package is more solid and less likely to be lost in transit.

    If you have only a few candidates (fewer than five, for example), please insert the materials you are returning into this cardboard envelope.

    If you are returning more than a few papers then you can simply dispose of this envelope.

3. **Insert materials into the pre-addressed return envelope(s)**

    This envelope is the final envelope that you will need to use and is grey with a label.
    *   If you used a **cardboard courier envelope** from step 2, insert this **into the pre-addressed return envelope.**

    OR

    *   If you did not use a **cardboard courier envelope**, simply insert the separated test materials directly into the **pre-addressed return envelope.**

    Ensure that the **pre-addressed return envelope** is sealed.

4. **Book your collection, print your waybill and affix – your item is now ready for collection!**
    You need to book your collection and print your waybill using the MyDHL+ step-by-step guide on the Support Site.

Appendix 1 – Summary table of tests

Test name	Overall length of the test	Sections	Section length	Completed in	Answers to be written on	Computer-based (CB) or Paper-based (PB)
BMAT	120 min	**Section 1** *Thinking Skills*	60 min	HB pencil	Answer sheet	PB
		Section 2 *Scientific Knowledge & Applications*	30 min	HB pencil	Answer sheet	PB
		Section 3 *Writing Task*	30 min	Black pen	Answer sheet	PB
Section 1 and 2 should be completed in HB pencil and Section 3 should be completed in black pen						
CAT	60/120/180 min*	**Combined paper**	60/120/180 min*	Black pen	Question paper	PB
*Overall length of the test depends on how many sections the candidate needs to complete.						
TMUA	150 min	**Paper 1**	75 min	HB pencil	Answer sheet	PB
		Paper 2	75 min	HB pencil	Answer sheet	PB

Test name	Overall length of the test	Sections	Section length	Completed in	Answers to be written on	Computer-based (CB) or Paper-based (PB)
Oxford ELAT	90 min	Single paper	90 min	Black pen	Answer booklet	PB
ENGAA	120 min	**Section 1** *Maths/Physics*	60 min	HB pencil	Answer sheet	PB
		Section 2 *Advanced Physics*	60 min	HB pencil	Answer sheet	PB
HAT	60 min	Single paper	60 min	Black/dark blue pen	Answer booklet	PB
MAT	150 min	Single paper	150 min	Black pen	Question paper	PB
MLAT	30/60/90 min*	*Modern Languages and Language Aptitude Test (LAT)*	30 min (each)	Black pen	Question paper	PB
		Philosophy paper	60 min	Black pen	Question paper	PB
*Overall length of the test depends on how many sections the candidate needs to complete.						
NSAA	120 min	**Section 1** *Maths/Science*	60 min	HB pencil	Answer sheet	PB
		Section 2 *Science*	60 min	HB pencil	Answer sheet	PB
OLAT	30 min	Single paper	30 min	Black pen	Question paper	PB

Test name	Overall length of the test	Sections	Section length	Completed in	Answers to be written on	Computer-based (CB) or Paper-based (PB)
PAT	120 min	Single paper	120 min	Black pen for writing/HB pencil for sketches	Question paper	PB
PHIL	60 min	Single paper	60 min	Black pen	Question paper	PB
TSA	120 min	**Section 1** *Thinking Skills Assessment*	90 min	HB pencil	Answer sheet	PB
		Section 2 *Writing Task*	30 min	HB pencil	Answer sheet	PB
TSA S1	90 min	Single paper	90 min	HB pencil	Answer sheet	PB

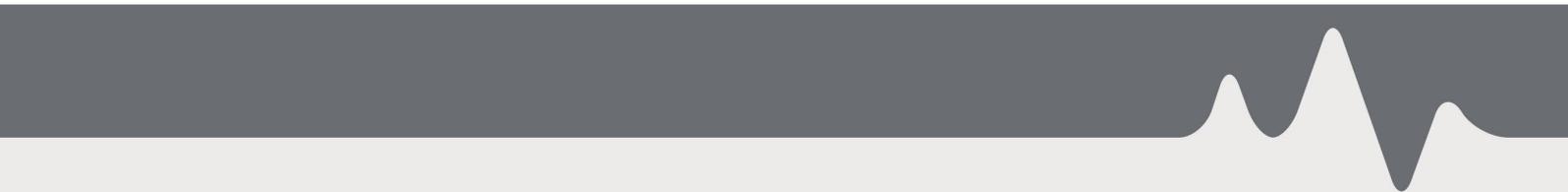# Appendix 2 – Guidelines for the use of word processors

If a candidate requires a word processor (e.g. laptop), they must be accommodated so that other candidates are not disturbed and cannot read the screen.

At the end of the test their work must be saved, particularly if it is not being printed in the test room. The candidate must be present at the end of the test when the response is printed to verify that the work printed is their own. The candidate's name, candidate number and centre number must be clearly written on the printed work.

A word processor:

a) Must only be used as a type-writer and must not be used to access any files or software.

b) Must have been cleared of any previously stored data, as must any portable storage medium used such as a memory stick. Candidates must not use their own memory stick. Where required, the centre must provide a memory stick to the candidate.

c) Must be in good working order at the time of the test.

d) Must either be connected to a printer so that a script can be printed off or have the facility to print from a portable storage medium.

e) Must not be used to perform skills which are being assessed (e.g. as a calculator).

f) Must not be connected to the internet or an intranet or any other means of communication.

Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required.