

Instructions for candidates before the exam

Goal

The purpose of the document is to help candidates know what is expected of them before, during and after the exam. Instructions regarding the exam itself will be provided by the assessors prior to the exam.

A. EXAM IN CLASS

BEFORE THE EXAM

Please ensure that:

- *you have a confirmation letter*
- *you have an identity card*
- *you have 1 or 2 pencils, blue or black*
- *feel comfortable in the exam hall*
- *you turned off your mobile phones and left them in the designated place*
- *you have not brought prohibited items into the exam room (see section During the exam)*
- *you have understood all the rules and instructions*

During the Exam

Please note that

- *You must sign the list of participants in the exam twice – at the beginning and at the end of the exam*
- *You must indicate the time when you signed the List of Participants*
- *You can use a calculator and sketch paper.*
- *You are allowed to bring a bottle of soft drink for your own use. You cannot share your drink with other candidates*
- *It is not allowed to talk with other candidates during the exam*
- *Level D Exam: No use of books, personal data, laptop, mobile phone, internet or any other external information source is allowed.*

- *Exam for levels C and B: The use of books, personal records is allowed*
- *Contacting the assessor is allowed for any questions related to errors in exam questions, unreadable pages or any other technical malfunction.*
- *It is allowed to finish the exam before the appointed time*
- *At the end of the exam, all papers (including sketches) must be submitted to the assessors.*
- *In case of cheating, you will be asked to leave the exam and your results will not be evaluated*

After the Exam

Candidates will not be assessed if:

- *Refuse to submit exam forms*
- *Talk to other candidates or disturb them during the exam*
- *They tried to use prohibited aids*