

To be made available to candidates prior to their exams and displayed in the exam waiting 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:

- ▶ Your exam appointment slip.
- ▶ Proof of identity (eg your passport).\*
- ▶ 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/Behaviour**

You SHOULD:

- ▶ Register and wait quietly in the waiting area.
- ▶ Use toilet facilities before entering the exam room.
- ▶ 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.
- ▶ Return to the waiting room after the exam, collect your belongings and leave quietly without talking to other candidates.

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:

- ▶ Eating or smoking (bottled water is permitted).
- ▶ Mobile phones or other electronic devices (including smart watches).
- ▶ Language aids, eg dictionaries, written scripts etc.
- ▶ Audio- or video-recording devices.
- ▶ 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.

**MUST BE DISPLAYED FOR ALL SPEAKING AND LISTENING EXAMS**