



EXAMINATION INSTRUCTIONS

Please read carefully the following instructions before starting the exam.

1. **You will only be notified to enter the exam room at the start of the exams, first hour in the morning.** For later exams you must enter the exam room at the time shown in your registration. Only 5 minutes late will be allowed.

You must have your DNI, Passport or NIE to check your identification and to provide you with an access code to the exam.

2. You have to leave **ALL** yours personal items and coats in the **lockers located in the exam room.**

3. **You have to put your ID away and keep your desk completely clear.** Please read carefully the instructions on your computer screen and click “Aceptar” to continue with the exam.

4. During the exams, keyboards are disabled. You will only need to use your mouse to complete your exam.

5. The exam invigilators will provide you with a personal and non-transferable access code. Please enter your code and start doing your exam.

6. **You are not allowed to bring any items into the exam room.** The system will provide you with a calculator during the exam. You also have CR at your disposal, but you can also use yours if you wish.

7. You cannot leave the exam room during the exam, except in an emergency. In that case, ask for permission to the exam invigilators, but **the examination time will not stop.** Once the examination time has finished, you will not be able to continue the exam.

8. Please, **DO NOT SPEAK during the exam.** If you have any problem during the exam, please inform the invigilators immediately.

9. When you have finished the exam, the invigilators will provide you with your Answer Sheet at your desk. This must be checked and signed within 10 minutes. After signing, the invigilators will give you your exam qualification. You must then leave the exam room until next exam.

10. Violation of these rules will be understood as **improper behavior.** You will therefore not be able to take exams for the same or other Licenses or Ratings for a period of 12 months, starting from the end of the month the exam was taken.



ITEMS PROHIBITED IN THE EXAM ROOM

You may not, under any circumstances, bring in the exam room any of the following items (Electronic devices must be switched off):

- Mobile Phones.
- Recorders.
- Calculators.
- Music Players (MP3, MP4, iPod or similar).
- Any Method of Communication to the outside.
- Laptops, Tablets or similar.
- Watches.
- Any instruments that allow the communication to the outside or information recorder, different from the previous devices.
- Handbags
- Bags
- Backpacks
- Wallets
- Stationery items (Case, box, pen, paper, etc.)

**MOBILE PHONES MUST
BE COMPLETELY SWITCHED OFF**