



Welcome to your professional skills test centre

Please take a few minutes to read the following information so that you know what to expect during your test session today:

1. You will be at the Test Centre for up to 1.5 hours, unless you have requested and been granted additional test time.
2. Toilets are available for you to use before and after the test.
3. Drinking water is available free of charge in the waiting area.

Validating your Details

4. Once you have finished reading these instructions, you should make your way back to the reception desk where one of our testing staff will check your identity and validate the details you provided when you registered for the test. Please note that you will be unable to take the test today and will have to book and pay for another test if:
 - You have not brought 2 forms of ID from the Primary and Secondary ID lists, both of which must be original documents (not printouts or photocopies).
 - Your photo is not a true likeness of you.
 - The details on your ID do not match the details entered during registration for the test – i.e. first name, surname and date of birth.
 - You have not brought suitable evidence of your application to Teacher Training.
 - You have not brought suitable evidence to support a request for 25% extra time, where applicable.

Personal Items

5. Once your details have been validated, the test supervisor will provide you with a locker key where all personal items need to be placed securely.

Please note. You must take your Primary ID and your locker key into the test room. No other items are permitted.

6. All personal items (except your Primary ID) should be placed in the locker provided. This includes mobile phones, ear pieces/ear phones, laptops/hand-held computers/personal assistants (PDAs) and other electronic devices, pagers, handbags, purses, wallets, hats, bags, coats, books, revision notes, dictionaries, note paper, pens, watches, food and drink.
7. Eating and smoking is not permitted in the test room.
8. You will be able to collect your personal items after you have finished your test.
9. Before entry to the test room, you will be asked to remove any head covering (eg hat, headscarf) so that we may check for Bluetooth devices. If you require a private area for this check to be undertaken, please make our staff aware during the validation stage above.

Taking your Test

10. You will be directed into the test room to start your test by a member of the test staff.
11. Please be quiet when entering the test room as other candidates will already be taking their test.



12. There will be a test supervisor in the test room at all times. They will ask you for your Primary ID to check that you are taking the correct test. You will be asked to confirm that the details for your test are correct – your name, your date of birth and the test you are taking (including any special arrangements). Once you have confirmed these details, you will be able to start your test.

Leaving the Test Room

13. Once you have completed the test, you will be able to take a short customer satisfaction survey if you wish.
14. Once you have finished, you can leave the test room. Please remember to take your Primary ID and locker key with you.

Collecting your Results

15. After you leave the test room, please collect all your personal belongings from your locker.
16. You will then be able to collect your result from a member of the test team at the reception desk. You must remain in the Test Centre at all times until you are provided with your result. If you leave the Test Centre before you have received your results you will not be able to collect your results. You will have to rebook and pay for another test.
17. You will be provided with your test result by one of our test supervisors.
18. Please don't forget to return your locker key!

Health and Safety

19. CCTV is in operation at all times in the Test Centre.
20. We will not tolerate any abusive (verbal or physical) behaviour towards our staff. Anyone deemed to be abusing any of our staff will be asked to leave the Test Centre immediately.
21. There is no scheduled fire alarm taking place during your test today. If the alarm should ring, please remain calm, stand up quietly and listen to instructions from your test invigilator. The invigilator will remind you of your meeting point, and will bring the candidate register to ensure that everyone has left the building safely.

Please do not collect any personal items as you are leaving the building – this will endanger both your life and the lives of others.

Your emergency meeting point is: to be completed locally.

And finally.....

We hope you have an enjoyable test experience today.

If you have any questions or queries please speak to a member of staff.

We wish you the best of luck.

learnirect eAssessment Operations Team