



LEIA EDUCATIONAL TRUST
NEW DISTANCE LEARNING COURSE
END TESTS

INSTRUCTIONS TO CANDIDATES

You will be advised of the test location date and time by e-mail. Your login details are the same as for the CMA. You must make a note of the webpage address for logging-in:

<https://testing.exambuilder.com>

It is suggested that you arrive at the examination room 10-15 minutes before the scheduled start of the test session to ensure that you are settled in and allow time for checking of your proof of identity documents and completing attendance slips.

You must provide photographic proof of identity. Acceptable forms are:

- A current Passport
- A current photocard Driver's Licence (not Provisional)
- An officially issued identity card with a Proof of Age Standards Scheme (PASS) hologram*
- National Identity cards issued by other governments.

Company identity cards, birth/ marriage certificates, bank cards and passbooks, paper Driver's Licences, are **not** acceptable. If you do not provide satisfactory proof of identification, you will not be permitted to take the test. If this causes difficulty, please contact the LEIA Examinations Office#.

Please leave your photograph identification on your desk during the test and remember to take it with you when you leave.

You should avoid bringing into the examination room any bags, books, relevant papers, etc. If bags are brought in for security, they must be placed such that they are visible to the invigilator and are not available to you. You must not use the Learning Packages, Course Reference Book or any other textbook or notes.

You must not bring mobile phones into examination rooms.

You may bring non-programmable calculators, pens and pencils, rulers, technical drawing equipment and rubbers. Rough work is permitted on plain paper provided by LEIA.

You may not leave your test within the first half hour, nor in the last quarter of an hour of the examination session.

Normally no candidate may be admitted to the examination room after the first half hour. However, if candidates turn up after this and no other unaccompanied candidate on that test has left the room between the end of the first half hour and their arrival, they may be admitted at the invigilator's discretion. If you are excluded because other students have already left the test, you should contact the LEIA Examinations Office as soon as possible. There is no obligation to allow a late candidate additional time at the end of an examination to make up for that lost through late arrival.

There must be no collusion between candidates. You are not permitted to speak to other candidates or make contact of any sort during the period of the test.

*# see Page 2

If you have a query or need the assistance of the invigilator in any way, please raise your hand. Do not leave your seat unless absolutely necessary.

If you finish the test early and wish to leave, do not leave your position, but attract the attention of the invigilator to advise that you are leaving. You should then leave the examination room quickly and in silence.

Please read the instructions at the start of the test and make sure you understand and follow them.

If you need to do any rough work, use the plain paper provided; you may not use paper of your own for rough work.

The Examinations Office
LEIA Educational Trust
33-34 Devonshire Street
London W1G 6PY

Contact
020 7935 3013 Mrs P Larkman or Mr L Dooley
fax 020 7935 3321
In an urgent situation, please call 07801 867 718



*Sample proof of Identity card with PASS hologram