

Welcome to Sense IT

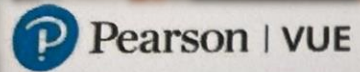


This guide will advise on what to expect when you arrive at the test centre.



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Pearson VUE™ Authorized Center Log Sheet

ALL CANDIDATES MUST READ RULES, SIGN IN, RETURN ERASABLE NOTE

CANDIDATE (print name) _____

Exam series # _____ Received exhibits (initial) _____

Received & read candidate rules agreement (sign in):

_____ Time _____

Returned erasable noteboard or booklet & exhibits (sign out):

_____ Time _____

Unscheduled Break Time:

OUT _____ IN _____ Check ID | OUT _____ IN _____

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- When entering reception, you must first sign in using the log book. Note: We do have a one way system at our centre please follow it at all times.



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- Secondly, the administrator will book the candidate in on the system.



Example: Primary form of identification.



Example: Secondary form of identification.

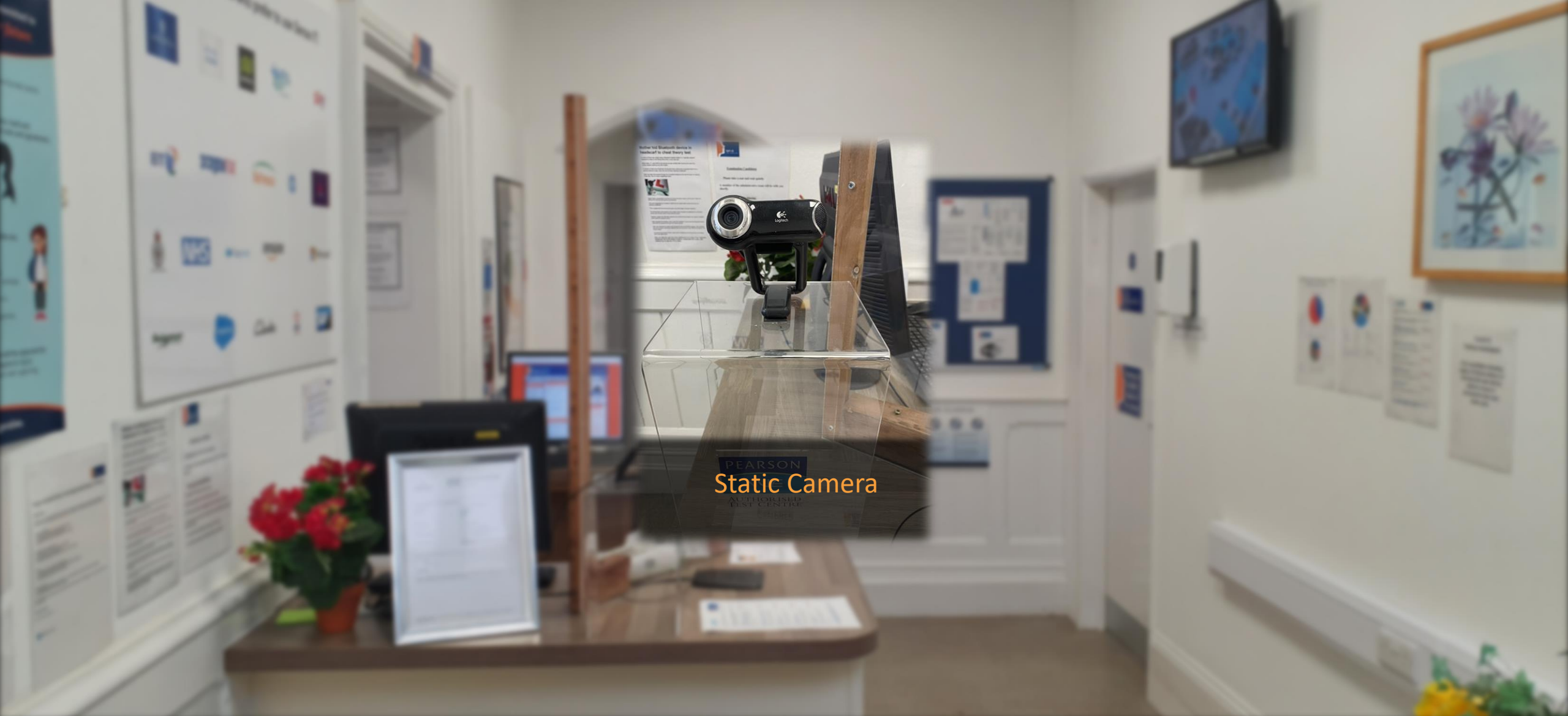
- During this stage you must present 1 or 2 forms of ID (depending on the exam you are taking). At least one form of identification must be a primary form of ID, this can be a driving licence or a passport.
- If you have 2 primary's present but no secondary we can accept this.



- Next, we require a signature so you will need to sign our digital notepad.

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- We will also need to take a photo of you, the camera is situated on the front desk and the administrator will operate the camera.

Note: most exams require a picture, but not all exams.



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- Regarding drinks, you are not allowed to take your own drinks into the exam.
- However you are allowed to take the water bottles we supply, they are £1.
- All the money we raise from the sales of the water bottles go to our local charity.



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During the book in process the administrator will explain whether your exam has a built in scheduled break. No need to panic if there is not a scheduled break, you are still allowed to use the facilities, but please bare in mind your time will continue to count down.



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During the book in process the administrator will explain whether your exam allows you to take a calculator or books into the exam room. If either are allowed, the administrator must check these before allowing them in the exam room.



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- If you have an accommodation, the administrator will explain this during the book in process.



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- Before you start your exam you must put all your belongings into a locker of your choice, if wearing a watch it must be placed in the locker. These items will be kept safe until the exam is over, candidates keep the key themselves.



TURN OFF



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- Electronic devices must be switched off and placed in the locker.



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- The Male facilities are located directly ahead of reception.
- The Female facilities are located to the right of reception.



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- Once you have used the lockers and facilities please head back to reception.



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- Before entering the exam room there are a few security steps to go through.



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- You must enter the exam room quietly and take a seat where the administrator instructs.



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- Once seated you will see, your name and exam highlighted in blue on the screen (make sure this information is correct before you select start).
- Once the exam has loaded the administrator will leave the room and let you proceed with your exam.



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- If there are any problems during the exam please raise your hand.
Or come to the front desk at reception immediately.

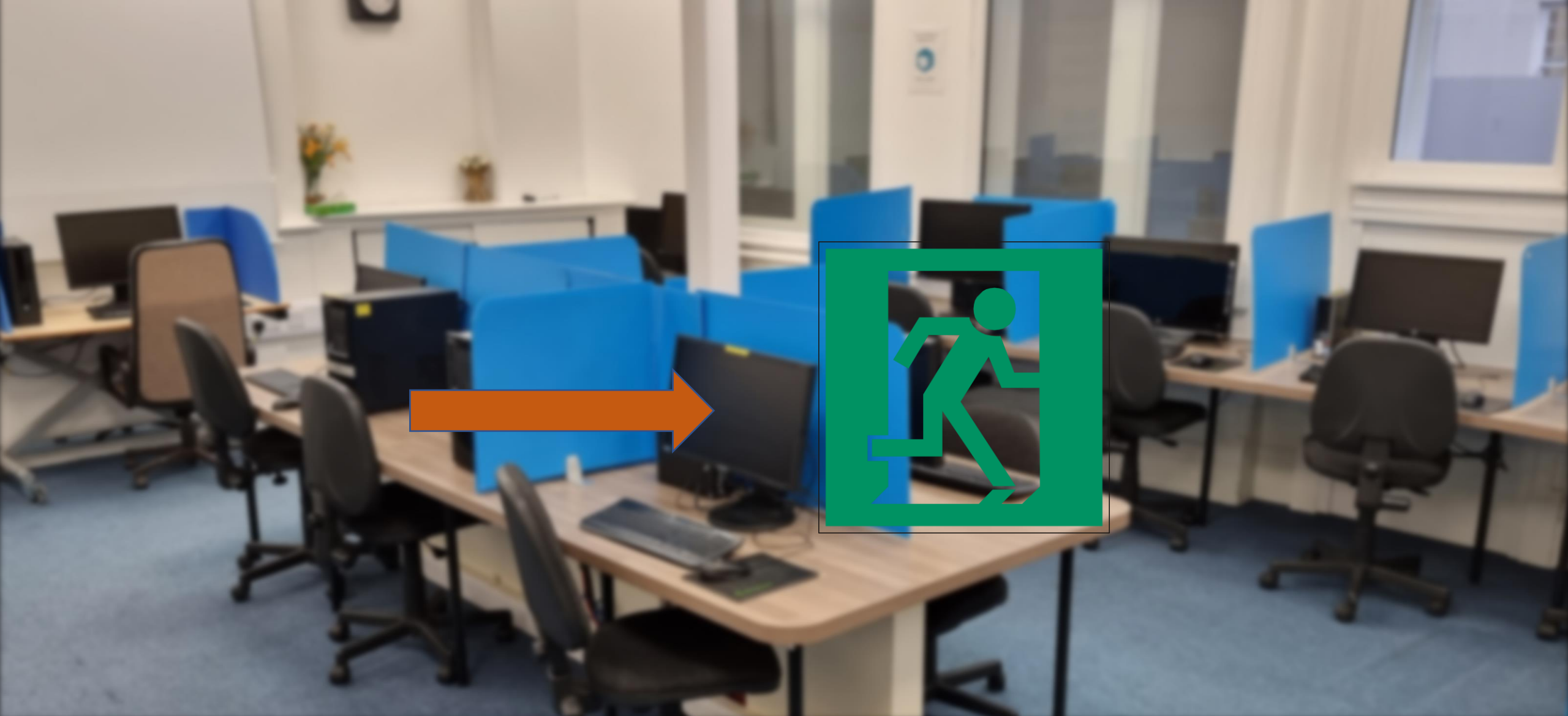


End Exam

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- Once you have completed the exam please ensure the exam has been ended by clicking the End Exam onscreen.



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- Once the exam has been ended, please collect any equipment that was given to you and make your way to reception, following our one way system.



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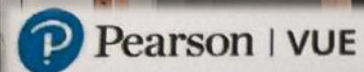
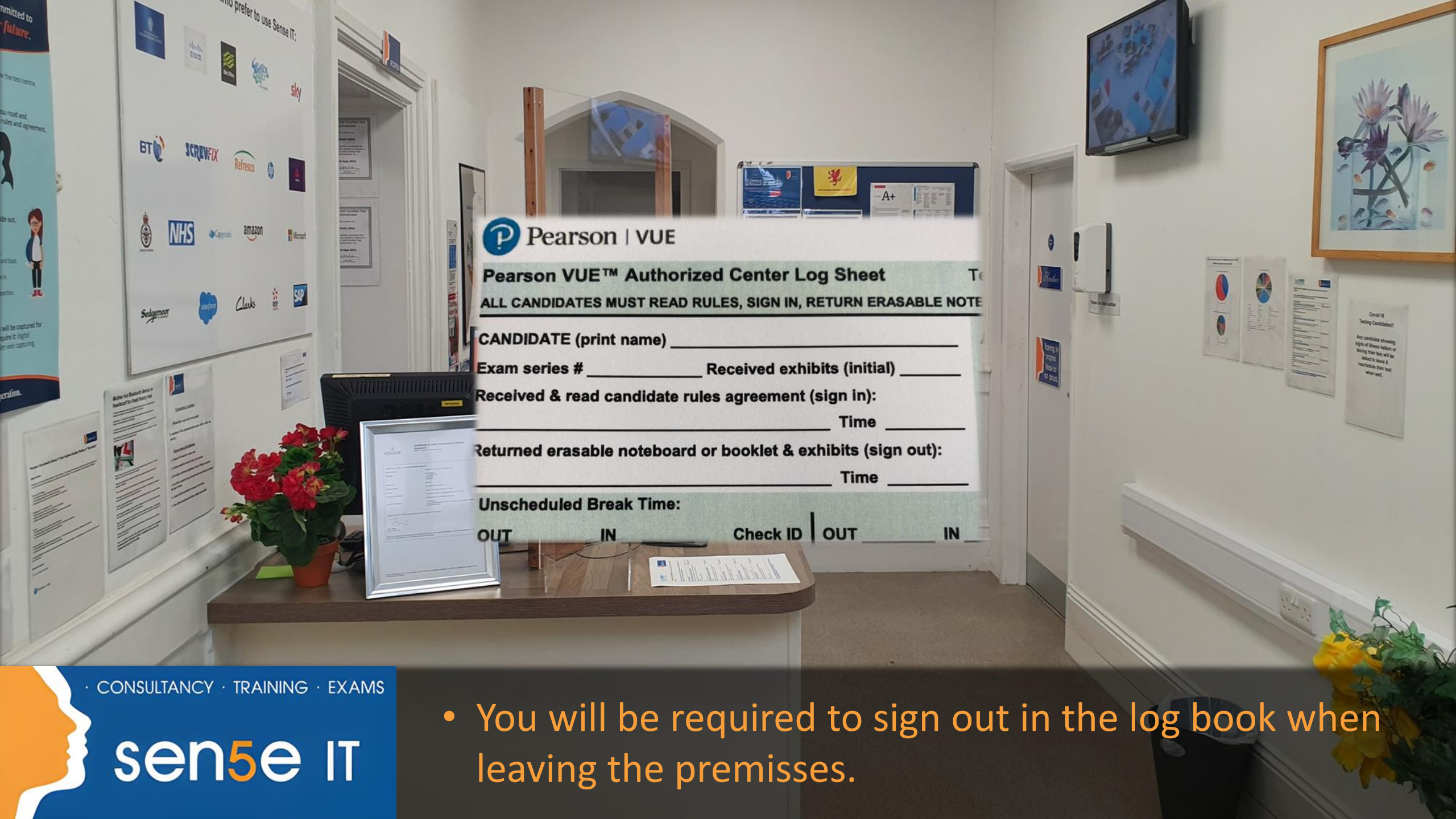
- A Test Centre Administrator will meet you at reception.



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- Next, you may use the facilities and collect your belongings out of the locker.



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OUT _____ **IN** _____ **Check ID** | **OUT** _____ **IN** _____

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- You will be required to sign out in the log book when leaving the premisses.



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- We hope you have a good experience when visiting sense it.
- check out our trust pilot page, it wont disappoint !
- <https://uk.trustpilot.com/review/sensetraining.co.uk>