

# Welcome to Sense IT



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



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## PSI EXAMINATION SERVICES

### Examination Roster

Test Date : 04/14/2022

Proctor: \_\_\_\_\_

☐ DAR Complete

Test Center : Highbridge - Sense IT

ID	Candidate Name	Seat	Test Form	Test Mode	Extended Time
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Computer / 0  
Paper & Pencil

Exam : \_\_\_\_\_

Email: \_\_\_\_\_

Session Time: 10:00 AM - 1:00 PM

Session # : \_\_\_\_\_

# of IDs needed: \_\_\_\_\_

Examinee Signature: \_\_\_\_\_

Open/Closed book: \_\_\_\_\_

Figure Booklet/Plan Set: \_\_\_\_\_

Locker Key/Bag Returned: \_\_\_\_\_

Proctor Verification: \_\_\_\_\_

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- When entering reception, you must first sign in to confirm the exam you're taking. Note: We do have a one way system at our centre please follow it at all times.



Example: Primary form of identification.

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- During this stage you must present 1 form of ID, this can be a driving licence or a passport.



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- Then the administrator will book the candidate in on the system.





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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 booking in process the administrator will explain that there are no scheduled breaks, 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 booking in process the administrator will ask whether you are taking a physical calculator into the exam room with you. The administrator must check this before allowing it in the exam room. Please note there is an on-screen calculator available.





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- The administrator will supply the candidate with whiteboards and pens, this is to make notes during the exam.



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- If you have an accommodation, the administrator will explain this during the booking 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**



- 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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- Before entering the exam room the administrator will explain how to access your exam. You will be handed a compliment slip with an ID and one time passcode on, you must enter this in the correct field on the exam screen.





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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 be instructed to enter the ID & One Time Passcode that is on the compliment slip that the administrator gave you.





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- Once your exam details appear on screen and you see the start button, the administrator will leave the exam 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.

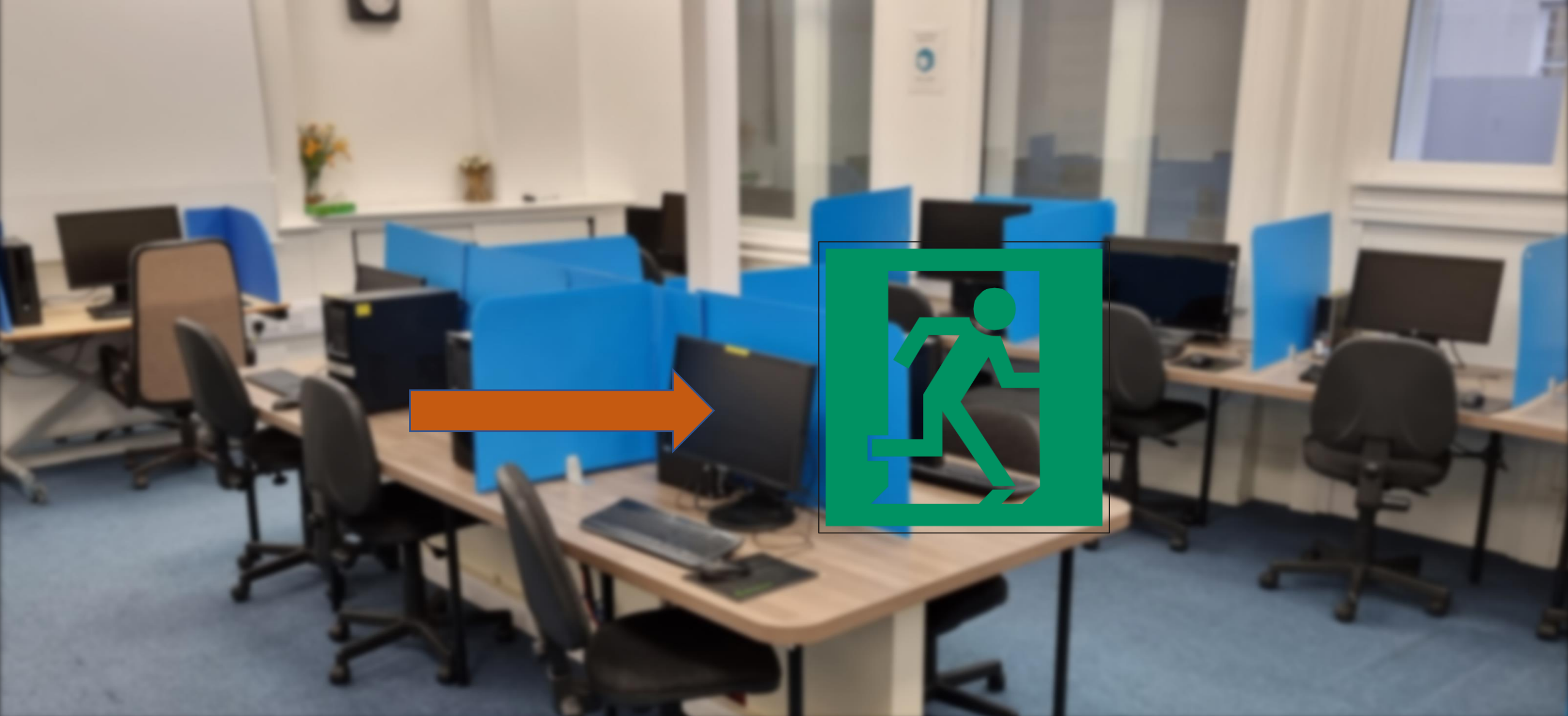




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- You will see your result on-screen once you have ended the exam.



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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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- The administrator will enter the exam room and enter a security code to close your exam application.



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- The test administrator will sign you out electronically 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>