

Welcome to Sense IT



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



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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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_____	_____				
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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.



Example: Secondary form of identification.

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- 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.



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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 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 booking in process the administrator will explain whether your exam allows you to take a calculator into the exam room. If this is allowed, the administrator must check this before allowing it in the exam room.



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- During the booking in process the administrator will explain whether your exam allows whiteboards and pens. If it is allowed the administrator will give you the equipment.



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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



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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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- 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.



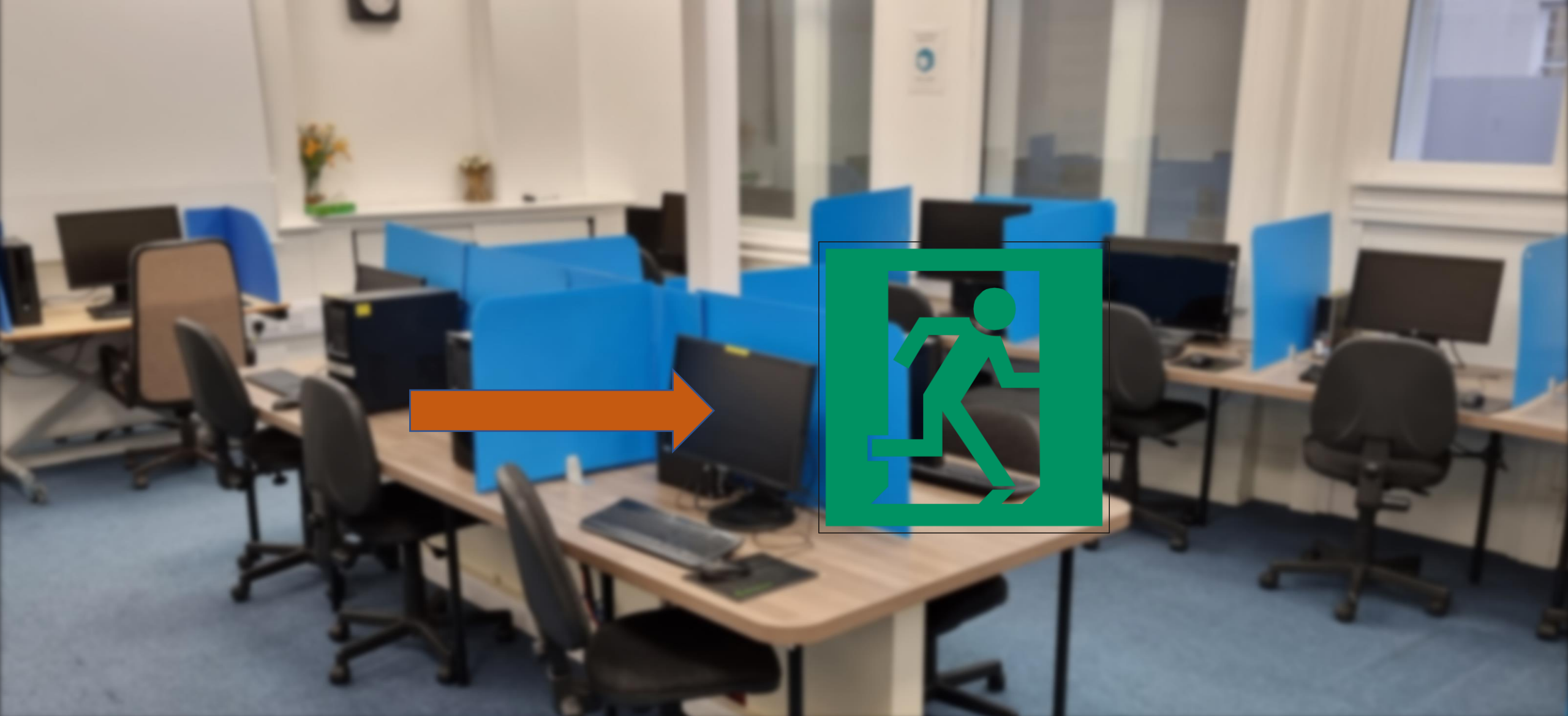
End Exam

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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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- 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>