

Pearson VUE Candidate Rules Agreement – ICAEW

Please review the following exam rules, and ask the test centre administrator (invigilator) if you have questions.

- I will not take the following types of personal items into the testing room: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats, bags, coats, books and notes. I will store these items in a secure area indicated by the administrator. The testing centre is not responsible for lost, stolen or misplaced personal items.
- I am allowed to bring in one of the [calculators authorised by ICAEW](#). An online calculator is also available on screen once the exam has started.
- If I am given one or more erasable noteboards or exam-specific materials, I will not use them until after the exam has started. I will not remove these items from the testing room at any time during the exam, and I will return them to the administrator immediately after the exam.
- The administrator will log me in to my assigned workstation, verify that I am taking the intended exam and start the exam. I will sit in my assigned seat. I understand that eating, drinking, smoking and making noise that creates a disturbance for other candidates are prohibited during the exam.
- The administrator will monitor me continuously while I take my exam. The session may be video recorded for security or other purposes.
- If I experience problems that affect my ability to take the exam, I will notify the administrator immediately.
- The administrator cannot answer questions related to exam content. If I have questions of this nature, I will contact ICAEW after I leave the testing centre.
- Break policies are established by the exam sponsor. Some exams may include scheduled breaks, and instructions will appear on the computer screen at the appropriate time; whether or not the exam timer stops depends on the sponsor's policy. If I take a break at any other time, the exam timer will not be stopped. The administrator will set my workstation to the break mode, and I will take my ID with me when I leave the room. The administrator will check my ID before I return to my seat and will then restart my exam.
- While I am taking a break, I am permitted to access personal items that I stored during the exam only if necessary -for example, if I need to take medication at a specific time. Please inform the administrator when signing in if you require a break for medical reasons. I am NOT allowed access to other items, including phones, notes and study guides, unless the exam sponsor specifically permits this.
- I will not remove copies of exam questions and answers from the testing centre, and I will not share the questions or answers seen in my exam with other candidates.
- After the exam ends, the administrator will come to my workstation and ensure my exam has ended properly. I will return the erasable noteboard(s) and other materials to the administrator. I will not be provided with my result at the test centre. My results will be communicated to me by ICAEW at a later date.
- Exam results will be encrypted and transmitted to Pearson VUE and to the exam sponsor. The testing centre does not keep any information other than when and where the exam was taken. The [Pearson VUE Privacy Policy Statement](#) provides additional information regarding this.
- I agree with the ICAEW Terms & Conditions which can be found at www.pearsonvue.com/icaew
- Candidate Statement: By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the exam sponsor (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow the Rules. If I do not follow the Rules, or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the exam sponsor, my exam may be invalidated, the sponsor may take other action such as decertifying me, and I will not be refunded my exam fee.