Chartered Trading Standards Institute

Candidate information

Important Exam Info 1b

Before your exam

Please make sure you do the following before entering the exam room:

- Bring your **exam confirmation letter** and **photographic ID** to every exam. You will only be allowed into the exam room if you present both items.
- Arrive at the venue at least 15 minutes before your exam starts.
- Follow all instructions given by the Senior Invigilator at the start of your exam.
- Place all belongings in the area designated by the invigilator.
- **Electronic devices**: Switch off your mobile phone and place it with your belongings. If you do not have any belongings, tell an invigilator, who will keep your phone until the end of the exam. You must not keep your phone on your person. Do not bring any other electronic devices into the exam room unless this has been approved by CTSI's Education Team.

On the day of the exam

- For written, practical, oral, and professional interview exams, dress comfortably but appropriately for a professional setting. For example, a bare midriff is not permitted.
- Lunch is not provided at any examination, including practical, oral, and professional interview exams.
- Always maintain professional conduct.
- For practical, oral, and professional interview exams, you must not discuss the exam content with other students.
- CTSI staff will be present at the practical and oral exams. Any personal items left unattended remain your responsibility.