Candidate Etiquette Document – Weights and Measures Practical & Oral Examinations

When attending the Weights and Measures practical and oral examinations at the OPSS Teddington venue, please read the following guidance carefully.

Before You Arrive

- If you are driving to the OPSS venue, provide your vehicle registration number to CTSI at least two weeks before the examinations.
- Allow time to complete security checks and bring valid photo identification. Without photo ID, you may be refused access to the examination building.
- On entering the OPSS building, register your attendance with CTSI staff before doing anything else.

Facilities and the Main Area

- Refreshments are not provided in the examination building. Bring your own or purchase food and drinks from the on-site canteen.
- At least two members of the Education Team will staff the main area.
- You may use the main area to revise before your examination.
- Bags may be left in the reception area.

Examination Rules

- Electronic devices are not permitted in the examination room. Switch them off and leave them in your bag in the main area.
- Do not discuss examination content with other candidates. If this occurs, the CTSI Education Team must report it to the Qualifications Panel (QP), which may impose sanctions affecting your examination outcome.
- A 15-minute break is scheduled during the practical examination while OPSS resets the room; the timetable shows the break time. Do not discuss examination questions during the break, as other candidates may sit the assessment later.
- Please ensure you are familiar with the Qualifications Framework regulations.

Notes and Supporting Documents

- During the 10-minute reading period for the practical examination, you may make notes on the question paper and on scrap paper.
- Do not write on any supporting documentation provided.

Reasonable Adjustments

- If you have approved reasonable adjustments, any additional time will already be included in your examination schedule. CTSI will discuss this with you privately rather than making a general announcement.
- Candidates who require reasonable adjustments will be scheduled on a separate day. This means your examinations cannot be timetabled for the same day as those of your colleagues.