



Rules and Guidelines for Exam Participant

- On the day before the exam, you will receive a one-time code which you need to use to activate your exam. If you only bring this code in electronic form, remember to write it down on a note paper so that you can access it when you need it to start your exam. Should you have forgotten your code, don't worry. Ask the exam guard
- Mobile phones, smart devices and other electronic equipment must be completely turned off and placed away from your seat and not on you (i.e., preferably in jacket or bag), silent and airplane mode is NOT allowed. Do not take the equipment until the exam has been completed and the exam room has been abandoned
- All candidates **must** present a valid photo-ID, that being either a passport or European driver's license
- The exam is electronic and should be answered directly in the exam application
- It is allowed to use a regular calculator (no smart devices)
- We provide laptops for the exam, they will be ready when you arrive, ready to be used and must be used
- You may not talk with other exam participants, or yourself, during the examination
- Any type of assistance is NOT allowed (a normal dictionary is allowed if exam is in foreign language)
- Snacks and drinks are allowed as long as you do not disturb the other candidates
- Only blank note paper may be used on the table, but they will be handed out to the exam guard after the exam
- Notes may be taken during the exam. But these must **not** be taken home with you
- All papers are collected by the exam guard after the exam
 - **no notes** or other papers may be brought out of the room
- You will not be allowed to participate in the exam if you arrive too late for it
- Toilet visits are allowed - but raise your hand before (only one candidate may leave with this purpose at a time)
- If you have questions (unrelated to the content of the exam) during the exam, raise your hand
- The exam guard will regularly inform you of the time
- Be quiet when you are done with the exam
- Do not start the exam until the exam guard allows it
- Remember to answer ALL the questions and select the correct number of answers
- You have 25% extra time if the exam is not in your mother tongue, and you have informed us when you ordered the exam
 - If you have been granted extra time, then this is taken into account by the exam application
 - Time allocation can't be change on the exam day – in case of doubts, write to us at eksamen@dstb.dk
- You must have scored 65% or more to pass the exam
- Do not cheat! Cheating will be reported to the police

If you have any questions, please feel free to contact us phone 40 485 584.