

APPENDIX 1

Instructions to Students for Preparing to Write CIC Assessments

There are instructions of what is needed before the assessment, during the assessment and after you have completed the assessment. Please note the **entire session will be recorded by the invigilating IT team.**

Must do BEFORE the assessment:

Set up your zoom account

- Download the Zoom app (<https://zoom.us/>) for best results
- Make sure your **camera and audio** is working in Zoom
- Test to make sure **both devices are given permission** to use by ZOOM

Make sure your Zoom is:

- Configured with your official full name (first name, last name in English letters as appeared in your application form) so that it is visible on the screen
- Connected to reliable internet
- Know how to use the **Chat function** on Zoom.
- Personal information is required on the day of the assessment so please **find your Letter of Acceptance (LOA)** and bring it to the assessment session.

On your LOA please:

- Locate your **CIC ID number**, starting with 2021-01-xxxx on your Letter of Acceptance
- Enter this into your assessment **without** the dashes
- Connect with your regional admission officer via Email if you have any questions

Must do DURING the assessment:

- Be on time and **join the session 15 minutes before the start time**
- Have your **Letter of Acceptance** with you
- Sit in front of the computer** and ensure there is **no bright light (windows) behind you**
- Sit close to the camera** so that your **entire face is visible** to our invigilators **at all times**
- Communicate with the invigilating teacher with Zoom Chat** so that the other students are not disturbed by the voice conversation.

NOT ALLOWED:

- Calculators and dictionaries
- Wearing hat or sunglasses
- Leave your position
- Carry on a dialogue with others in your home