



Pearson

Guidance for Conducting Pearson LCCI multiple-choice tests

Additional guidance notes for examination supervisors for completing the candidate answer sheet

Please read the following notes carefully before the examination.

Important

When completing the Candidate Answer Sheet, candidates must use an HB pencil only. If they use a pen, the results will not be recorded. They will also need an eraser to correct any mistakes.

Before the examination begins

Examination supervisors should ask the candidates to complete the following sections on the OMR sheet, and check that each candidate has completed the details correctly as illustrated.

Centre code – candidate should enter the Examination Centre code. Write this on a board before the examination begins.

Test number – on the front of each question paper and can be checked without opening the envelope containing question papers. Write this on a board before the examination begins.

Candidate name – remind candidates to write their first name and family name clearly.

Exam title – this is given on each question paper and can be checked without opening the envelope containing question papers. Write this on a board before the examination begins.

Entry Pearson Ref – ensure you have the list of candidate registration numbers from Pearson. Candidates should enter their own candidate number.

Order number – candidate should enter the Order Number. Write this on a board before the examination begins.

Remind candidates to use a pencil.

Examination supervisors should inform candidates that they should:

- Read the questions carefully and choose the correct answer A, B, C, or D
- Carefully enter each answer against the correct question number in the Answers area
- Only use an HB pencil
- Mark only one answer
- Make sure they fill the circles completely
- Only complete the answers to the questions
- Not make marks on the Candidate Answer Sheet except in the places provided
- If they make a mistake, make sure they erase it completely.

When all the candidates are ready, tell them:

- The time allowed for the test
- To start work.



Mark your responses like this: ●
 Do NOT mark your responses like this: / ✕ ✓ ⊖ ○
 Use an HB or No. 2 pencil only. Erase mistakes thoroughly.

Centre Name *CENTRE A*

Centre Code *ANK111*

Candidate Name *CANDIDATE A*

Exam Title *LCCI EXAM A*

Test No. *ASE111512*

Candidate No. *1387222*

Exam Date *11/1/2016*

ENTRY PEARSON REF							
1	3	8	7	2	2	2	2
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

ORDER NUMBER							
2	4	0	0	5	9	8	4
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

ANSWERS			
1	●	B	C
2	●	A	D
3	●	A	C
4	●	A	C
5	●	A	B
6	●	A	C
7	●	B	C
8	●	B	C
9	●	B	C
10	●	A	B
11	●	A	B
12	●	A	B
13	●	A	C
14	●	A	C
15	●	A	B
16	●	A	C
17	●	A	B
18	●	A	B
19	●	A	C
20	●	A	B
21	●	B	C
22	●	A	C
23	●	A	B
24	●	A	B
25	●	A	B
26	●	A	C
27	●	B	C
28	●	A	B
29	●	A	B
30	●	A	B
31	●	A	B
32	●	A	B
33	●	A	B
34	●	A	B
35	●	A	B
36	●	A	B
37	●	A	B
38	●	A	B
39	●	A	B
40	●	A	B
41	●	A	B
42	●	A	B
43	●	A	B
44	●	A	B
45	●	A	B
46	●	A	B
47	●	A	B
48	●	A	B
49	●	A	B
50	●	A	B
51	●	A	B
52	●	A	B
53	●	A	B
54	●	A	B
55	●	A	B
56	●	A	B
57	●	A	B
58	●	A	B
59	●	A	B
60	●	A	B