

# Qualified Lawyers Transfer Test – March 2010

## Venues

Unless informed otherwise, the Test venues are as follows:

### London

Head I-III The London Metropolitan University – Stapleton House

Head IV BPP Procter House

### Manchester

Head I-III BPP St James Building Manchester

Maps of these venues are available to download.

## Broad Guidelines

Candidates should study the Broad Guidelines carefully as they contain further details as to the Tests, including important information regarding the format of each Test.

## Data Monitoring Questionnaire

We are required by the Solicitors' Regulation Authority to request data from candidates sitting the Tests. Candidates will be provided with Data Monitoring Questionnaires at each Test venue which should be completed and handed to an invigilator.

## Identification

Candidates must bring photographic ID to the Test(s). This can be a passport, driving licence or the like.



## Calculators and Other Electronic Devices

Mobile phones or PDAs may not be used in the Tests under any circumstances. Candidates are permitted to use silent, non-programmable calculators. No other electronic devices are permitted on a candidate's desk.

## Test Administration

Please ensure that you have read the QLTT Handbook provided by BPP as this contains information regarding the Test specification, Test procedure including details of the required pass marks for each Head, what to do if you have extenuating circumstances, such as an illness, during your Test and the appeals procedure following publication of results. If you have not yet received your QLTT Handbook, please email [qltt@bpp.com](mailto:qltt@bpp.com)

Please be punctual for your Tests. Candidates will not be granted entry into the Test venue more than 30 minutes after the commencement of each Test and no additional time will be given to late entrants. Please note that the Test venues do not have study areas for use by candidates prior to the Tests, therefore we advise that candidates **do not** arrive prior to 12.00pm.

You are advised not to take any valuables into the Test venue. BPP Professional Education is not responsible for any items lost or stolen whilst you are taking your Test.

All candidates will be allocated an individual exam-style desk with a candidate card denoting their unique candidate number.

Although each Test will finish promptly, you should allow time for your scripts to be collected. In large venues this can take up to 10 minutes and your patience will be greatly appreciated.

## Administration and Results

The results of the Tests will be sent out by email and post approximately 6-8 weeks after the sitting. Please email [qlttrresults@bpp.com](mailto:qlttrresults@bpp.com) with any queries.