

Exam Announcements (information for invigilators)

Please listen carefully because this information is very important.

- Exam rules start now and remain in place until all papers are collected, and we tell you to leave the room.
- Exam rules are there to ensure that this assessment is fair for all students, so that no student can potentially gain an unfair advantage. Do not put your degree at risk.
- If you need help at any point before or during the exam, raise your hand and wait for an invigilator. You may only communicate with invigilators.
- Do not open the exam question paper until you are told to begin.
- All notes, phones, and electronic devices including earbuds, smartwatches, smart glasses, translators and smart pens must be stored in a closed bag under your chair or desk for the entire exam.
- If you do not have a bag, place items on the floor under your chair or desk.

WE ARE GOING TO GIVE YOU TIME NOW TO FOLLOW THESE IMPORTANT RULES:

- Switch your phone OFF completely. Silent mode or flight mode is not allowed. Disable any alarms you have set.
- Check your pockets and desk now. Remove any prohibited items and store them in your bag or under your chair or desk.
- If you have a basic watch, place it on your desk. Do not wear it.
- Do not store prohibited items in any pockets, including coat pockets. If you don't have a bag, place items on the floor under your chair or desk

PAUSE

- If you are found with a prohibited item, from this point on it, will be confiscated and reported to the Student Conduct Team—even if you have not used it.
- If you need to leave or require assistance, raise your hand high and wait for an invigilator.
- Students who leave without permission will be reported to the Student Conduct Team.

PAUSE

- Check that the question paper on your desk is for the correct exam that you expect to be taking. *(Pause to allow checking.)*
 - You can use a calculator in your exam if they're specifically allowed, as long as it is the right type as permitted by your school.
 - Do NOT remove answer books, pages, or Tele form sheets from this venue
 - Complete your attendance slip and the front of all answer books or Tele form sheets now. *(Pause to allow completion.)* Place your student ID card on your desk so invigilators can check your attendance.
-

Fire Safety Announcement

If the fire alarm sounds:

- Stop writing immediately.
- Draw a line under your last answer and leave all papers on your desk.
- Exit calmly and go to the assembly point shown on the fire notice in this room.

(Invigilators: check the fire notice for the correct assembly point.)

Starting the Exam

- This exam lasts [insert hours and minutes].
 - If the exam is two hours or longer, you cannot leave during the first hour or the last 30 minutes.
 - The exam will begin at [insert start time] and end at [insert finish time].
 - A 15-minute warning will be given at [insert time].
 - You may now begin writing. Good luck!
-

15-Minute Warning

- The time is [insert time]. You have 15 minutes left, unless it has been agreed that you are allowed extra time.
 - Make sure you have completed the front of all answer books and Tele form sheets.
 - You will NOT be allowed to fill in these details after the exam ends.
 - This rule ensures fairness for all students.
-

Ending the Exam

- **Stop writing now.** Anyone continuing to write will be reported to the Student Conduct Team unless it has been agreed that you are allowed extra time.
- Stay seated **and** in silence while invigilators collect your papers.
- Do **not** turn on phones or access any notes until you leave the room.
- Exam conditions apply until you have left the venue.
- If you used script books:
 1. Seal your answer book for anonymous marking by folding and sticking the flap to hide your name.
 2. Place any extra answer books inside the first one.
- If you need help, raise your hand.
- Remove all personal belongings from your desk and from under your chair or desk
- Leave quietly when you are told you can go.

FIRE ANNOUNCEMENT – ONLY read out when an evacuation is required.

- Draw a line under your last written response, leave all exam paperwork on your desk and go immediately to the assembly point at XX
- Exam conditions still apply, so do not speak or communicate with anyone. You must not access any devices or notes during this evacuation

Announcement at the assembly point

Exam conditions will continue to apply:

do not discuss the content of your exam,

do not access, notes, electronic devices, phones, smart watches etc. during this evacuation.

Stay at the assembly point until a decision is made concerning the restart of the exam.

On re-entering the exam venue, make ONE of the following announcements:

(Continuing the exam)

1. You are still under exam conditions, and we are about to restart the exam.
2. **xxxx** minutes will be added to the end of the exam to compensate for the time away from this venue.
3. The time is now **xxxx** This exam will finish at **xxxx** precisely.
4. Begin writing.

(Abandoning the exam)

1. Due to the fire alarm and the time spent outside this venue, we have been advised that this exam will be abandoned.
2. Exam conditions remain in place until all paperwork has been collected from your desk.
3. Do not speak or communicate with anyone until you leave the venue.

(Depending on the type of answer material supplied for this exam, read out point 4 OR 5&6)

4. Ensure the front of your teleform sheets have been completed.
5. Ensure that the front of your answer book has been completed and sealed for anonymous marking by folding over and sticking the right-hand flap to hide your name.
6. If you have used more than one answer book, place it inside the first book.
7. If you require assistance, raise your hand. An invigilator will come to you as quickly as possible.
8. Please be patient and do not leave until we have collected your exam documentation.
9. Your School will contact you to advise what will happen next.