

Invigilator Announcements

If possible, candidates are to be allowed to enter the examination room approximately 10 minutes before the examination is due to start.

When the students are settled the following announcement should be made:

(1ST ANNOUNCEMENT TO BE MADE BY INVIGILATOR IN CHARGE, AT THE START OF THE EXAM)

"YOUR ATTENTION PLEASE:

1. PLEASE DISPLAY YOUR STUDENT CARD ON YOUR DESK THROUGHOUT THE EXAMINATION.
2. COMPLETE THE ATTENDANCE SLIP IF THERE IS ONE ON YOUR DESK.
3. ONLY AUTHORISED MATERIALS SHOULD BE RETAINED ON YOUR DESK DURING THE EXAMINATION.
4. *****CHECK THAT THE PAPER IN FRONT OF YOU IS THE ONE YOU SHOULD BE SITTING.*****
5. *****ALL CANDIDATES SHOULD WRITE CLEARLY ON THE FRONT OF ALL ANSWER BOOKS USED THE DESK NUMBER WHERE THEY ARE SEATED (AS INDICATED ON TOP RIGHT CORNER OF DESK).*****
6. PLEASE READ THE INSTRUCTIONS ON THE EXAM BOOKS CAREFULLY. IT IS ESSENTIAL THAT YOU FILL IN YOUR REGISTRATION NUMBER ON THE FRONT OF THE EXAM BOOK AND ON ALL STATIONERY USED. YOU SHOULD ONLY SEAL THE STICKY EDGE ONCE YOU HAVE COMPLETED THE EXAM.
7. IF YOU REQUIRE CONTINUATION SHEETS OR ADDITIONAL ANSWER BOOKS PLEASE LET US KNOW BY RAISING YOUR HAND. TREASURY TAGS WILL BE SUPPLIED FOR YOU TO SECURE THE CONTINUATION SHEETS TO YOUR EXAM BOOK."
8. YOU CANNOT LEAVE THE HALL DURING THE FIRST THIRD OF THE EXAMINATION OR DURING THE LAST FIFTEEN MINUTES. I WILL WARN YOU WHEN THERE ARE FIFTEEN MINUTES AND FIVE MINUTES LEFT. WHEN LEAVING THE ROOM, PLEASE DO SO QUIETLY.
9. IF YOU ARE FOUND TO HAVE TAKEN A BREAK DURING THE EXAMINATION WITH ANY UNAUTHORISED MATERIALS IN YOUR POSSESSION YOU WILL BE REPORTED AND DISCIPLINARY ACTION WILL BE TAKEN.
10. IF YOU COMPLETE THE EXAMINATION EARLY, PLEASE RAISE YOUR HAND AND WAIT FOR YOUR EXAM BOOK TO BE COLLECTED BEFORE YOU LEAVE THE ROOM.
11. PLEASE ENSURE THAT ALL MOBILE PHONES AND OTHER ELECTRONIC DEVICES ARE SWITCHED OFF AND ARE PLACED IN YOUR BAG".
12. AT THE END OF THE EXAMINATION PLEASE REMAIN IN YOUR SEAT AND FOLLOW THE INVIGILATOR INSTRUCTIONS.
13. YOU MAY NOW BEGIN WRITING ..."

15 minutes before the end of the examination invigilators should remind candidates that they may NOT now leave the room until the examination is formally over.

Invigilators should give candidates a final reminder 5 minutes before the end of the examination.

At the end of the examination the following announcement should be made:

(2nd ANNOUNCEMENT TO BE MADE BY INVIGILATOR IN CHARGE, AT THE END OF THE EXAM)

"YOUR ATTENTION PLEASE:

- 1. THE EXAMINATION IS NOW OVER, PLEASE STOP WRITING.**
- 2. PLEASE REMAIN SEATED IN SILENCE WHILE THE EXAMINATION SCRIPTS ARE COLLECTED AND DO NOT LEAVE THE ROOM UNTIL INSTRUCTED TO DO SO BY AN INVIGILATOR.**