

“GOOD MORNING/GOOD AFTERNOON – MAY I HAVE YOUR ATTENTION PLEASE”

In addition to the instructions on your personal examination timetable, you should note the following points:

- 1 Please place your ID card on the top right hand corner of the desk so that the invigilator may check your number against the invigilation report.
- 2 Unless otherwise authorised, only your ID card, writing instrument(s), question paper and script book are allowed on your desk. Pencil cases and calculator cases are not permitted in the examination room. If you have your examination timetable with you it must be placed on the floor beneath your desk.
- 3 **Mobile phones, iPods, MP3s or similar devices are not permitted in Examination Centres.** If you have any of these devices with you, please ensure that they are switched off and placed in your bag or on the floor beneath your desk. Possession of unauthorised material or devices is sufficient cause for a Board of Examiners to declare your examination void. Cheating in examinations is a serious offence and invigilators will be exercising vigilance in its detection.
- 4 If you require anything during the examination, or if you wish to leave the room temporarily, raise your hand to attract the attention of an invigilator. Candidates leaving temporarily must be accompanied by an invigilator or other authorised person.
- 5 If at any time during this session you have a concern about the conduct of the examination such as a disturbance or any other matter that might affect your performance you must raise the issue immediately with an invigilator.
- 6 Candidates must not communicate with one another during the examination.
- 7 Please read the directions on the front cover of your examination script and ensure that you have the correct paper in front of you.
- 8 If you do not wish to submit a script for marking you should complete and sign a 'Nil Return' form.
- 9 You may not leave the examination during the first hour nor during the final fifteen minutes of the session.
- 10 You must remain seated at your desk until an invigilator collects your script. You should leave once your script is collected and you should do so **quietly** as there may be other students still doing examinations.
- 11 You must not remove any examination answer booklets from the hall.

ANNOUNCE - “YOU MAY NOW BEGIN YOUR EXAMINATION”

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Fifteen minutes before the end of the session the following announcement should be made:

“You have fifteen minutes left to complete your examination. No-one may leave the hall during the final fifteen minutes of the examination.”

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

“You must stop writing now. Please ensure that you have completed the details on the front cover of your script including your desk number, ID number and name and that your name has been concealed by the adhesive flap. It is the responsibility of each candidate to ensure that his or her script is received by an invigilator. You must remain seated at your desk until an invigilator collects your script. You should leave once your script is collected and you should do so **quietly** as there may be other students still doing examinations.