



Guide to In College Exams

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Introduction

Welcome to the latest edition of the University's Guide to In College Examinations. This has been prepared for the main examination period in 2017 – **22 May - 16 June**, although the principles are relevant for in college exams throughout the year.

This guide is designed to support colleges in running exams 'in college' and share some ideas for good practice.

The guidance here is aimed at all written exams – prelims, tripos and MPhil's. This Guide should be read in conjunction with the Guide to Exam Arrangements.

Each college runs things differently and this guide explains the formal university procedures – it is expected that there is a college layer that is not included here where you will also consider other colleagues such as porters, tutors, college nurse etc.

It is expected that this guide will be updated annually and any information that colleges would like included, or good practice tips they would like to share, should be emailed to recordsandexams@admin.cam.ac.uk by the division of the Lent term in any year.

Making an application

Applications for students to take examinations in college should be made as early as possible in the academic year, and no later than the division of the Lent term preceding the examination (where the examination occurs in the Easter term).

Most candidates who have exam arrangements would sit in the university central locations provided;

- the Titan Suite (for those requiring a PC and /or extra time and / or rest breaks) *or*,
- the University Centre (for those requiring extra time and / or rest breaks).

These venues are available when the total amount of time taken to complete the examination (including rest breaks and reading time where applicable) does not exceed **4 hours 25 minutes** (irrespective of how this may be split between extra writing time, reading time and rest breaks).

Where students have approval for times that do exceed 4 hours 25 mins, or if their circumstances mean that they need to be in a single room (for example, using a scribe / amanuensis), then they will have to take their examination in college.

Requests are made using CamSIS by college staff and are approved on behalf of the Board of Examinations. Requests to the Board are made at the discretion of the college, following discussion with the student, referencing any medical evidence and recommendations from student support documentation (SSD).

Where a college and the Board agree that a student may sit examinations in college, the college then assumes responsibility for the practical implications and the examination environment. Official examination start times apply and an examination in college is subject to University examination regulations, including inspection by the Proctors.

From the Michaelmas Term 2014, applications will be approved by email as they are submitted and meet the requirements, rather than waiting until the Easter term. We hope that this will allow colleges to feed this back to the students in a timely manner, and allow students to start practising with real-time tests.

You may find the following useful;

Exam arrangements – information for candidates;

<http://www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/Access.html>

Exam arrangements – how to make an application in CamSIS

<http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/index.html#special>

Good practice recommendation: *Where a student has exam arrangements which are in excess of the maximum standards, or something less common such as voice-activated software or individual room, there should be a follow up meeting with the student either directly after the exam season, or at the start of the following term to discuss how it went, and any adjustments needed for the following season.*

Preparing for the Exam

The practicalities of preparing for the exams in college fall to the college to arrange. Colleges are responsible for finding and appointing invigilators, identifying a suitable room for the exam and any further requirements the candidate may have, such as using a PC, voice activated software etc. Colleges are also responsible for collecting and returning the examination script (see 'Collection and Return of scripts')

When choosing a room, where possible, the following should be considered;

- Any potential noise from surrounding rooms or areas that may disturb the student
- A toilet should be close by so the student does not need to travel far
- Natural light where possible, but also blinds or curtains in the room operational in case of sun reflection
- Close to a contact in case of a query, or a working (but silenced) telephone in the room
- Any alarms that are scheduled to ring, such as a fire alarm. This should be altered so that the student is not interrupted.

Once rooms are known, the student should be informed so that they know in good time what room they will be in. If they have exams across different rooms in the exam period, ensure that they are familiar with them all, and their timetable.

Good practice recommendation: *Where students will be in college, especially those sitting exams for the first time, it can be useful to gather them together for a short session, informing them what to expect. This could include information on how to take rest breaks, the procedure for using the toilet, where they may be seated in the room, and where the invigilator may be. It may also include information on possible Proctorial visits.*

Mock Exams / applying the standards

Many colleges operate mock exams for students in the Lent term to allow practise scenarios. Where this is the case, candidates who have applied for, or been approved for exam arrangements should have these same standards applied as this will allow the students to practise in real-time.

From the Michaelmas Term 2014, applications will be approved by email as they are submitted and meet the requirements, rather than waiting until the Easter term. Because of this, we encourage colleges to contact their students early in the Michaelmas term regarding exam arrangements, so that any mock exams can run as close to the full exams as possible. If an application is made for a student that is above the maximum standard (25% extra time plus 5 mins per hour break time), then we advise you to apply as early as possible, and until it has been approved, use the maximum standards.

Invigilators

It is the college responsibility to appoint invigilators for exams in college, including all legal requirements for appointment.

In college invigilators are welcome at the university invigilator briefings that take place in the Easter Term. Dates will be circulated to Colleges.

The university appoints four types of invigilators – junior invigilators, standard invigilators, senior invigilators and invigilators for practical examinations.

- Junior Invigilator – used for small groups of students and shares with other Senior Invigilators.
- Standard Invigilators – used for small groups of students. Standard written exams.
- Senior Invigilators – used for larger groups of students, when there is more than one invigilator required, and for complex examinations, such as medicine.
- Practical Invigilators – to manage ‘wet’ practicals in the MVST and NST

It is likely that in college you would only need to appoint standard invigilators.

Guidance notes for invigilators are circulated to colleges before the start of the exam season and these documents should all be available to the invigilator in the examination room.

There are no qualification requirements for invigilators – the only essential requirement is common sense.

Invigilators are expected to wear a gown in the exam room. This is to identify them as the person in charge of the room.

Invigilators in main sites are required to remain vigilant throughout the session, walking the rows and attending to requests to leave the room. It is not possible for invigilators on these sites to read, do marking etc.

However, 1:1 or small groups of invigilation have slightly different rules. It can be off-putting for students if an invigilator is staring at them throughout the course of their examination so it is possible for them to take reading and marking into a room, as long as they remain vigilant to student's needs.

Invigilators need to know how to contact someone in case of an emergency, or in case they need to leave the room for a reason. Colleges must ensure that they can make this contact without leaving the room unattended.

The Board of Examinations require a report form to be completed for every examination session by the invigilator. The form is to be printed on blue paper (any shade) and when complete, returned to Exams, Student Registry, 4 Mill Lane. These are retained in case of query or complaint.

The payment rates are reviewed annually (in December) by the Board of Examinations, and the current university rate of payment for standard invigilators for 2016/17 is **£13.75** per hour

Good practice recommendation: *Trial new invigilators during any college ‘mock’ exams. This will allow you to see how well they manage with different end times, scripts etc and is a useful guide to see how reliable they are before the Tripos starts*

Students requiring computer provision

Some students will require use of a computer to type their examination in college. In these cases it is up to the college to provide the computer and printer.

Colleges should ensure that;

- The computer has internet access disabled
- Any networking of the computer is disabled – i.e. access to files held on shared drives
- Spelling and grammar check has been checked. Candidates can only use the UK spellcheck – any candidates for language papers cannot use that language spell or grammar check as these are essential elements of the assessment. Students are not allowed to use the spelling and grammar check after the exam has finished.
- The student is familiar, as far as possible, with the operating system – i.e. if it is a mac, then they should be familiar with a mac. Same with windows.

We advise that the student's answer paper is saved to a memory stick after completion (not to the desktop) and held securely for 3 months before destroying. This is in case of query or appeal. The answer paper should not be made available to the student.

Where a student requires voice-activation software, separate guidelines are available from the Board of Examinations and will be sent to colleges as applications are approved.

Good practice recommendations:

- *encourage students to save to the memory stick on a regular basis for safety and ensure that they check that all of their work has printed successfully before it goes into the envelope.*
- *ask students to complete the form found in [Appendix B](#), indicating that they have checked their work prior to submission. This practice already exists in the Titan Suite.*
- *Instead of attaching the typed version to a booklet (if supplied), use the cover sheet found in [Appendix C](#). This reduces waste and easily identifies the student to the Examiner. We also recommend that students indicate their candidate number (it must not be their name!) in the header or footer of their answer paper.*

On the day

On the day of the examination, students should arrive to the location promptly and the exam should start at the same time as the main sites. If the student has permission to sit the exam at another time, they should be kept in isolation until that time.

The same rules apply in college venues as to main sites – unless otherwise agreed, students may take a small bottle of non-carbonated drink to her or his desk for consumption during an examination session provided that no disturbance is thereby caused to other candidates. Except with the written consent of the Secretary of the Board of Examinations no food or other items of drink may be taken into an examination room; cigarettes, e-cigarettes, and the like are also prohibited from all examination venues. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of unauthorized items until the examination session is ended

Good practice recommendation: *Students should bring their university card with them and leave it on their desks (as in main sites) – the proctors have a list of those students sitting in college and this will allow them to double-check when they visit.*

Some exams allow certain items to be used, such as calculators, statute books etc. Where this is the case, it will be printed on the front of the question paper. In cases of doubt, please check with the exam office who hold a definitive list.

Invigilators should be aware of the end time for each candidate in the room – this may be different per candidate – and inform them when they have 30 minutes and 5 minutes left. Try not to disturb other candidates in the room with these notices.

Some colleges prefer to make announcements on a more frequent basis, perhaps every hour. This is up to the college, but the 30 and 5 minute notices should remain.

Good practice recommendation: *ask invigilators to arrive 10 minutes before the start of the examination so that you can brief them on the different rest breaks, permitted text books etc.*

If an issue should arise during the exam, invigilators must be able to contact someone in college for advice or assistance without leaving the room.

If there is a query on the question paper, you should ring the exam office who will contact the examiner and ask them to call the college directly. The Examiner will not visit the college, but will deal with the query over the phone.

Similarly, if there is a correction to the question paper, this will be circulated to the college via the agreed email address, followed up by a phone call to confirm that it has been received. It is up to college to ensure that they have supplied the correct addresses, and that staff have access on Saturdays and Bank Holidays.

Candidates can leave the room before the end of the examination, but not in the first 30 minutes. This applies to all sites and includes candidates in college.

When leaving the examination room in college, you must ensure that the candidates do not remove any examination stationery from the room. See the section on [security](#).

There are some restrictions on removal of question papers from exam rooms that apply to in college students as well.

The list of subjects approved for 2016/17 will be circulated before 22 May 2017

Collection and return of scripts

Question packs for students in college can be collected from Reprographics on the day of the exam. When you collect your papers please check that it is the right paper for the right student. Reprographics are dealing with thousands of in college exam packs and will not be offended if you take it back. For the morning exams, collect from 8am, for an afternoon exam, collection from 12.00pm.

In exceptional circumstances only, reprographics may agree to release papers early, however this is at the discretion of reprographics.

For Murray Edwards, Fitzwilliam, Churchill, Lucy Cavendish, Girton, Hughes Hall, Homerton and St Edmunds only we offer a courier service during the **main** period of exams. Afternoon papers are collected from Reprographics at 11am and delivered to the Colleges. At 2.30 the courier will return to collect the morning scripts and return them to Reprographics

Please also see section on [late fallers](#)

At the end of the exam, packs should be returned to reprographics as soon as possible.

It is vital that you do not enclose anything in the pack other than the answer script as the pack is not opened until it reaches the examiner. Do not include excess stationery, invigilator report forms, desk tickets or anything else that can identify the student.

We are under pressure to move the scripts to Examiners as soon as possible due to the tight marking turn around.

For information, a flow chart showing the life cycle of an in college exam script is shown in [Appendix A](#)

Reprographics opening hours are as follows;

Main exam period (22 May – 16 June 2017)

Monday - Friday

8am – 6pm – open throughout the lunch period

Saturdays and Bank Holiday Monday

8am – 3pm

Rest of year

Monday - Friday

8.30am – 13.00

14.00 – 16.45

Additional requirements

Some exams allow additional materials either to be bought into the exam, or supplied with the question paper. These will usually be supplied with each student's exam pack (unless provided by the student), but in cases of query, do contact reprographics.

Any additional requirements will be shown on the front of the question paper. If nothing is listed, then it cannot be used.

Dictionaries (any language) must not be used, unless specifically listed on the front of the question paper.

Whilst the list below is not exhaustive, some examples are listed below, along with how they are commonly supplied.

What	Who supplies	Further comment
Data book	via reprographics in exam pack	Engineering exams
Calculators	Student can bring in approved calculator. Approval is a yellow sticker showing 'CU'	List of allowed subjects published annually in Reporter http://www.admin.cam.ac.uk/reporter/2015-16/weekly/6398/section4.shtml#heading2-14
Formulae books	Via reprographics in exam pack	
Specialist graph paper	Via reprographics in exam pack	Template is available from Student Registry on request
Statute books	Student. No tabs on pages unless permission has been granted.	Law exams
Shakespeare – Complete works	Via reprographics in exam pack	English exams
Bibles	Via reprographics in exam pack	Theology exams

Break time procedure

Some students are allowed breaks during the exam, agreed by the Board of Examinations. During these breaks, the clock stops until the end of that break. The rest break procedure for the colleges and central site is as follows;

Rest Break Procedure for students

You **MUST** indicate to the invigilator when starting and ending a rest period. A single rest period can be taken at any time during the examination and can be of any length (subject to 5 minutes minimum) as long as the total rest time taken during the examination does not exceed your allowed maximum.

You can remain seated or you may exit the examination room but you **MUST** remain in the company of the attendant. In either case, you cannot continue writing or reading whilst taking a rest or talk to any person other than examination staff.

You do not have to take any or all of your rest time.

The invigilator will keep a running total of your rest time, and therefore a note of your new examination finish time. You will be informed of 30 minutes remaining before the latest new examination finish time. If you take a rest period after so being informed then the 5 minute warning time will be adjusted accordingly. No rest period will be permitted after the 5 minute warning has been given.

Good practice recommendation: *You may wish to print copies of this and leave them in the examination room or email to those students who have rest breaks approved. This should help them prepare and manage their time effectively.*

Security

The security of the question pack is paramount on the run up to the exam. If you receive the pack early, ensure that it is held securely in a lockable cabinet until required.

After the exam is finished, return the pack as soon as possible to Reprographics. If it is to be held in college overnight or for any period of time, ensure that it is held securely in a lockable cabinet until ready to be returned.

If papers are locked away overnight, please ensure that they are returned to Reprographics **as soon as possible** at the next possible opportunity.

Any formulae booklets or extras that were in the question pack should be returned separately to Reprographics – **DO NOT** enclose them with the student's answer script as the pack is not opened until it reaches the Examiner.

Candidates may not remove any examination stationery from the room. Rough work must be retained by the college in case of query and any excess stationery can be returned to reprographics. Please ensure that you store all exam stationery securely and return any excess to reprographics at the end of the exam period.

Good practice recommendation: *Retain the paper waste (such as rough work) from each candidate's sitting in individual envelopes, marking the candidate and time and date. This will allow you to quickly access the information in case of query.*

Late Fallers

There will always be candidates who are 'late fallers' – i.e. their circumstances change overnight and they need to be moved into college. This may be an accident or passing illness such as a stomach upset, or something more significant that will affect the rest of their exams in the season, such as panic attacks.

When this happens, you must decide with the student which route to take – move into college to take the exam there, either at the same time or later once they are recovered, or to withdraw from that paper or future papers. If the decision is for the student to take the exam later, once recovered, then this must be within a reasonable amount of time, and certainly the same day, otherwise the student could be considered to have had an unfair advantage over other students taking the same paper.

Each college will have their own process for agreeing to move a candidate into college, and those persons in college who need to know, for example, college nurse, porters, tutor etc. along with any authorisation from Senior Tutor or similar.

The following processes are the university process only.

If the student is to be moved into college, the university process **for the main period** is as follows;

- Between 8am – 9am daily, ring the Strong Room at Reprographics on ext 65034. Someone from the Student Registry will be there to confirm that the candidate can be moved into college as a late faller. **(Do not try other numbers at reprographics as they cannot authorise late fallers).**
- At all other times call the Student Registry on 38389.
- The Student Registry will then alert the reprographics team who will prepare an exam pack for college to collect.
- The college should then arrange collection of the pack and the 'in college' process begins. If the student is taking the exam at a later time, they must be kept in isolation until they have completed the exam.
- College must submit an application via CamSIS for the student to take the exam in college, even at this late stage. This is important for our audit trail which gets reported to HESA and is also used as information to help identify and monitor trends, which inform policy in this area.

Once the exam has finished, return the pack to reprographics in the usual way.

If the student is to be moved into college, the university process **for the rest of the year** is as follows;

- Contact the Student Registry on ext 66548 or 38389. Someone from the Student Registry will confirm that the candidate can be moved into college as a late faller. **(Do not contact reprographics directly as they cannot authorise late fallers).**
- The Student Registry will then alert the reprographics team who will prepare an exam pack for college to collect.
- The college should then arrange collection of the pack and the 'in college' process begins. If the student is taking the exam at a later time, they must be kept in isolation until they have completed the exam.
- College must submit an application via CamSIS for the student to take the exam in college, even at this late stage. This is important as our statistical analysis that

identifies trends and is reported at committee is taken from this data and also informs how many 'in college' students there were in a period.

- Once the exam has finished, return the pack to reprographics in the usual way.

If the student is withdrawing from the paper, and/or any additional papers, the process is as follows;

- Email recordsandexams@admin.cam.ac.uk ASAP with the student information, indicating the papers that they are withdrawing from. The team will then mark them as withdrawn on future papers and this should avoid any further chasing when the student is absent from an exam site.

Note: If there is a short time between sending your email and the student's next exam, you may still be chased – many of the student registry staff are also exam supervisors for the main sites.

- If the student is going out of residence, update the programme/plan stack in CamSIS in line with the training guide. This should be done even if it is towards the end of term.

Incommunicado

Guidelines are available to assist college staff in keeping students incommunicado for examinations. The guidelines are available online [here](#).

Colleges should contact Catherine Fage with particular queries

Candidates returning to college from main site to finish

There are circumstances when college is called to a main site to deal with a student. This is usually if the student has become unwell, or is in distress and causing a disturbance to other candidates. In these circumstances, the room supervisor will telephone the key college contact and ask them to send someone to collect the student.

When this happens, the clock will have stopped on the student's exam. Their answer booklet, question paper and any other materials, such as formulae booklets, will have been packed up in an envelope, ready to go back to College. The envelope will also indicate how much time the student has left.

Once you have collected the student, it is up to you to determine when the student is ready to complete the exam, and also any future adjustments for any remaining exams, if appropriate.

Proctors

It is the role of the Proctors to oversee the conduct of university exams, whether it is on a university site, or a candidate sitting in college. They are the front line presence of the Board of Examinations in an exam room and they exercise this presence by 'walking' university exams. During the main exam period, a Proctor will always be available 'on call', as well as those walking the exam venues. If you need a Proctor to come to college, contact the exam office in the first instance, who will contact the on call Proctor.

Exam walking by Proctors occurs during every exam session and they aim to cover two thirds of the exam sessions, but not attempt to visit every room in every session.

When Proctors arrive on site, they 'walk the room'. This is to assess;

- the arrangements in place for students are appropriate
- the environment – stuffy / hot rooms, noise
- the invigilator – ensuring that they are wearing a gown and are alert

They may speak with the invigilator, but will not engage with the student(s). Any communication will be done quietly so as not to disrupt the student(s) taking the exam.

Good practice recommendation: Proctors will usually report first to the Porter's Lodge – ensure that your porters know what exams are happening in which rooms and which students, so that they can easily direct the Proctors.

Key Contacts

Exam Office – Telephone – (3) 34488 or (7) 64995

The Exam office is open

12.30 – 17.00 Monday to Friday 24 April – 12 May

07.30 – 18.30 Monday to Saturday 22 May – 16 June. Outside of these dates, please ring the numbers below or the Student Registry enquiries line (7) 66302

Strong Room at Reprographics (main period only 8-9am daily) – (7) 65034

For late fallers only during the main exam period

Late Fallers outside of the main period – (7) 66548/ (3) 38389

Reprographics enquiries – (3) 32231

For problems with question papers – missing pages etc.

Jo Overhill – deputy Head of Exams– (7) 66548

Craig Belcher – Administrative Officer (exam operations) – (3) 31201

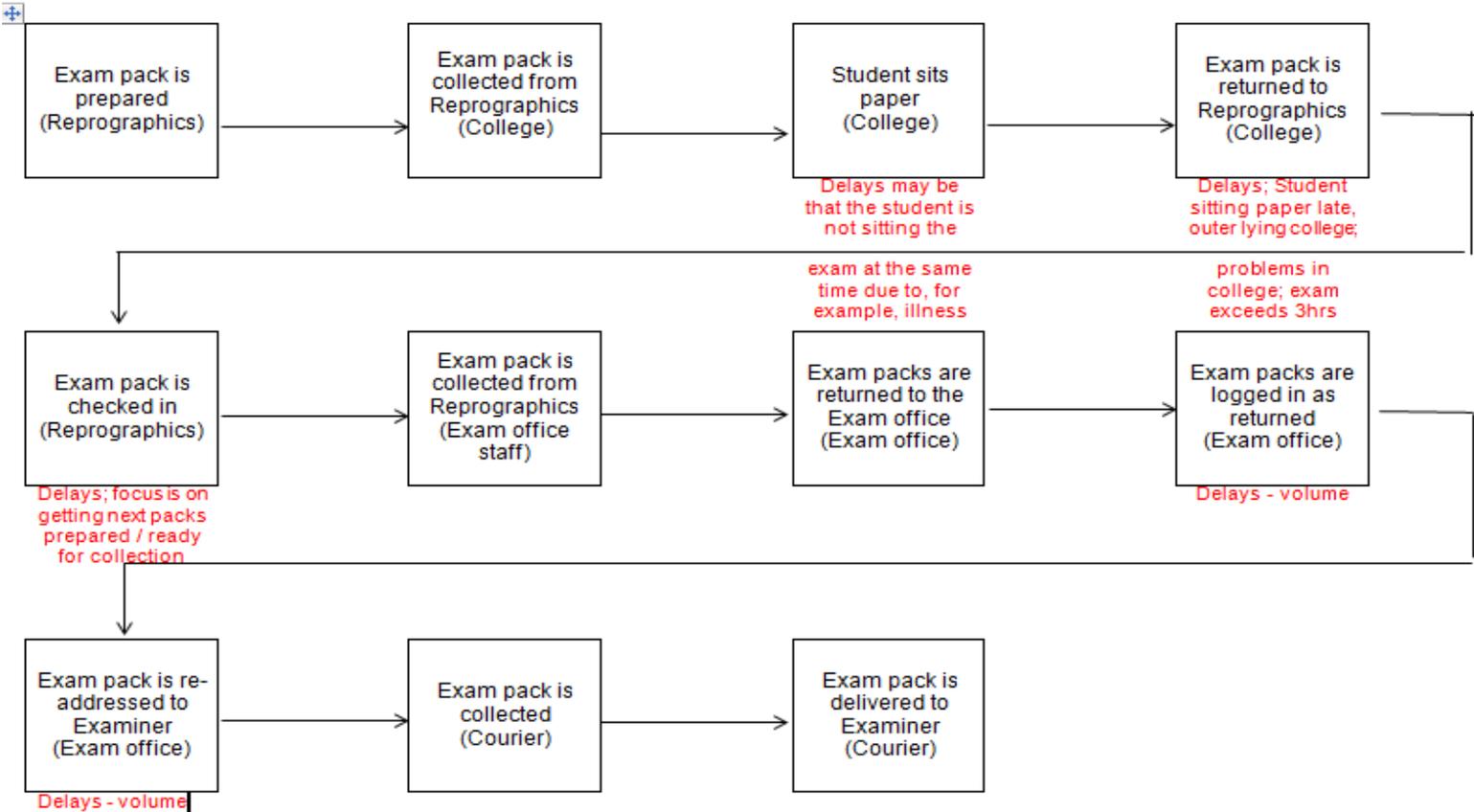
Karen Morris – Administrative Officer (exam arrangements) – (3) 38389

Records and Exams team – general enquiries line – (7) 64978

Student Registry – general enquiries line – (7) 66302

Appendix A

The life cycle of an in college exam script



Appendix B

In College Exam

CANDIDATE NAME

COLLEGE

CANDIDATE NUMBER

EXAMINATION
(e.g. Tripos and Part)

SUBJECT/PAPER NO. AND TITLE

DATE

AM OR PM SESSION

I certify that having printed off the work I have done in College that the script I have handed in constitutes my complete work undertaken in this session.

Signed

Print Name.....

Appendix C

COVER SHEET

Candidate Number	<input type="text"/>						
Desk Number	<input type="text"/>						
Examination (e.g. Tripos and Part)	<input type="text"/>						
Subject / Paper Number and Title	<input type="text"/>						
Section (where applicable)	<input type="text"/>						
Questions Attempted	<input type="text"/>						

During the examination

- You must not have any electronic device unless indicated on the question paper
- Read carefully the instructions on the question paper
- Ask an invigilator if you need extra paper
- Write legibly

After the examination

- Complete all the sections above
- Number your pages, and fasten them to this cover sheet with the tag provided
- You may take away your question paper, unless instructed otherwise
- You may not take away any stationery

Appendix D

EXAMINATION ANNOUNCEMENTS FOR INVIGILATORS IN COLLEGE

1. It is the invigilator's responsibility to make official university examination announcements. If the invigilator is not present, the responsibility passes to the supervisor.
2. In advance of the start time - check the acoustic of the examination site and check any microphone equipment provided.
3. Make the following announcement to start the examination, when the supervisor asks you to.
You must keep to the script below as it ensures consistency across all sites.

STARTING THE EXAMINATION

Good morning / afternoon. This examination is about to begin.

You may not have a mobile telephone in your possession nor any other electronic device. If you do you must hand it to me now. You may retrieve it at the end of the session.

If you have a phone in your bag and it is turned on then please go and turn it off now.
(Allow time for this to happen).

I must warn you that should a telephone ring and disturb the room a fine will be levied.

Please place your university card (photo id card) on your desk where I can clearly see it. If you need to leave your desk during the examination, for any reason, you must raise your hand first and speak to me/an invigilator.

This examination is a 3 hour *(adjust if different)* examination.

Please take notice of the examiner's instructions on the examination paper and follow them carefully. *(Announce extra instructions for MCQ Multiple Choice Questions – see script over page).*

Are there any questions?

Option 1) You may now begin.

OR

Where reading time is allowed

Option 2) You now have a reading time of 10 minutes (or however long is specified). You may not write during this time. (Allow this time to elapse)

You may now begin writing.

Additional announcement if the examination is an MCQ (Multiple Choice Question Paper)

At the top of your answer sheet you are asked to enter your candidate number twice: once in the top boxes and once in the grid.

Please do that now, in pencil. These answer sheets are machine marked and so it is important to enter your candidate number as requested.

(Allow a few moments for this to be done).

Make the following announcement when 30 minutes of the examination remain

There are 30 minutes of this examination remaining.

Make this announcement when 5 minutes remain

There are 5 minutes of this examination remaining

ENDING THE EXAMINATION

Please stop writing. The examination is over.

You must remain silent and remain in your seat until given permission to leave.

Now please do the following.

Check that your candidate number is clearly shown as required and any cover sheets have been completed.

PTO

*Option 1) Tie your answer scripts into one bundle using the treasury tag provided.
(This applies to loose leaf paper and to answer booklets where a student has used more than one booklet)*

OR

*Option 2) Whatever special instruction has been given by the examiner, for example that scripts should be tied up into one bundle **per question***

Please remain silent.

If you have made rough notes please tear these from the pad of rough paper. Leave the pad on the desk. You may leave your rough notes on the desk or you may put them in the waste sack as you leave. You may not take them away with you.

Option 1) When you leave you may take the question paper away with you.

OR

Option 2) You may not take the question paper away with you

(If instructed by the examiner. This always applies to Multiple Choice Questions for example in Medicine and Veterinary examinations – A list is available in the blue folder for Easter term exams)

Option 1) Please remain in your seat until your examination answer script has been collected. Once it has been collected you may leave the room

OR

If the examination is multiple choice questions

Option 2) Please remain in your places whilst your answer sheets are collected up (if a second examination follows on)

You now have a 15 minute break and you may leave the room quietly. The next exam will start promptly at (state time) and it is your responsibility to ensure you are back in your seat on time.

To be announced at the end

You may not take the question paper away with you.

You may now leave the room

APPENDIX E

ANNOUNCEMENTS FOR ENGINEERING EXAMS ONLY

There is always 10 minutes reading time prior to the official start time (as stated on your schedule), therefore you must arrive at least 30 minutes before the official start time

1. It is the invigilator's responsibility to make official university examination announcements. If the invigilator is not present, the responsibility passes to the supervisor.
2. In advance of the start time - check the acoustic of the examination site and check any microphone equipment provided.

3. Make the following announcement to start the examination, when the supervisor asks you to.
You must keep to the script below as it ensures consistency across all sites.

4. It is the invigilator's responsibility to make official university examination announcements. If the invigilator is not present, the responsibility passes to the supervisor.

5. Make the following announcement to start the examination, when the supervisor asks you to.
You must keep to the script below as it ensures consistency across all sites.

STARTING THE EXAMINATION

Good morning / afternoon. This examination is about to begin.

You may not have a mobile telephone in your possession nor any other electronic device. If you do you must hand it to me now. You may retrieve it at the end of the session.

If you have a phone in your bag and it is turned on then please go and turn it off now. *(Allow time for this to happen).*

Should a telephone ring and disturb the room a fine will be levied.

Please place your university card (photo id card) on your desk by your name ticket where I can clearly see it. If you need to leave your desk during the examination, for any reason, you must raise your hand first and speak to me/an invigilator.

This examination is 1.5 hour *(adjust if different)* duration plus the reading time.

Please follow carefully the examiner's instructions on the examination paper.

Are there any questions?

You now have a reading time of 10 minutes. You may not write during this time. *(Allow this time to elapse)*

You may now begin writing.

Make the following announcement when 30 minutes of the examination remain

There are 30 minutes of this examination remaining.

Make this announcement when 5 minutes remain

There are 5 minutes of this examination remaining

ENDING THE EXAMINATION

Please stop writing. The examination is over.

You must remain silent and in your seat until given permission to leave.

Now please do the following:

Tie your answer scripts into one bundle using the treasury tag provided and complete one cover sheet only and attach it to your script.

Check that your candidate number is clearly shown and make sure you write the numbers of the questions that you have answered on the coversheet.

Please tear rough notes from the pad and put them in the waste sack as you leave together with the question paper. You may not take rough notes or the question paper away with you.

Please raise your hand when you are ready and remain in your seat until your coversheet has been checked.

Only when it has been checked may you leave the room.

YOU MUST LEAVE YOUR ANSWERS ON THE DESK

APPENDIX F

ANNOUNCEMENTS FOR MATHS EXAMS ONLY

STARTING THE EXAMINATION

Good morning/afternoon. This examination is about to begin.

You may not have a mobile telephone in your possession nor any other electronic device. If you do, you must hand it to me now. You may retrieve it at the end of the session.

If you have a phone in your bag at the back of the room and it is turned on then please go and turn it off now. *(Allow time for this to happen)*

I must warn you that should a telephone ring and disturb the room a fine will be levied. Please place your university card (photo id card) on your desk by your name ticket where an invigilator can clearly see it. If you need to leave your desk during the examination, for any reason, you must raise your hand first and speak to me/an invigilator.

This examination is a 3 hour examination.

Please take notice of the examiners' instructions on the examination paper and follow them carefully.

Note in particular:

1. that there are restrictions on the number and type of questions that you may attempt;
and
2. that you should write on one side of the paper only and begin each answer on a separate sheet

You will be given time after the examination is finished to fill in the cover sheets.

Are there any questions?

You may now begin.

DURING THE EXAMINATION

Make the following announcement when 30 minutes of the examination remain

There are 30 minutes of this examination remaining.

Make this announcement when 5 minutes remain

There are 5 minutes of this examination remaining

ENDING THE EXAMINATION

Please stop writing. The examination is over.

You must remain silent and remain in your seat until given permission to leave.

Now please do the following:

1. Tie up your answers in separate bundles, according to the code letter of each question.
Include in the same bundle all questions with the same code letter.
2. Complete a gold cover sheet for each bundle and attach it to the relevant bundle.
3. Complete a green master cover sheet listing all the questions you have attempted.
4. Make sure that every cover sheet bears your examination number and desk number.

Please remain silent.

Leave your rough work on your desk; you must not take your rough work out of this room.

When you leave you may take the question paper with you.

YOU MUST LEAVE YOUR ANSWERS ON THE DESK

DO NOT REMOVE YOUR ANSWERS

YOU MUST LEAVE YOUR ANSWERS ON THE DESK

You may leave the room when you have finished.