

## Contents

1. [Introduction](#)
2. [Making an application](#)
3. [Preparing for the examination](#)
4. [Mock examinations: applying standards](#)
5. [Students requiring computer provision](#)
6. [Invigilators](#)
7. [On the day](#)
8. [Break time procedure](#)
9. [Additional requirements \(calculators, formulae booklets etc.\)](#)
10. [Collection and return of scripts](#)
11. [Security](#)
12. [Late fallers](#)
13. [Incommunicado](#)
14. [Candidates returning to College from a main site to finish examination](#)
15. [Proctors](#)
16. [Key contacts](#)

## Appendices

[Appendix A](#) – The life cycle of an in College script

[Appendix B](#) – In College examination declaration

[Appendix C](#) – Examination cover sheet

[Appendix D](#) – In-College Invigilator announcement: All examinations except Maths and Engineering

[Appendix E](#) – In-College Invigilator announcement: Maths examinations

[Appendix F](#) – In-College Invigilator announcement: Engineering examinations

[Appendix G](#) – The process for Corrections

*This guidance relates to standard examinations only.*

*Following the emergency changes made to the format of assessments in Easter term 2020, any changes regarding the 2020/21 academic year will be communicated.*

## 1. Introduction

Welcome to this edition of the University's Guide to In College Examinations. This has been prepared for the main examination period in 2021 from 24 May to 18 June, although the principles are relevant for in College examinations throughout the year.

The guide is designed to both support Colleges when running examinations 'in-College' and to share ideas for good practice. Guidance is aimed at all written examinations – Prelims, Tripos and MPhil's. It should be read in conjunction with the [Guide to Exam Arrangements](#).

The following sections outline formal University procedures but it is acknowledged that Colleges have an additional layer of support and organisation that is not included and here we refer primarily to other staff such as Tutors, College nurses, porters and so on.

It is expected that this guide will be updated annually and any information that Colleges would like to see included, or good practice tips they would like to share, should be sent to [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk) by the division of the Lent Term in any year.

## 2. Making an application

Taking examinations in College is for exceptional and complex medical cases only. The request to the Committee is made at the discretion of the college, following discussion with the student. Where a college and the Committee agree that a student may sit examinations in college, the college then assumes responsibility for the practical implications and the examination environment.

Most candidates who have examination arrangements will sit in the central locations provided by the University, namely:

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

The Titan Suite can only accommodate students whose total amount of time taken to complete an examination (including extra time, rest breaks and reading time where applicable) does not exceed **4hrs**. This is due to the amount of time it takes to print and pack completed scripts, before promptly starting the next examination.

The University Centre can only accommodate students whose total amount of time taken to complete an examination (including extra time, rest breaks and reading time where applicable) does not exceed **4hrs 15 minutes**.

Where students have approval for times that exceed the above or when they need to be in a single room (for example, through requiring a scribe/amanuensis), then they must take their examinations in College. There are other circumstances, such as sudden illness that may also require examinations to be taken within College and these will be addressed below (see **Late Fallers, Section 12**).

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). For examinations occurring at other times of the year, applications should be made no later than two weeks before the examination is scheduled.

Requests for in-College examinations are made by College Tutorial staff using CamSIS and are approved by the Examination Access and Mitigation Committee (EAMC). Requests to the Committee are made at the discretion of the College following discussion with the student, referencing any medical evidence and recommendations from Student Support Document (SSD) issued by the Disability Resource Centre (DRC). When applications meet the requirements, the application is approved and a notification email (via CamSIS) is sent in order to enable Colleges to feed back to students in a timely manner and give students the opportunity to start practising for their examinations with real-time tests.

When the Committee approves an application, the College then assumes responsibility for all the practical considerations and the examination environment and procedures. For example, official examination start times apply and an examination in College is subject to the University's examination regulations, including inspection by the Proctors.

**Good practice recommendation:** *where a student has examination arrangements because they need more time than the maximum standard, or, less commonly, they require voice-activated software or an individual room, there should be a follow-up meeting with the student either immediately after the examination season or at the start of the following term to discuss how the examination arrangements worked and what adjustments will be required for the following season.*

Useful links:

Examination arrangement – Guidelines for staff and students: <https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements#request>

### 3. Preparing for the examination

Colleges are responsible for the practicalities of preparing for examinations in College. Responsibilities include finding and appointing Invigilators, identifying suitable rooms for examinations, and ensuring that any further requirements a candidate may have such as using a PC, voice-activated software, etc. are provided. Colleges are also responsible for collecting and returning examination scripts (see 'Collection and return of scripts').

When selecting a room, the following should be considered where possible:

- noise potential from surrounding rooms or areas that may disturb a student;
- bathroom facilities should be nearby;
- there should be natural light with blinds/curtains that are operational in the event of sun reflection;
- a contact person should be close by in the event of a query or a working (but silenced) telephone in the room;
- alarms that may be scheduled to ring (such as fire alarms) should be altered so that the student is not interrupted.

Students should be informed once rooms have been identified so that they know in good time what room they have been allocated. If they have examinations in different rooms across the examination period, it is important to ensure that they are familiar with all of them and that they know their timetable.

**Good practice recommendation:** *It can be useful to gather students together who will be sitting examinations in College for an information session, especially those sitting*

*examinations for the first time. The session could include information on how to take rest breaks, the procedure for requesting a bathroom break, where they may be seated in the room and where the Invigilator may be. It may also include information on Proctorial visits.*

#### **4. Mock examinations: applying the standards**

Many Colleges run mock examinations for students during the Lent Term to provide practise scenarios. Where this is the case, candidates who have applied or been approved for examination arrangements should also be provided with the same opportunities to practise in real time.

Since applications for examination arrangements are approved as quickly as possible, Colleges are encouraged to contact their students early in the Michaelmas Term so that all mock examinations can take place within the same time periods for all students.

We advise that Colleges apply as early as possible and until an application is approved, mock examinations adhere to the maximum standard.

#### **5. Students requiring computer provision**

Some students will require the use of a computer to type their examination in College and it is the responsibility of the Colleges to provide computers and printers.

Colleges should ensure that:

- the computer's internet access is disabled;
- networks are disabled, i.e. access to files held on shared drives;
- candidates may only access the UK spellcheck. Candidates sitting language papers are not allowed to use the spelling and grammar checks for that language because these are essential elements of their examination. Also, students are not allowed to use the spelling and grammar check after the examination has finished.
- the student is familiar with the relevant operating system, such as Windows.

Our advice is that student answer papers are saved to memory sticks after completion (and not saved to a desktop) and held securely for a minimum of sixth months before destruction. Answers are held in case of queries or appeals. It is important that answer papers are not made available to students. Further guidelines on the retention of examination scripts may be found at Education Quality and Policy Office ([Retention of examination data](#)).

#### **Good practice recommendations:**

- *students should be encouraged to save their work to the memory stick regularly for safety and they should ensure that they check that all their work has printed successfully before it is placed into the envelope;*
- *students should complete the form (in Appendix B) indicating that they have checked their work prior to submission. This form should be kept by the College and **not** placed in the envelope. This practice already exists in the Titan suite;*
- *typed answers should be attached to the cover sheet (in Appendix C) rather than to the booklet. This reduces waste and easily identifies the student to the Examiner. Students must include their candidate number (not their name) in the header or footer of their answer papers.*

## 6. Invigilators

It is the College's responsibility to appoint Invigilators for in-College examinations, including fulfilling all the legal requirements for appointments.

In-College Invigilators are welcome at University Invigilator briefings that take place during the Lent Term. Dates are made available in January and circulated to Colleges.

The University appoints Invigilators and they may be used for one or all of the following:

- small groups of students and for standard written examinations;
- larger groups of students, when more than one Invigilator is required, and for complex examinations such as medicine;
- to manage 'wet' practicals in the MVST and NST.

It should be noted that there are no qualification requirements for Invigilators beyond the obvious one of common sense.

Guidance notes for Invigilators are circulated to Colleges before the start of the examination season and these documents should be made available to Invigilators in examination rooms. All Invigilators are required to wear gowns in examination rooms so that they may be easily identified as the person in charge.

Invigilators in main sites are required to remain vigilant throughout examination sessions by walking the rows and attending to requests to leave the room. It is not possible for Invigilators on these sites to read, undertake marking and so on.

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 and so it is possible to take reading material or marking into a room so long as Invigilators remain alert to students' 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.

A report form is required to be completed for every examination session overseen by an Invigilator. The form must be printed on blue paper (in any shade) and when complete, returned either to the 'Exams Office' or The Student Services Centre, New Museums Site. These are retained for six months in case of queries or complaints.

Payment rates are reviewed annually in December by the Committee and the University rate of payment for Invigilators is as follows:

- 2021 rate of payments will be announced in January 2021

***Good practice recommendation:*** *It is useful to trial new Invigilators during College mock examinations. This will allow Colleges to see how well Invigilators manage differing end times, scripts etc., and it is a useful guide to reliability before Tripos examinations begin.*

## 7. On the day

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

The same rules apply in College and main site venues. Unless otherwise agreed, students may take a small bottle of non-carbonated drink to their desks for consumption during the examination provided that no disturbance is caused to other candidates. No food or other items of drink may be taken into an examination room without the written permission of the Secretary of the EAMC. Cigarettes and e- cigarettes are also prohibited from all examination venues. Supervisors, Invigilators, Examiners and Proctors have the authority to deprive candidates of unauthorised items until the examination session has ended.

A student who arrives late, but in the first 30 minutes, should be admitted and allowed to sit the examination in the remaining time. No extra time is permitted. This should be made clear to the student. A student who arrives after the first 30 minutes should NOT be admitted. If the student objects and you feel you need support, notify the Examinations Office.

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

## 8. Break-time procedure

Some students are allowed to take breaks during the examination (when agreed by the Committee). The clock stops until the end of each of these breaks. The rest break procedure for the Colleges and central sites is outlined below:

### **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:*** Colleges may wish to print copies of the above statement and leave them in the examination room or email a copy to students who have approved rest breaks. This should help them prepare and manage their time effectively.

## 9. Additional requirements

Some examinations allow certain items to be used, such as calculators and statute books and where this is the case, permissible items will be shown on the front of the question paper and some items are supplied with the examination pack. Queries should be directed to the Examinations Office, who hold a definitive list.

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

Whilst the list below is not exhaustive, it provides some examples with reference to who is responsible for some of the supplies.

What	Who supplies	Comments
Data book	Included in examination pack	Engineering examinations
Calculators	Student can bring in approved calculator. Approval is a yellow sticker with 'CU' on it.	List of allowed subjects are published annually in the Reporter and can be found here: <a href="https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6561/index.shtml">https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6561/index.shtml</a> (this link will be updated for 2020/21 when published)
Formulae	Included in examination pack	
Specialist graph paper	Included in examination pack	Template is available from Student Registry on request
Statute books	Student. No tabs on pages unless permission has been granted.	Law examinations
Shakespeare – Complete Works	Included in examination pack	English examinations
Bibles	Included in examination pack	Theology examinations

Invigilators should be aware of the end time of the examination for each candidate in the room and these may vary. All candidates should be informed when they have 30 minutes and then 5 minutes left. Invigilators should try not to disturb other candidates with these notices. Also, some Colleges prefer to make announcements more frequently, for example, every hour. This decision is for individual Colleges to make but the 30 and 5 minute notices must be given.

**Good practice recommendation:** *Invigilators should arrive ten minutes before the beginning of the examination so that they can be briefed about rest breaks, permitted texts and other items, etc.*

## Corrections to examination papers

If there is a query about the examination paper, the Invigilator should telephone the Examinations Office which will contact the Examiner and ask them to call the College directly. The Examiner will not visit the College but they will deal with the query over the telephone. The numbers for the Examinations Office are 33448 or 64995.

Despite best efforts by Examiners, there are cases where corrections and clarifications are made during the examination. These will normally originate in the main venue where an Examiner will be called to in case of query. Once an Examiner has established that a correction or clarification is needed to a question paper, an announcement is made in the main venue. During this announcement, or immediately after, the central Exam Office is alerted, usually along with a photo of the correction. This is then emailed to all colleges and the University Centre and Titan Suite. Those other venues who have students sitting that examination then receive a follow up call from the Exam Office to ensure that the correction has been received and that it is being passed to the student(s) in their venue. It is up to Colleges to ensure that they have supplied the correct addresses and that staff have access on Saturdays and Bank Holidays.

Students sitting the examination at a later time or date should have the correction available at the start of the exam. Any student sitting the exam early (exceptionally) would not usually have access to an Examiner and therefore, no corrections. In these cases, the student would be advised to attempt an alternative question, or if this were not possible, consider an allowance.

***Good practice recommendation:*** Colleges should make their students aware of the Corrections information in the guide.

Examiners are required to attend the main examination venue for the first 20 minutes of an exam as well as leave contact details for the duration of the exam. During the period of the main exam sitting, it should be possible to contact the Examiner in case of query. However, once the main cohort sitting has finished, it is not usually possible to contact the Examiner in case of query. Students sitting in other locations should be encouraged to read through the questions during the main cohort scheduled time and raise any questions during this time.

***Good practice recommendation:*** Colleges should make their students aware of the Examiner availability information in the guide.

A flow chart showing the process for corrections can be found in [Appendix G](#).

Candidates may leave the room before the end of the examination. This applies to all sites including College ones.

Invigilators must ensure that candidates do not remove any examination stationery from the room in College (see [Security](#)).

There are some restrictions on removal of question papers from examination rooms that apply to in-College students as well. The list of subjects approved for 2020/21 will be circulated before 24 May 2021.

## 10. Collection and return of scripts

Question packs for in-College examination students can be collected from the Pitt Building on the day of the examination. It is of course important to check that the right paper has been collected for the right student and you are encouraged to check the pack before you return to College.

Examination papers may be collected from 7.30am (in the main period, from 8.00am in the early period) and the Exam Office will release the whole day's packs at once, if the college wish to take them.

We offer a courier service during the main period of examinations for the Colleges listed below:

Murray Edwards	Fitzwilliam
Churchill	Lucy Cavendish
Girton	Hughes Hall
Homerton	St. Edmunds

For these colleges, the courier can collect afternoon papers from the Exam office mid- morning and deliver to the Colleges. About 2.30 the courier will return to College collect the morning scripts and return them to the Exam office. Please also refer to the section on [late fallers](#).

Packs should be returned to the Exam office as soon as possible after the examination has ended. There is pressure to move the scripts to Examiners as quickly as possible due to the tight marking turnaround and deadlines.

**It is vital that only answer scripts are enclosed in the pack and nothing else because the pack is not opened until it reaches the Examiner. Do not include excess stationery, Invigilator report forms, desk tickets or anything that might identify the student, but instead send these back to the exam office in a separate envelope.**

A flow chart showing the lifecycle of an in-College examination script is included in [Appendix A](#).

### **Exam office opening times**

#### **Main examination period:**

Monday – Saturday (including Bank Holiday Monday)      7.30 – 18.30

#### **In Michaelmas and Lent Terms:**

#### **Collect and return to the Reception of the Student Services Centre:**

Monday – Friday      08.30 – 17.00

## 11. Security

The security of the question pack is paramount in the run up to the examination. If the pack is received early, it must be held securely in a lockable cabinet until required. After the examination has finished, the pack must be returned as soon as possible to the Exam office. If it is to be held in College overnight or for any period of time, it must be held securely in a lockable cabinet until returned.

Papers that have been held overnight must be returned to the Exam office **at the earliest possible opportunity**.

Any formulae booklets or extras that were in the question pack should be returned to the Exam office. They **MUST NOT** be enclosed with the student's answer script because, as stated above, the pack is not opened until it reaches the Examiner.

Candidates must 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 the Exam office. Please ensure that all examination stationery is stored securely and it is returned to the Exam office at the end of examinations.

## 12. Late fallers

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

When this occurs, Colleges need to make a decision about the route a student may take. The options are that the student moves into College to take their examination(s) (either at the same time or later, once they have recovered) or to withdraw from examinations. If it is decided that the student will take the examination later, once recovered, then this must occur within a reasonable period of time and certainly **within 24 hours**, otherwise the student could be considered to have had an unfair advantage over other students taking the same paper, and it may impact future exams.

Each College has their own process for agreeing to move a candidate into College including gaining authorisation from a Senior Tutor (or similar) and Colleges have identified staff who need to know and/or be informed including College nurses, Tutors, etc.

The following processes are the university process only:

If the student is to be moved into College **for an exam that day**, the University process **for the main period** is as follows.

- Go to the Exam office at the Pitt Building – **note: there is no need to ring first**. Someone from the Student Registry will be there to confirm that the candidate can be moved into College as a late faller.
- An examination pack will be prepared whilst the college waits and the 'in College' process begins. If the student is taking the examination at a later time, they must be kept in isolation until their completion of the examination.
- It is vital that the College still submits an application via CamSIS for the student to take the examination in College, even at this late stage. Our statistical analysis, that identifies trends and is reported to the Examination Assessment Committee, is taken from this data and identifies how many 'in College' students there are in a period.
- Once the exam has finished, packs should be returned to the Exam office in the usual way.

If the student is to be moved into College **for an exam the following, or later day**, then an application should be made in CamSIS in the usual way. The only change is that a follow up call to the Exam Arrangements Lead on (3)38389 (after 10am) **must** be made to confirm receipt of the application and that a pack can be produced.

If the student is to be moved into College, the University process **for the rest of the year** is as follows.

- Contact Student Registry on ext. 66548 or 38389. Someone from the Registry will confirm that the candidate can be moved into College as a late faller.
- Student Registry will then alert the Exam Arrangements Lead who will prepare an examination pack for the College to collect from the reception of the Student Services Centre or the Examinations Office at Pitt Building.
- The College should then arrange for collection of the pack and the 'in College' process begins. If the student is taking the examination at a later time, they must be kept in isolation until their completion of the examination.
- It is vital that the College still submits an application via CamSIS for the student to take the examination in College, even at this late stage. Our statistical analysis, that identifies trends and is reported to the Examination Assessment Committee, is taken from this data and identifies how many 'in College' students there are in a period.
- Once the examination has finished, packs should be returned either to the Student Services Centre Reception or the Examinations Office at the Pitt Building in the usual way.

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

- Email [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk) **as soon as possible** with the student's information indicating the papers they are withdrawing from. The administrative team will mark them as 'withdrawn' on future papers and thus further chasing should be avoided when the student is absent from an examination site. If the student is going out of residence, please 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.

### 13. Incommunicado

Guidelines are available to assist College staff in keeping incommunicado for examinations. The guidelines are available at <http://www.student-registry.admin.cam.ac.uk/about-us/board-examinations/examination-guidance>.

Colleges should contact the Head of Exams, Jenny Green, with particular queries (email: [jenny.green@admin.cam.ac.uk](mailto:jenny.green@admin.cam.ac.uk) or ring ext 64694).

### 14. Candidates returning to College from a main site to finish examinations

There are circumstances when a College staff member is called to a main site to deal with a student. This is usually when a 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 examination. Their answer booklet, question paper and any other materials such as formulae books, will have been packed up in an envelope ready to go back to their College. The envelope will also indicate how much time the student has left for the examination.

Once the student has been collected, the College is to determine when the student is ready to complete the exam and also whether any future adjustments will be required for remaining exams.

## 15. Proctors

The Proctors oversee the conduct of University examinations, whether on a University site or in a College.

During the main examination period, as well as walking the examination venues, a Proctor will always be 'on call'. If a Proctor is required, Colleges are advised to contact the Examinations Office in the first instance on 33448 or 64995 and an 'on call' Proctor will be contacted.

Examination walking occurs during every examination session and Proctors aim to cover two-thirds of the sessions and so they do not attempt to visit in each and every room.

'Walking the room' enables Proctors to assess:

- how appropriate the arrangements in place are for students;
- the environment, including hot or stuffy rooms and noise levels;
- the Invigilator, ensuring that a gown is worn and that they are alert.

Proctors may speak with Invigilators but they will not engage with students. Any communication will be undertaken quietly so as not to disrupt students

***Good practice recommendation:*** Proctors will usually report to the Porter's Lodge first and so Colleges should ensure that porters know what examinations are taking place, where they are and which students are sitting them so that Proctors may be directed easily.

## **16. Key Contacts**

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

### **Over the early exam period, the Exam office is open:**

- 26 April – 14 May 2021, Monday to Friday, 08.00 – 17.30
- Bank Holiday Monday 3 May, 12.00 – 17.00
- Closed Saturdays

### **Over the main exam period, the Exam office is open:**

- 24 May – 18 June 2021, Monday to Friday, 07.30 – 18.30
- Includes Saturdays and Bank Holiday Monday 31 May 2021

Outside of these dates, please ring the numbers below or the Student Registry enquiries line on (7)66302

Late Fallers outside of the main period – (3) 32308 or (3)38389

For problems with question papers – missing pages etc.

**Craig Belcher** – Examination Lead – (3)31201

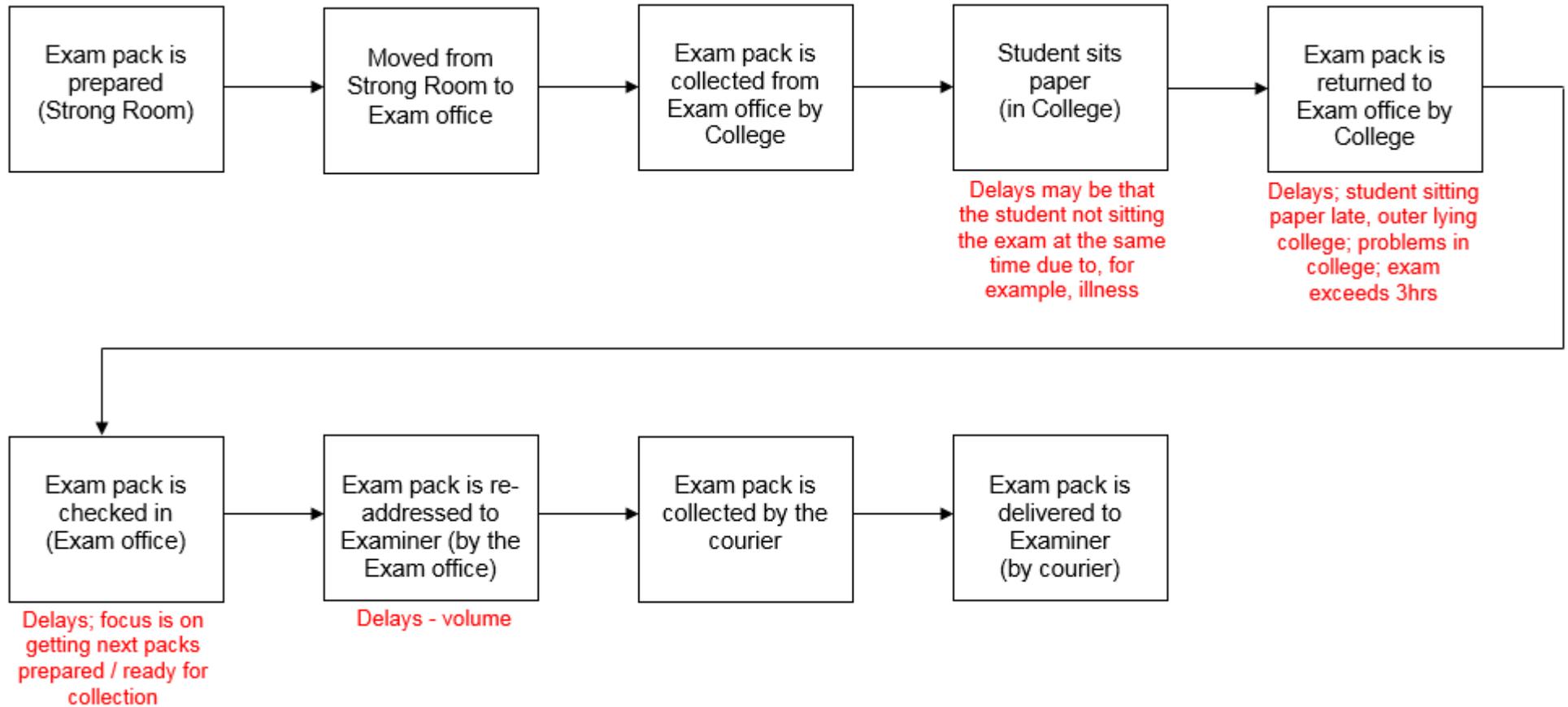
**Jo Overhill** – Deputy Head of Exams – (7)66548

**Annabel Curd** – Exams and Mitigating Circumstances Administrator – (3)32308

**Alanya Reynolds** – Exam Arrangements Lead – (3)38389

**Student Registry** – General enquiries line – (7)66302

Appendix A



**Appendix B**

**In College Exam**

**CANDIDATE NAME**

**COLLEGE**

**CANDIDATE NUMBER**

**EXAMINATION**  
(e.g. Tripos and Part)

**SUBJECT/PAPER NO. AND TITLE**

**DATE**  
**SESSION**

**AM OR PM**

I certify that, having printed off the work I have done in College, 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 acoustics of the examination site and check any microphone equipment provided.
3. When the Supervisor asks you to, make the following announcement to start the examination. **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 acoustics 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 i.d. 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 may leave the room when you have finished.

## Appendix G

### The process for Corrections

