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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 2018 – from May 21 to June 15, 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 Examination 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 emailed to recordsandexams@admin.cam.ac.uk by the division of the Lent Term in any year.

2. Making an application

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/or extra time and/or rest breaks);
- 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 an examination (including rest breaks and reading time where applicable) does not exceed 4 hours (regardless of how this may be split between extra writing and/or reading time and rest breaks).

Where students have approval for times that exceed the 4 hours 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).

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 Board of Examinations (BoE). Requests to the BoE are made at the discretion of the College following discussion with the student, referencing any medical evidence and recommendations from student support documentation (SSD). When applications meet the requirements, they are approved via email 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 BoE 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

As stated above, 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.

If an application is made for a student that is above the maximum standard (25% extra time plus 5 minutes per hour break time), then 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 three 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 Educational and Student Policy ([Retention of examination data](#)).

There are separate guidelines for when students require voice-activation software. These are available from the BoE and will be sent to Colleges when applications are approved.

**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 must be asked to complete the form (in Appendix B) indicating that they have checked their work prior to submission. 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. We also recommend that students include their candidate number (and not their name) in a 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 three types of Invigilators – Standard, Senior and Invigilators for practical examinations.

- Standard Invigilators are used for small groups of students and for standard written examinations;
- Senior Invigilators are used for larger groups of students, when more than one Invigilator is required, and for complex examinations such as medicine;
- Practical Invigilators are used to manage ‘wet’ practicals in the MVST and NST.

It is likely that Colleges only need to appoint Standard Invigilators and 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.

The BoE requires a report form 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 to the Deputy Head of Examinations, Student Registry, 4 Mill Lane. These are retained for six months in case of queries or complaints.

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

2018 – Standard Invigilator - £14.50 per hour.

**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 examination end times, scripts etc., and it is a useful guide to reliability before Tripos exams 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 BoE. 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.

**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 BoE). 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.

<table>
<thead>
<tr>
<th>What</th>
<th>Who supplies</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data book</td>
<td>Included in examination pack</td>
<td>Engineering examinations</td>
</tr>
<tr>
<td>Calculators</td>
<td>Student can bring in approved calculator. Approval is a yellow sticker with ‘CU’ on it.</td>
<td>List of allowed subjects published annually in the Reporter <a href="https://www.admin.cam.ac.uk/reporter/2017-18/weekly/6478/section4.shtml#heading2-21">https://www.admin.cam.ac.uk/reporter/2017-18/weekly/6478/section4.shtml#heading2-21</a></td>
</tr>
<tr>
<td>Formulae</td>
<td>Included in examination pack</td>
<td></td>
</tr>
<tr>
<td>Specialist graph paper</td>
<td>Included in examination pack</td>
<td>Template is available from Student Registry on request</td>
</tr>
<tr>
<td>Statute books</td>
<td>Student. No tabs on pages unless permission has been granted.</td>
<td>Law examinations</td>
</tr>
<tr>
<td>Shakespeare – Complete Works</td>
<td>Included in examination pack</td>
<td>English examinations</td>
</tr>
<tr>
<td>Bibles</td>
<td>Included in examination pack</td>
<td>Theology examinations</td>
</tr>
</tbody>
</table>

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.

Invigilators must be able to contact someone in the College for advice or assistance without leaving the room should an issue arise.

If there is a query about the examination paper, the Invigilator should ring 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.

Any corrections to question papers will be circulated to Colleges (via the agreed email address) and there will be a follow-up telephone call to confirm that corrections have been received. It is up to Colleges to ensure that they have supplied the correct addresses and that staff have access on Saturdays and Bank Holidays.

Candidates may leave the room before the end of the examination but not during the first 30 minutes of the session. 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 2017/18 will be circulated before 21 May 2018.

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
- Churchill
- Girton
- Homerton
- Fitzwilliam
- Lucy Cavendish
- Hughes Hall
- 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

**Rest of year – return to Reprographics in the Old Schools**

Monday – Friday    08.30 – 13.00

          14.00 – 16.45

**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) there (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 Board of Examinations, 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 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 Karen Morris (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 66302. Someone from the Registry will confirm that the candidate can be moved into College as a late faller. (Please do not contact the Reprographics Centre because they cannot authorise late fallers.)
- Student Registry will then alert the reprographics team who will prepare an examination pack for the College to collect.
- 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 Board of Examinations, 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 to the Reprographics Centre 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 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 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, it is up to the College to determine when the student is ready to complete the examination and also whether any future adjustments will be required for remaining examinations.

15. Proctors

The Proctors oversee the conduct of University examinations, whether on a University site or in a College. They are the frontline presence of the BoE in examination rooms and they exercise this presence by ‘walking’ University examinations.

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

The Exam office is open

23 April-18 May Monday to Friday 08.00 – 17.30
Bank Holiday Monday 7 May 12.00 – 17.00

**Closed Saturdays**

21 May – 15 June Monday to Friday 07.30-18.30
(Includes Saturdays and Bank Holiday Monday 28 May)

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

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

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
Student Registry – general enquiries line – (7) 66302
Appendix A

The life cycle of an in college exam script

1. Exam pack is prepared (Reprographics)
2. Exam pack is collected from Reprographics (College)
3. Student sits paper (College)
4. Exam pack is returned to Reprographics (College)

- Delays may be due to the student not sitting the exam at the same time due to, for example, illness.
- Delays: Student sitting paper late, outer lying college.

- Problems in college: exam exceeds 3hrs.

5. Exam pack is checked in (Reprographics)
6. Exam pack is collected from Reprographics (Exam office staff)
7. Exam packs are returned to the Exam office (Exam office)
8. Exam packs are logged in as returned (Exam office)

- Delays: Focus is on getting next packs prepared ready for collection.
- Delays - volume.

9. Exam pack is re-addressed to Examiner (Exam office)
10. Exam pack is collected (Courier)
11. Exam pack is delivered to Examiner (Courier)
## Appendix B

In College Exam

<table>
<thead>
<tr>
<th>CANDIDATE NAME</th>
<th>COLLEGE</th>
<th>CANDIDATE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SUBJECT/PAPER NO. AND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. Tripos and Part)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>AM OR PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESSION</td>
<td></td>
</tr>
</tbody>
</table>

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............................................
### COVER SHEET

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Number</td>
<td></td>
</tr>
<tr>
<td>Desk Number</td>
<td></td>
</tr>
<tr>
<td>Examination (e.g. Tripos and Part)</td>
<td></td>
</tr>
<tr>
<td>Subject / Paper Number and Title</td>
<td></td>
</tr>
<tr>
<td>Section (where applicable)</td>
<td></td>
</tr>
<tr>
<td>Questions Attempted</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Good morning / afternoon. This examination is about to begin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>I must warn you that should a telephone ring and disturb the room a fine will be levied.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>This examination is a 3 hour (adjust if different) examination.</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>Are there any questions?</td>
</tr>
<tr>
<td>Option 1) You may now begin.</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Where reading time is allowed</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>You may now begin writing.</td>
</tr>
</tbody>
</table>

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
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**
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.