

Starting Script; to be used before the examination begins:

Welcome everybody. You will all be starting together, when WISEflow starts the exam, after the following announcements.

You should be aware of the published examination rules, which can be found on the website. This is a summary:

1. You must remain silent at all times while you are in the examination room.
2. **Sports Centre:**
During the course of the exam period the fire alarm is being monitored by security; you will not be disturbed by the fire bell sounding, but if an evacuation is required we will be informed by security who will be in the vicinity during the exam period. If there is a need to evacuate the building this will be announced by the invigilators who will pass on further instructions.
OR
All other venues:
If the fire alarm sounds please remain at your desk and continue with the exam. The cause of the alarm will be investigated by security officers. If there is a need to evacuate the building this will be announced by the invigilators who will pass on further instructions.
3. Please check that you are seated at the correct desk.
4. If you have not already done so, please put your coats, hats, bags, and any other personal belongings and materials not permitted at your desk in the designated area [*NB indicate front, back or side of the room*]. This includes wallets and non-clear pencil cases [*look up and if necessary gesture to encourage a response*].
5. Please ensure that any mobile devices, including calculators, watch alarms, and phones are switched OFF. Any mobile device capable of connecting to the internet that is left on will weaken the Wi-Fi signal in the room and disadvantage you and your peers during the exam. All such devices, including any digital, electrical or hybrid watches must be placed on the floor under your desk in a clear plastic container or bag. Any non-digital watches must also be placed at the top edge of your desk OR put in a clear plastic container or bag under your desk. [*NB invigilator to pause and look for watches being removed; encourage everyone wearing a watch to respond*]. Should you need to leave the room, you will be asked to turn out your pockets.
6. Please ensure you do not have any revision notes on your person, in your pockets or near your desk. If you do, please put them in your bag now.
7. **FLOWlock exams only:**
If you require paper to draw any diagrams or use for planning or rough work, please raise your hand and the invigilator will bring you a folded sheet. Please ensure that anything you wish to include in your online submission is captured via the webcam tool in WISEflow – any paper used will NOT be collected for assessment once the exam ends and will be destroyed. Your answers must all be typed or recorded in WISEflow.

FLOWmulti exams only:

If you require paper to use for planning or rough work, please raise your hand and the invigilator will bring you a folded sheet. Please be aware that any paper used will NOT be collected for assessment once the exam ends and will be destroyed. Your answers must all be typed or recorded in WISEflow.

8. If any potential malpractice (or cheating) occurs, a report including the time of the incident will be made and returned to your department. Such malpractice includes finding a mobile device on your person, even if it is switched off – so please ensure you have nothing inappropriate in your pockets or elsewhere on your person [*again, look up and encourage responses*].
9. Please raise your hand if any allowed equipment or materials have not yet been checked by a member of staff.
10. If, during the examinations, you require paper or any other assistance, please raise your hand – without causing disturbance to those around you. An invigilator will help.
11. Any candidate leaving the room must be accompanied by an invigilator. You may not leave the room during the first 60 minutes or the last 30 minutes of the examinations, and are not permitted to leave early.
12. You will be advised when there are 30 minutes and 5 minutes of the examination left. The password required to submit your answers will be announced at the end of the exam.
13. There are now a few minutes left until your examination begins. The password for your exam is {participant password} [*NB the password should be repeated twice and written in large, visible font on a whiteboard or similar*]. You may start your examination when the countdown in WISEflow reaches zero.

Ending Script; 30 minutes before the end of an examination (if there are several examinations in the same room with different durations, be clear as to which examination you are referring to):

There are 30 minutes of your examination remaining; you are no longer permitted to leave the room.

5 minutes before the end of the examination (each examination cohort or individual will need to be reminded at the appropriate time for their duration):

You have five minutes left. Please be reminded that all of your answers must be typed or recorded in WISEflow, any paper used will NOT be collected for assessment and will be destroyed.

At the end of the examination (if there are several examinations in the same room with different durations, be clear as to which examination you are referring to):

1. WISEflow should now have stopped your examination. WISEflow will allow you to continue if extra time has been given. The password to submit your work is {invigilator password}, it is one word, all lowercase [*NB the invigilator password should be spelled out slowly and clearly twice and written in large, visible font on a whiteboard or similar*].

2. Please ensure that you click the “Hand-in” button, enter this password and confirm your submission. If you do not hand in your work, it will NOT be a valid submission.
3. Once you have successfully submitted, remain in your seats without talking until I tell you to leave the examination room, after any paper has been collected.
4. Unless the department has instructed otherwise, all paper used will be collected and destroyed.

When ready for candidates to depart

Where some candidates are continuing in the same room, invite candidates to leave one or two columns at a time, guided outside the building by invigilators to keep the disturbance to a minimum.

5. *[If appropriate]* you will be leaving in small groups, to avoid disturbing those continuing their examination. Please wait silently until you are invited to stand and leave.
6. Please leave the examination room and building quietly and without talking, as other candidates may still be working nearby.