

Announcements for the Invigilator

The invigilator responsible for starting an examination shall make the following announcements to ALL candidates.

Please note: candidates must write their ID number, NOT their name, on the front of their answer books. The candidate's name is to be written under the flap, which should then be sealed.

As candidates enter play CD in larger venues

Starting Script 1; to be used before the examination begins:

Welcome everybody. You will all be starting the examination together, after the following announcements

You should be aware of the published examination rules, which can be found on the Exams internet page and summarised at the entrance to the venue and on the front of your answer book.

1. You must remain silent at all times during the period you are in the examination room.
2. If the fire alarm sounds please follow instructions from the invigilators and security staff who will assist in any evacuation.
3. Please check that you are seated at the correct desk and have the correct examination paper in front of you.
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 at the front of the room.
5. **Please make sure that any mobile devices, including calculators, watch alarms and mobiles are switched off. All 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 container or bag, on the floor under your desk. [NB Invigilator to pause and look for watches being removed; encourage everyone wearing a watch to respond]**
Should you require 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 or near your desk. If you do please put them in your bag now.
7. If any potential malpractice occurs, the candidate's current examination answer book will be removed, and they will be issued a new examination answer book with which to continue. Both answer books will be returned to the department for marking, and, if appropriate, any further action will be initiated later, by the department. Please enter your student id number on the front cover of the answer book, write your name under the flap and seal it. Write the title of the examination and today's date on the cover.
8. Please raise your hand if any allowed equipment or materials have not yet been checked by a member of staff;
9. If, during the examination, you require another answer book or any other assistance, please raise your hand - without causing disturbance to those around you. An invigilator will help;
10. Any candidate leaving the room must be accompanied by an invigilator. You may not leave the room during the first 60 minutes or last 30 minutes of the examination, and are not permitted to leave early.
11. You will be advised when there are 30 minutes and 5 minutes of the examination left.
12. The time is..... **:** you may start your exam.