

Announcements for the Invigilator

The invigilator responsible for starting an examination shall make the following announcements to ALL combined venues with **digital and paper examination** candidates.

Please note: **digital** candidates must write their ID number, NOT their name, and complete all the remaining details at the top of any requested paper. Where more than one sheet is requested, details should be completed on every sheet, and they need to be joined together using treasury tags.

Main venues: play CD as candidates enter

Individual SWAN venues: gather candidates together and read to them all at the same time

Starting Script; to be used when the door is closed and before the examination begins:

Welcome everybody. You will all be starting together after the following announcements. Those using Wiseflow will be started by the software.

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, 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 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 mobiles, 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 those sitting online examinations. 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 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 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. If you require paper, to write any answers, please raise your hand. Those working on paper will be offered an answerbook or folded sheet, those working on computer will be given a folded sheet. Please ensure that you complete the details at the top of all sheets you use and the front of all answerbooks, and if you use more than one please ensure they are all joined together using a treasury tag.

*****FLOWlock exams only:**

However, those sitting an online examination, please ensure that anything you wish to include in your online submission is captured via the webcam tool in WISEflow – although it will be collected, any paper used will NOT be assessed once the exam ends. Your answers must all be typed or recorded in WISEflow.

OR if an answerbook is specifically to be provided to all students:

You should complete the examination on Wiseflow. The answer booklet is provided for you to do rough work, and to draw diagrams if you feel that you need to do this to support your electronic answer. Please indicate clearly in your electronic answer if you would like the marker to refer to a diagram drawn in your answer booklet. In all cases, please complete your student details on the answer booklets.

And/OR

*****FLOWmulti (MCQ) exams only:**

Please be aware that, although it will be collected, any paper used in online multiple choice examinations will NOT be assessed once the exam ends. Your answers must all be typed or recorded in WISEflow.

As with paper examinations, do not delete or remove working from WISEflow, simply cross it out using the strikethrough font.

8. If any potential malpractice (or cheating) occurs, a report including the time of the incident, will be made and returned to your department. Those with answerbooks will be given a new book, although all books will be returned, with the incident report, to the 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 examination, you require more paper or any other assistance, please raise your hand - without causing disturbance to those around you. An invigilator will help.

If you feel unwell or something else affects your performance, it is important that you tell an invigilator, as there will need to be a report to support any subsequent claim you make for extenuating circumstances

Please ensure you complete the details on any paper and that multiple sheets are joined together, at the end of the examination.

11. 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.

12. You will be advised when there are 30 minutes and 5 minutes of the examination left. For those sitting online examinations, the password required to hand in your answers will be announced at the end of the exam.

13. There are now a few minutes left until your examination begins.

For online examinations, 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.

Those on paper, you may start your examination on paper now. The time is ...

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

(ie each examination cohort or individual will need to be reminded at the appropriate time for their duration):

You have five minutes left.

At the end of the examination

(ie where there is more than one examination, each examination cohort will need to be ended at the appropriate time, using paper or Wiseflow instructions as appropriate):

1. Those working on paper, you must now stop working;
Those working on computer, Wiseflow should have stopped your examination.
[if any candidates have extra time and may be continuing, add *Wiseflow will allow you to continue if extra time has been given, in respect of technical issues for example.*];
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]
And then, please ensure that you click the green “Go to hand in” button, enter the password and confirm your submission. If you do not hand in your work, it will NOT be a valid submission.
2. Please make sure details have been completed on all answerbooks and sheets, and on any other papers which you are submitting to the examiners;
Simply cross out any rough work you do not wish to be marked
Ensure multiple answerbooks and/or sheets are securely joined with a treasury tag;
3. Those sitting online examinations, once you have handed in your examination, please shut down your machine.
Everyone, remain in your seats without talking until I tell you to leave the examination room, after any paperwork has been collected;
4. Unless the department has instructed otherwise, all question papers will be collected, as well as answersheets.

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.