

Starting Script for an Examination

The examination papers that are being taken in this room are: (and their durations)

It is your responsibility to ensure that the examination paper in front of you is the paper you are expecting to take. If this is not the case please raise your hand. You are also responsible for ensuring that your bag and coat are at the front of the venue. If you have a mobile phone it must be turned off and placed inside your bag. If you do not have a bag, the phone must be placed underneath your chair face down. No phones should be on your person.

The only items permitted on an examination desk, in addition to those specified in the rubric, are personal stationery, a watch, a clear pencil case, a small clear bottle of water and one item of food, which can be consumed without distracting others. If you are wearing a watch of any kind (analogue, digital or smart) or a fitness tracker you must remove it and place it in full view on your desk. No other electronic items are allowed on your desk and the wearing of headphones, even if not connected to a device, is not permitted. It is against University regulations to bring unauthorised materials (including revision notes) into the examination room, whether you intend to use them or not. **Please check now**, before the exam begins, if you have any material that you should not have with you. If you find any material, raise your hand and give it to an invigilator. No further action will be taken if you do this now. If you discover material after the examination has started, raise your hand immediately and give the material to an invigilator. Incidents of a student being found in possession of such material will be reported and disciplinary action will be taken.

Please ensure that you complete your attendance card before the examination begins, and place your campus card on the corner of your desk.

Once the examination has started you will not be allowed to leave the room for the first 30 minutes.

If you wish to leave the room before the end of the examination, please raise your hand and an invigilator will attend to you.

If you have any questions or issues during the examination please raise your hand and an invigilator will assist you.

You must read the front page of the examination paper carefully as it contains important information about which questions to answer and where to write your answers.

An invigilator will inform you when you have 15 minutes remaining in your examination. Once this has been announced you will not be able to leave the room until the end of the examination.

Ending an Examination

15 minutes before the end of the Examination you should read the following:

You have 15 minutes remaining in your examination. You are no longer allowed to leave the room.

At the end of the examination Invigilator reads the following:

The examination is now over. Please ensure your anonymous examination code has been written on all of the answer books, graph paper etc. you have used. If you do not have your anonymous examination code with you then please write your name on any items you wish to hand in. You must also ensure that you have completed the total number of answer books that you are handing in.

Unless the examination paper tells you otherwise please attach all of your answer booklets together using the treasury tag on your desk

Please remain silent and in your seat while we collect the examination papers and your answer booklets

Once all answer booklets have been collected you will state the following:

Please ensure that you take all of your belongings with you when you leave the room, including any mobile phones that are placed on the floor and ensure that you leave the building quietly as other exams may still be ongoing. You may now leave your seats.