

## Exam Announcements (information for students)

- Exam conditions apply; until the exam has finished and you have left the venue

- **DO NOT** speak or communicate with anyone except the Invigilators

- **DO NOT** read or answer exam questions until the exam has officially started

*The following items are permitted on your desk:*

**Student ID, pen or pencil, clear water bottle (no label),**

**and if applicable to your exam; an approved calculator (without cover) and translation dictionary**

- No other items are allowed on your desk, so must be stored in a closed bag or under your seat.

- Disable phone alarms & switch phones **OFF** (do not put in flight mode).

- Remove all electronic devices; smart watches, Fitbits, phones etc. Store in closed bag or under your seat

**DO NOT KEEP PROHIBITED ITEMS IN YOUR POCKETS**

- If you are found with a prohibited item on you, while under exam conditions, it will be confiscated & you will be reported to Senate under the Code of Student Conduct

Even if you have not used the item, **possession** of a prohibited object is a breach of regulations

**Check your pockets & desk NOW. Put all prohibited items in a closed bag or under your chair**

- **DO NOT** remove answer books, pages from answer books, or Tele form sheets, from this venue

- Raise your hand high if you require assistance or want to leave. Wait for an Invigilator to respond

- Students who leave without permission will be reported to Senate

**FIRE SAFETY - if the alarm is activated, the exam will be temporarily stopped and you will be directed to:**

- Draw a line under the last thing you have written, leave it on your desk and exit to the assembly point

***[Invigilators will direct you to the assembly point]***

- Check the question paper on your desk is for the correct exam.

- Complete your attendance slip & the front of all your answer book(s) or Tele form sheet(s) now.

**Starting the Exam** (Invigilators will confirm timings at the exam)

- This exam is **xxxx** hour(s) **xxxx** minutes long

*[When an exam is two hours or longer, issue the following advice]*

- Students are not permitted to leave this exam during the first hour or last 30mins

- This exam will begin at **xxxx**. and will end at precisely **xxxx**

- The '15 minute remaining' notification will be announced at **xxxx**. **You can now begin writing, good luck**

**15 Minute Notification**

- The time is **xxxx** you now have 15 minutes before the end of the exam.

- Check you have filled in the front of **ALL** used answer books/Tele forms **before** the exam ends.

- This ensures no unfair advantage is gained, by allowing extra time to those who have not completed their paperwork during the exam

**Ending the Exam**

- Stop writing **NOW**. Students who continue to write, will be reported to Senate

- Remain seated in silence until all paperwork has been collected.

**Exam conditions apply until you leave this venue.**

(If students have Script Books, read the following 2 points)

1. Ensure your answer books are sealed for anonymous marking, by folding over and sticking the right hand flap to hide your name.

2. If you have used more than one answer book, place all of them inside the first book

- If you require help, raise your hand. An invigilator will assist you as quickly as possible

- Ensure all personal belongs are removed from your desk. Please leave quietly when dismissed