

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.

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 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 website and summarised on the front of your answer book. This is a summary:

1. You must remain silent at all times while you are in the examination room.

2. IAC and 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. 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. 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. If any potential malpractice (or cheating) 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.
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.
Depending on the remaining time, you may be given additional paper rather than another answerbook. Please ensure you complete the details on the extra paper and that it is inside and attached to your answerbook, 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.
13. The time is.... **: ** you may start your exam.

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):

1. Stop writing [*ensure all writing stops*];
2. Please make sure your id and seat numbers are on each answer book and on any other papers which you are submitting to the examiners;
Put any extra answer paper inside the relevant answerbook and use a treasury tag to secure it;
3. Please mark the question numbers you have answered;
4. Remain in your seats without talking until I tell you to leave the examination room, after the papers have been collected;
5. Unless the department has instructed otherwise, all question papers will be collected, as well as answerbooks.

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.

6. [*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.
7. Please leave the examination room and building quietly and without talking, as other candidates may still be working nearby.

Emergency Announcements for the Invigilator

This is in addition to the guidance regarding emergencies, included within the examination pack.

The following text should be read if the alarm sounds in the Lecture Centre during an examination:

"Please remain calm and continue writing. We will be instructed if the alarm also applies to this floor."

The following text should be read if an evacuation is required during an examination:

"This alarm is not a test. Please stop writing, leave your question and answer papers on the desk, and leave the building silently and calmly by the nearest exit. Leave everything else here.

We need to gather (silently) in the.....(*see list below*). We will receive further instructions there. Please follow me.

"We all need to remain silent if this examination is to re-start."

Emergency areas are:

- IAC - Grass and service road between IAC and Bishop's Hall (South of IAC)
- Sports Centre - car park outside emergency exit
- Lecture Centre - grassed area between Lecture Centre and Howell
- Individual SWAN venues - you may use refuge area in the nearest stairwell
- Mary Seacole - paved area to the side of the main entrance
- Eastern Gateway - paved area to the side of the main entrance
- Gaskell - car park to the rear of the Meeting House
- Heinz Wolff - Crank Garden

Please go with the examination candidates to the emergency area, where you will be contacted during assessment of the emergency, and we will agree the next steps.

So far as possible please keep candidates silent, noting that discussions between candidates may prevent the examination continuing.