

Announcements to students

Outside the venue

When you are ready to admit students announce;

“Students, we would like to call for students sitting EXAM CODE/S into the venue, we ask you to enter quietly and quickly. Please make sure that your phone is turned off. Place all bags at the front/back of the room. You will need your ACU ID card or official photo ID. Do not touch the exam paper.”

“Once you enter the room exam conditions apply and you must not make any noise and not speak to each other”

If multiple exams are in the venue add;

“Please note there is more than one exam being sat in this venue, please look at the seating chart attached to the wall/door to see the seat numbers allocated to your exam. You will find numbers on the top right corner of the tables.”

Inside the venue before the exam

Once students are at their desks the following announcements must be made;

*“We request that you do not talk or eat during the examination. You must remove all hats and hoods before the exam begins and place all non-allowed items on the floor under your desk. If you have a mobile phone on your person, place it face down and switched off under your desk, it must not be placed on silent. Remove **all** watches and also place face down on the floor under your desk.”*

“Please fill in and sign the Attendance Slip and place it with your ACU card or photo ID at the top right-hand corner of your desk. If you do not have your ACU card or other photographic ID, please raise your hand and a Supervisor will see you shortly.”

“If you need to speak to a supervisor at any time during this exam please raise your hand and wait to be approached before speaking. If you have any notes or writing on your person pertaining to this exam please raise your hand now. If you need to go to the toilet during the exam, raise your hand and you will be escorted by a supervisor to the nearest toilet.”

“Students are not allowed to leave the venue in the first 30 minutes or the last ten minutes of the exam. If you complete your exam early and wish to leave the venue outside of these times, please raise your hand and when allowed to do so please do so quietly so as not to disturb your fellow students.”

“English language dictionaries are not permitted. Bilingual word to word dictionaries are permitted and must be checked by an examination supervisor. For your exam you SAY IF THEY CAN HAVE CALCULATORS.”

“Please look at the cover sheet of your exam paper and ensure that you are sitting the correct exam. Please read all of the examination instructions”

Misconduct declaration – Ensure all students are listening!!!!!!

“University Regulations require me to inform you that: Misconduct in examinations involving cheating or collusion between students is considered a serious offence and may result in the student being expelled from the examination room. The circumstances will be reported to the Discipline Committee. You MUST

ensure your mobile phone is turned OFF – NOT TO SILENT. If you are found with an active mobile phone, it will be considered examination misconduct and you will be reported. If you need to turn your mobile phone OFF, please do so now – your phone should be placed on the floor under your seat. If a phone rings during an examination – it will be confiscated and will need to be retrieved after the examination from the Examination Area Supervisor.”

“Students are instructed any notes made during the exam must be surrendered and submitted as part of your exam paper. You are not to make any notes on your person, for example on your hands, during the examination as this may be classed as misconduct. Please complete the front cover of your answer booklet and, if you have one, please complete the personal details on your MCQ answer sheets now”.

To start the exam

“Note the time allowed for your examination. You will be given a ten minute warning of its conclusion. You may start work”

10 minutes before the end of the exam

“Students taking the exam SUBJECT CODE have 10 minutes in which to finish the paper. Students sitting the examination may not leave the room until you have been instructed to leave.”

At the end of the exam writing time

“Stop writing.” [Pause] “Pens down (ensure all writing has ceased). Check that your name and/or student number are on all writing booklets and any other material to be marked or handed in, including notes. Please note that any booklet or answer sheet removed from this room is automatically void.

Please remain seated and do not talk until you have been advised you may leave.

“You may now leave the exam. Please remember to take all your personal belongings with you when you leave.”