

What to say to Candidates – External Exams

At the start of the exam:

1. You must now follow the regulations of the examination.
2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3. Check your pockets now. Check for things such notes, books, papers, iPods, mobile phones or watches. If you have any unauthorised item in your possession, you must hand them to the invigilator now. Failure to do so may lead to disqualification.
4. **If you use the calculator**, make sure that the lid, case or cover of your calculator does not have any printed formulas or instructions and that you have cleared anything stored in the memory.”
5. Check that you have been given the correct paper for your subject, unit/component and tier. Check for date and time.
6. Remember that you must write clearly and only in black ink.
7. Fill in all the details needed on the front of your answer book (or question paper).

Pause to allow time for candidates to fill in the details on the front of the question paper.

1. Read the instructions carefully on the front of the question paper.
2. Check that you have all the materials you need for the exam.
3. You may use pencil for drawings and rough notes.
4. You must write in the designated sections of the answer booklet.
5. You must write all rough work in your answer book and neatly cross it through with a single line.
6. Do NOT use correcting pens, erasable or gel pens, blotting paper or highlighters in your answers.
7. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. If you need help, you should put your hand up to attract the invigilator’s attention.
8. If the fire alarm sounds, please stay seated and wait for instructions from the invigilator. If I give you instructions to leave the room, Do Not take the exam paper with you and leave the room in silence as a line. In that case, I will take you the nearest exit.
9. I will write the start and finish time for you on the board. Keep your eye on the clock because I will not remind you about finish time unless there are 5 minutes left.

Tell the candidates when they begin and how much time they have.

At the end of the exam:

1. Check that you have entered all the necessary information on your answer booklet or answer sheets.
2. Stay seated and silent until you are told you can leave the room.