

## Appendix 3 Suggested wording for invigilators' announcements at the beginning of written examinations

Centres may wish to laminate copies of this announcement or alternatively digitally record it. If using a digital recording centres must consider alternative means of communication for candidates with a Hearing Impairment.

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 as notes, books, papers, iPods, mobile phones and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4. If you have a watch, hand it to an invigilator now.
5. (For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s).)
6. (For examinations where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)
7. Check that you have been given the correct paper for the day, date, time, subject, unit/ component and tier.
8. Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. **Do not open the question paper until you are instructed that the exam has begun.**

### **Pause to allow time for candidates to fill in the details**

9. Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10. Check that you have all the materials you need for the exam.

### **Pause to allow time for queries**

### **Tell the candidates about any erratum notices**

11. Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12. You must write in the designated sections of the answer booklet.
13. You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)
14. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
15. 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. You should put up your hand to attract the invigilator's attention.
16. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.

### **Tell the candidates when they may begin and how much time they have**