

PRE EXAM ANNOUNCEMENTS

There should be absolutely no talking in the exam hall.

Please ensure you are in the correct room. If not, please leave now before the exam commences.

Please note that as mobile phones, electronic diaries or personal organisers are not permitted in the Exam Hall, it will be treated extremely seriously if a student is found in possession of any of the above. They are to be switched off and left at the top of the Exam Hall. Please ensure that there are no pencil cases on your desk, please leave them on the ground under your chair.

In the event of a fire please follow the instructions of the invigilator[s].

Fill out the front of the exam booklet carefully. It is imperative that you fill out the correct student number. If you are unsure of your student number please check with the invigilator.

All exam booklets must be handed up at the end of the exam. All rough-work must be attempted in your exam booklet and handed up. Do not tear pages from the booklets and ensure that extra booklets are attached by a treasury tag.

Should you require more paper or have a problem, please raise your hand and the invigilator will go to you.

Please ensure you sign the attendance sheet which will be circulated during the exam. **Do not** leave the exam hall without signing the attendance sheet.

Please note that cheating, collusion or any other attempt to gain an unfair advantage in an exam are considered a serious breach of college regulations. Any paper carried on your person or in your belongings when seated at your desk is considered an attempt at cheating. Please remove all now and leave at the top of the room. This also includes any writing directly on your skin.

This exam will be of XX duration and will conclude at XX. The clock in this room is the clock to which we will be working. You are not permitted to leave the exam hall during the first or last 30 minutes of the exam for any reason. If you wish to leave outside these times YOU MUST RAISE YOUR HAND and wait for an invigilator to collect your scripts.

You may start your exam. The very best of luck.

END OF EXAM ANNOUNCEMENT

Please stop writing and put down your pens.

Please ensure your student number is clearly marked on the front of the answer books.

Please also check that your answer book is correctly headed with the subject title.

Please ensure you have marked at the front of the booklet, which questions you have answered and how many booklets you are handing up.

Remain seated and silent until all exam scripts have been collected. No candidate may leave the exam room until the invigilator announces same. Please make sure you collect all your belongings before you leave. Thank you.