

INSTRUCTIONS TO CANDIDATES (Exam Day)

Invigilator must read the examination instructions to all candidates **immediately upon entry** into the examination room. The text in the italic is for the invigilators.

Make sure candidates are seated according to your seating plan.

- Check that they have the items they need for the exam.
- Make sure that the question answer booklet are the correct ones.

Step	What to say	Time
1	Do not open the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time, you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.	
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items or any kind of electronic device, you must hand them in now.	
3	You are here to take: Name of exam:..... Syllabus code:..... Component code:..... You should have a question paper on your desk.	
4	As well as the question paper you should have: • pens and/or pencils • detail any other relevant equipment that is listed in the additional exams materials list, e.g. geometric instruments. 	
5	You should now check the front of the exam paper to make sure you have the correct paper, and you should check the details on the front, but do not open the question paper until you are told to do so. [<i>You should pause here to allow candidates time to check their details</i>]	5min
6	• Write clearly in blue or black ink pen. • Do not use any kind of correcting fluid or tape. • Do any rough work on the question paper provided.	
8	You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____. I will let you know when there are fifteen minutes of the exam left. You	

	may open your question papers and begin reading. You will get 15 minutes of reading time. [<i>You must not give candidates any additional time to read through the question paper</i>].	
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What to say to candidates – fifteen minutes before the exam time ends

- *You must let your candidates know when there are fifteen minutes of the exam remaining.*

Step	What to say
1	You have fifteen minutes left until the end of the exam.

What to say to candidates – finishing the exam

- *At the end of the exam, read aloud the instructions below in order.*
- *Candidates must stay seated until you have collected, and accounted for, all the question papers and any extra continuation sheets.*
- *candidates must be kept under **Full Supervision** in the exam room.*

Step	What to say	Time
1	The exam has finished, stop writing and put your pens down. You are still under exam conditions so please remain silent and seated at your desks.	1min
2	Please: • check you have neatly crossed through any rough work	
3	Stay seated and silent until you are told that you can leave the room.	