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

BEFORE THE EXAM STARTS – WHAT TO SAY

STEP	WHAT TO SAY	TIME
1	*Do not open the question-answer booklet until I instruct you to do so. You are now under examination conditions and must follow the rules detailed on the 'Notice to Candidates'. You must not communicate with, ask for help from, or give help to any other candidate in the examination 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 examination 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 examination:*** *Example - BHSEC XII/BCSE X/BE VIII/BE VI/LCSC XII/LCSC X* ***Subject name and code:*** *Example - Science, 22* ***Paper name and code:*** *Example - Physics 01/Chemistry 02/Biology 03* *You should have a question-answer booklet on your desk.*	
4	*Along with the question-answer booklet, you should have:* • *pens and/or pencils* • *any other relevant equipment that is listed in the additional examination materials list, e.g. geometric instruments.*	
5	*You should now check the front of the question-answer booklet to make sure you have the correct question-answer booklet, and you should check the details on the front, but do not open the question-answer booklet until you are told to do so.* **[You should pause here to allow candidates time to check their details]**	**5 min**
6	• *Write clearly in blue or black ink pen.* • *Do not use any kind of correcting fluid or tape.* • *Use HB pencil and follow instructions given in the OMR sheet.*	
7	*You have* ____ *hours to complete this exam. The start time is* ____ *and the finish time is* ____ *for* ____ *level.* *I will let you know when there are* ***fifteen*** *minutes of the writing time left.*	
8	*You may open your question-answer booklet and start reading. You will get 15 minutes of reading time.*	

FIFTEEN MINUTES BEFORE THE EXAM TIME ENDS

- You must let your candidates know when there are fifteen minutes of the writing time left.

STEP	WHAT TO SAY
1	*You have fifteen minutes left until the end of the examination.*

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 examination has finished, stop writing and put your pens down. You are still under examination conditions so please remain silent and seated.*	
2	*Check you have neatly crossed through any rough work*	**1 min**
3	*Stay seated and silent until you are told that you can leave the room/hall.*	