

DE MONTFORT UNIVERSITY

ANNOUNCEMENTS TO CANDIDATES SITTING INTERNALLY SET UNIVERSITY
EXAMINATIONS – Support Worker Version

1. Please put your **bags, coats** etc at the side of the room - they must **NOT** be put by your desk.
 2. Pens etc must be taken out of pencil cases unless you have a **clear plastic pencil case**.
 3. I will need to see your **NUS card**. If you **DON'T** have your card with you, once you are in your seat, please ask for an ID form to complete.
 4. I would like to remind you that the university's regulations prohibit **mobile phones** in exam rooms. If a mobile phone is seen or heard once the examination has started then it will be confiscated & the matter dealt with under the university's academic offences procedures.
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5. The room is now under exam conditions. There must be **silence**.
 6. Your **ID card** should be on your desk.
 7. Please check that you have the **correct paper** & that it is complete. Read the exam instructions so that you are clear about what you have to do. – *Readers should offer to do this for the student*
 8. On your desk & person you should only have pens, pencils etc and any **materials that are permitted** in your exam instructions. Please take any materials that you are not allowed to the side of the room now.
 9. Provided the instructions of your exam allow it – you may have access to a **dictionary** to clarify the definition of a word.
 10. **Electronic devices** including programmable calculators are not allowed unless specified in your exam instructions. If you have a programmable calculator which is not allowed for please alert me now.
 11. If you are sitting a **multiple choice exam** you should take time to read the instructions. Remember to complete the answer sheet in pencil. – *Readers should offer to do this for the student*
 12. Please remember to fill in the **information on the front of your answer book**. If you do not know your ID number please enter your date of birth in that space instead. – *Scribes should offer to do this for the student*.
 13. You should not **remove any part of an answer book** from the exam room. **Scrap paper** is not allowed. All **rough work** should be done in your answer book & crossed through if you do not want it considered as part of your answer.

14. **You are not allowed to leave** the exam room in the first hour exam.

15. At the end of the exam, it is your responsibility to ensure that I have collected all parts of your exam paper.

16. You are allowed **5 minutes** reading time – you are not allowed to write anything in this time. The reading time starts now. - – *Readers should offer to do this for the student*

17. The time is - the exam will finish at You may **start working**.

18. There is now **15 minutes left**.

19. The exam has now **finished**. Please **stop working** and close your answer book now. Please ensure that the **flap on the front cover is stuck down**.

20. Please take all your **belongings** with you & place any **litter** in the bin.

21. You may **leave** now.