

ANNEX 1: INVIGILATOR'S ANNOUNCEMENTS

Before students enter the room:

- Please switch off any electronic communication devices such as mobile phones, tablets and smart watches - and place these in your bag or coat pocket.
- Ensure you have your ID card, writing utensils (in a clear case or bag if required), any allowable materials, drinks/sweets to hand.
- Any coats and bags must be placed at the front of the room when you enter.
- Once you have entered the examination room, it is important that you do not talk or communicate with other students.

At the start of the examination:

- This examination is being conducted in accordance with the University of Greater Manchester's Examination Procedures.
- Please ensure that the only items on your desk are: your stationery items (in a clear bag if necessary), your University ID card, a drink/ sweets, as well as any material permitted for the examination.
- If you have any electronic communication devices or other documents on your person, please raise your hand so that these can be handed in to an invigilator.
- Please make sure you have the correct examination question paper. You must not turn over the front cover of your examination question paper until further instruction is given.
- You should write your student number on front of your answer booklet, as well as on any additional paper you use.
- You must not talk or communicate with or disturb other students whilst you are in the examination room. If you wish to speak to an invigilator, please raise your hand.

- If you wish to go to the toilet during the examination, please also raise your hand.
- In the event of a fire alarm, please listen carefully to the instructions of the invigilator/s (*Note: Invigilators should refer to Annex 2 of the Examination Procedures for instructions*).
- This examination is X hours long.
Note: Where there are exams of different lengths in the room: Those leaving after X hours, should do so quietly and not talk until they have left the exam room. You should also leave the building quietly.
- The time is No students can leave until at least one hour has elapsed.
- You may now start.

Ten minutes before the scheduled end of the examination:

- You have ten minutes remaining.
- Please remain in your seat until the end of the examination period.

At the end of the examination:

- The examination is now finished. Please stop writing.
- Please ensure that your student number is on your exam booklet and any supplementary sheets.
- Please remain seated and do not talk or communicate with other students until answer scripts have been collected and you are told you may leave the exam room.