

MATERIALS AND ROOM SET-UP

- Space out tables as much as possible.
- Check and synchronise room clocks, or set up timer on projector.
- Bring spare stationery, dictionaries or calculators for students.
- Lay out exam booklets, answer sheets, formula sheets, data books, etc.
- [Optional] Write time intervals of fifteen minutes on the white board to be crossed off as exam writing time elapses (e.g. 9:30, 9:45, 10:00, etc.).
- Allow students into the exam room, instructing them to be silent and find a seat.

TIMING

RECOMMENDED ANNOUNCEMENT

Before students enter the exam room

Before I let you into the exam room, please ensure you do not have your mobile phone or any other unauthorised electronic device with you. You should only have a water bottle, your writing tools, and any other materials permitted for this exam. Please enter the room silently and sit down at a table that has an exam paper on it. Do not start reading the exam until you are instructed to do so.

AT THE END OF THE EXAM

- When there are five minutes left of writing time, remind students to ensure their name is on all relevant answer sheets and booklets.
- When writing time ends, announce “pens down, stop writing”.
- Tell all students to remain seated and silent while you collect the exam papers. Ensure you receive every question booklet and answer sheet.
- Allow one row of students to leave at a time, with no speaking until they are outside of the exam room.

TIMING

RECOMMENDED ANNOUNCEMENT

At the end of writing time

Pens down, stop writing. Please place your answer sheets inside your exam papers ready for collection. Do not talk or leave your seat until all exam papers have been collected.