

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.



ONCE STUDENTS ARE SEATED		
	Check that every student has one copy of the exam material, and any other subject specific requirements (e.g. data booklets, calculators, etc.).	
	Read out the below announcements.	
	Start a countdown timer or stopwatch when reading time begins.	

TIMING	RECOMMENDED ANNOUNCEMENT
Once students are seated	Do not open your exam booklets. If anyone has any phones or non-approved electronic devices, please put your hand up and they will be collected.
	Does everyone have a copy of the exam booklet (and any additional material) in front of them?
2-3 minutes before reading time starts	This exam is for and will last for, beginning at and concluding at  You will have minutes of reading time and minutes of writing time.
At the start of reading time	During reading time, you may not write, make notes, or mark your exam booklet in any way. You may now begin reading time.
At the end of reading time	You may now begin writing. Please write your name on all of your exam papers. You have minutes to complete the exam.

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.