In Class Test Checklist

Module Code __________________________ Date __________

Group __________________________

- Test to be completed using Blue ICT stationery (available from CSAO)

- Exam papers and necessary stationery are laid out on desks ensuring no questions are visible to students.

- Confirm whether students may leave when they have finished, or are required to stay until the end of the session (only applicable to a session longer than one lecture slot); and whether they are permitted to remove the question paper from venue.

- Deliver pre-entry announcement – to include:
  - No mobile phones/phones to be switched off and stored with bags
  - Bags to be left at the back/front of the room (where feasible)
  - No seating plan; students to sit where they wish
  - No papers to be touched prior to commencement of the test

  Allow students into the hall around 5 minutes before the start of the session

- Deliver pre-test announcement – to include:
  - Length of test
  - Identifying information to be included on answer booklet
  - ID cards to be displayed on desk

- Coats are permitted to be worn but if taken off they are to be put under the desk for the duration of the session and not placed on the back of the student’s chair.

- Items must be removed from pencil cases and these and any other non-essential items (e.g wallets) are to be placed underneath the desks.

- Start session announcing the exact time and noting for accuracy.

- Session to be supervised (invigilated) throughout.

- Perform attendance & ID check if possible – check student ID and make a note if student has no ID. Check numbers against attendance sheet for that session. Note any absences
Central Student Administration

- If a student requests to go to the toilet, they must be accompanied by an invigilator.
- If a student queries the content of the paper, refer the query to the convenor and if a correction is necessary make an announcement to the rest of the students.
- Announce a timecheck 5 minutes prior to end of test.
- Announce when the session has ended – advise students stop writing immediately and to leave answer booklets and question papers (if applicable) on their desk.
- Remind students they are under exam conditions until they have left the hall so need to leave in silence.
- Collect the examination scripts and pass to the convenor along with the attendance list.

Name of Test Supervisor _________________________________

Signature _______________________________________________________

Date _________________________________ ________________________