In Course Test Checklist

Module Code __________________________________ Date ____________

Group ____________________________

- Test to be completed using Blue ICT stationery (available from SREO)
- Confirm whether students may leave when they have finished, or are required to stay until the end of the session; 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

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

- 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

- 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.

Name of Test Supervisor _________________________________

Signature ____________________________________________

Date __________________________________________________