

# For Administrator and Professional Invigilator (as advised) Use Only

## Exam - Start and End of Exam Script

### 1. Start

Please use the loudspeaker provided in the larger exam rooms as required by students and the department.

- You will have read the exam instructions issued to students some weeks ago. You will also find on your desk an in-exam checklist and you must now read the first page before you start. Any questions after reading please raise your hand.
- It is now ... o'clock, you can start the exam.

**Note for exam team: Ensure all the exam team in the room also read the in-exam checklist and to refer to them when dealing with any student queries.**

### 2. End of Exam

- Put down your pens, the exam is over. While we are picking up the exam paper, please read the second page of your in-exam checklist and if you have any questions after reading it, please raise your hand.

**Note for exam team: Start collecting the answer booklets by row as soon as students complete scanning/uploading and this includes any unused/rough work booklets. Allow students to leave one at a time once their answer booklet is picked up.**

Aero Examinations Planning Team  
22<sup>nd</sup> March 2024