

ARDEN QUALITY ASSURANCE DOCUMENT QA 14 – ANNOUNCEMENT AT START OF EXAMINATION

Please may I have your attention

The examination will start shortly

Read the front of the question paper carefully; do not start writing until told to do so

Silence must be maintained until the exam is over

If at any time you need the assistance of an invigilator please raise your hand

Mobile phones, and other electronic devices such as smart watches, must be placed in your bag in the designated area and must be switched off

Unless otherwise stated, all rough work must be done inside the exam booklet and crossed through. If you require additional answer booklets during the exam please raise your hand and ask the invigilator

You are not allowed to leave the exam room during the first 30 minutes of the exam or during the last 15 minutes of the exam

There will be an announcement to let you know when there are 15 minutes remaining

At the end of the exam you must remain silent in your seat until directed by the invigilator that you may leave

Please ensure that you have written your name and student number on all answer booklets before you leave

If the fire alarm sounds during the examination you will be asked to stop writing and leave the building via the fire exits and make your way to the fire assembly point

Failure to comply with Arden's regulations may result in disqualification from the examination.

If you have any questions please raise your hand so it can be clearly seen.