

ANNOUNCEMENTS AT EXAMS OFF CAMPUS

AT THE BEGINNING OF EACH SESSION (9.09am or 1.39pm)

"May I have your attention please:

- Before you enter the exam room please note the emergency exit points and assembly area for this venue. In an emergency, please follow the directions of the supervisor who will guide you to the assembly point.
- When you enter the room you are under exam conditions, there must be no talking.
- Bring all bags into the room with you and place them under your desk.
- Place all the materials you need, including medications and refreshments on your desk.
- Please switch off mobile phones or pagers and leave them in your closed bag."

WHEN CANDIDATES ARE SEATED (9.15am or 1.45pm)

"Today is DAY/DATE.

- Please check that you have the correct exam paper, and that it contains all relevant pages.
- If you have a question, or wish to leave the venue, please raise your hand.
- You must now fill in one attendance slip on the front page of your first answer book, and place it on the top right-hand corner of your desk, together with your student ID or other photo ID, which will be checked.
- Your exam materials may also be inspected.
- Write the venue in which you are sitting the exam on the front cover of your answer book.
- For anonymity reasons, students sitting Law or Honours Psychology courses only write their student ID on their answer book but the attendance slip must still be filled in completely.
- Please remember to check your course results through Access Adelaide."

PAUSE (9.19am or 1.49pm) – for the READING TIME (9.20am or 1.50pm)

"Attention please:

- Candidates are advised that once reading time has commenced you **will not be permitted to leave** the exam venue before 40 minutes have elapsed – (10:00am or 2:30pm).
- Candidates are warned that cheating is an offence under the Rules of The University of Adelaide. Any candidate found guilty of cheating may be suspended from the University for a period of 3 years.
- During the next 10 minutes, you may read the question paper and write notes on the scribble paper provided.
- Please note that no writing is permitted in your answer books during this time."

AT THE OFFICIAL STARTING TIME (9.30am or 2.00pm)

"It is now 9.30AM or 2.00PM.

- Candidates please note the duration of your paper, including any additional recommended reading time and instructions provided on your question paper.
- All candidates may now commence writing."

5 MINUTE WARNING

Advise candidates:

- "You have five minutes remaining to complete your exam."

END OF EXAM

Advise candidates:

- "You must now stop writing. Your name, student ID and course details should be written on the front of each answer book. Place any subsequent books inside the first one and hand up all exam materials, including the question paper and scribble paper.
- You may now leave the venue."