

# Let's have a successful exam series

If you're not sure about exam or assessment procedures, ask:

## Examinations and assessments checklist:

- Two people check before any exam/assessment paper packet is opened
- 'Warning to candidates' poster is prominently displayed outside each examination room
- Invigilators are in place in the exam room in the required ratio
- No unauthorised people are present in the exam room
- It's the right paper for the right exam and the right students are present
- Agreed reasonable adjustments and access arrangements are in place
- There are no mobile phones, watches or other communication devices in the exam room
- Students are supervised through any timetable clashes and during agreed rest breaks
- Preparations for supervision are in place in the event of an emergency evacuation

