

# Preparing for exams: Sample exam room instructions

This information is to help you prepare for your end-of-year external assessments by being familiar with the type of instructions that exam supervisors might give during a written exam.

## Key points to know:

- The sample announcements are a **guide only – they are not the exact instructions you will hear in your exam**. TASC updates and adapts announcements for each course and the current exam rules.
- Your school may choose to have mid-year exams for courses. **TASC has no role in the development, conduct or marking of mid-year exams** which are run by the school. This means they can be very different from TASC exams.

## Sample announcements

### Before an exam

**As students are waiting in the allocated area outside the exam room, the supervisor might say:**

1. *“Good morning/afternoon. Please listen carefully to the following instructions. If you need a printed copy of these announcements, please put up your hand and you will be provided with one.”*
2. *“Please follow all instructions on entering and exiting the exam room.”*
3. *“[insert staff member’s name] is available to support you if needed.”*
4. *“Ensure you have turned off and put your phone and/or smart watch or any other electronic devices in your bag.”*
5. *“Caps/hats/beanies must be removed unless you have prior authorisation to wear them.”*
6. *“Remove blazers, coats and jackets and place them in your bag. Jumpers should also be placed in your bag if you’re not wearing them. No clothing items can be hung on the back of your chair.”*
7. *“Bags, hats, coats and jackets must be kept in the allocated area which is [insert location].”*
8. *“Listen carefully to the supervisor/teacher in the room and follow ALL instructions.”*
9. *“Good luck, everyone.”*

### **As students are entering the exam room, the supervisor might say:**

1. *“There must be no talking in the exam room.”*
2. *“Do not touch the papers on your desk until told to do so.”*
3. *“You are reminded that bags, hats, jumpers, blazers, coats and jackets must be kept in the allocated area which is [insert location].”*
4. *“Caps/hats/beanies must be removed unless you have prior authorisation to wear them.”*

## **Beginning/during an exam**

### **When all candidates/students are settled in their places, the supervisor might say:**

1. *“It is your responsibility to ensure that you do not have any unauthorised material in the exam room (for example, mobile phones, iPads, notes). If you have any unauthorised material with you, please raise your hand and pass the unauthorised material to the supervisor NOW. There will be NO penalty if it is done NOW.”*
2. *“Analogue watches (not smart watches) must be removed and placed at the top of your table where they can be seen by a supervisor.”*
3. *“You will not be allowed to leave the exam during the first hour of writing time or during the last 30 minutes of the exam.”*
4. *“If you have a question during the exam, put up your hand, await the supervisor to come to you, and inform the supervisor/teacher who will help you.”*
5. *“If you feel unwell during the exam, put up your hand, await the supervisor to come to you, and inform the supervisor who will help you.”*
6. *“Check that you have the correct exam paper in front of you.”*
7. *“Read the instructions on the paper very carefully and make sure that you follow them correctly.”*
8. Where relevant, candidates/students will be advised of any *specific* instructions about the exam.
9. *“Please note that all work on rough note paper will not be marked. If you require an additional working book, please raise your hand for the supervisor to provide this during the exam.”*
10. *“This exam is designed for you to spend the first [x] minutes reading and preparing before commencing your exam. During this time, you should read the exam paper/booklet, highlight or underline key words or information, and make notes on the rough note paper provided. You must not start writing any answers in the exam paper or booklet until instructed that the preparation time has ended.”*
11. *“The preparation time of this exam starts now.”*
12. [insert number] minutes after the commencement of preparation time:  
*“[x] minutes has passed. Preparation time has now ended, and you can commence writing on the exam paper and/or answer booklets. Good luck.”*

## End of an exam

When the exact time for the exam has elapsed, the supervisor in charge in each exam room might make the following announcements:

1. *“Stop writing immediately.”*
2. *“Please check that all necessary information has been completed on cover sheets, exam papers or answer booklets to be handed in.”*
3. *“Each answer booklet used must have the relevant section, question number, text or topic written on the front in the spaces provided. Please check now.” (only if relevant – this may not apply to all exams).*
4. *“You are only permitted to leave with your own pens/pencils, dictionaries and/or calculator which you brought with you into the exam.”*
5. *“All other material must be left in the room.”*
6. *“Remain in your seats until all materials have been collected by the supervisor.”*

Once all material has been collected, the supervisor in charge might make the following announcement:

*“Thank you everyone and well done! You can now leave the exam room.”*

## Additional announcements – for students with Reasonable Adjustments allowing use of a computer

Students who are approved to use a computer for writing their responses might be advised of the following:

- *“You have been provided with a USB to save your responses.”*
- *“You must save your responses for all sections of the paper in the same document and save the file regularly while working.”*
- *“You must ensure the file is saved in its final form on the USB and you are responsible for verifying that file have saved correctly to the USB and is readable.”*
- *“Any difficulties encountered during the file-saving process must be reported to the supervisor.”*

At the completion of the exam time and after students have been told to put their pens down, students should double check that their work has been saved to the correct file on the USB and is openable and readable. Students may need assistance with this from the supervisor.