

# Conduct of examinations booklet 2026

## 18.0 Invigilators' instructions to students

This section contains the verbal instructions that must be given to students during the course of each examination, according to the type of examination paper being taken.

### 18.1 Unstructured examination papers that require students to write their responses in one or more answer booklets

#### Starting the examination

Make these announcements immediately before the examination begins.

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to students displayed in the school?

Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination."

(Allow time for the students to do this.)

"Use dark blue or black ink for all written text. A soft pencil that produces dark lines may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing."

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(Allow time for the students to do this.)

“Does anyone have an examination paper that is incomplete?”

Read all the instructions very carefully. Do not answer more questions than required.

Write as clearly as possible using both sides of each page in your answer booklet. If you require another booklet, please ask for one.

Write your session number and name on the front page of your answer booklet in the boxes provided. Do this carefully, please.

If you use graph paper for all or part of a question, please write ‘see graph paper’ alongside the question number in the answer booklet.

Write the number of each question you answer in the appropriate boxes provided. If you enter an incorrect question number in a box, fill in (shade in) the box completely and write the correct question number in the next available box.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write, refer to a dictionary, highlight questions or use a calculator.

You may now open your examination paper. Your reading time starts now.”

(Allow five minutes’ reading time.)

“Your reading time is over. You have [state time allowed] for this examination paper. You may start to write. The time now is [give the precise start time].”

## During the examination

Make these announcements at the appropriate times.

“The time remaining is 30 minutes.”

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“The time remaining is five minutes. Please ensure you draw a line through any work that you do not wish to be marked; if this applies to a whole question, remember to fill in (shade in) the relevant question number box as well.”

## Ending the examination

Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in the answer booklet(s) (and graph paper) used. Make sure that both your session number and name are written on the front page of each answer booklet (and graph paper) used.

Complete all details on your coversheet, if you have not already done so.

Make sure that your coversheet is fastened to your answer booklet(s) (and graph paper) using a string tag.

Place the examination paper and script separately on your desk/table ready for collection.”

## **18.2 Structured and semi-structured examination papers in which students write all or some of their answers (supplemented with answer booklets and/or graph paper)**

### Starting the examination

Make these announcements immediately before the examination begins.

“Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to students displayed in the school?

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Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination."

(Allow time for the students to do this.)

For biology, chemistry, physics and sports, exercise and health science paper 1 examinations

"Use dark blue or black ink for all written text. A soft pencil that produces dark lines must be used for the multiple-choice section and may also be used for any graphs, diagrams or charts. Coloured pencils are not permitted."

For all other examinations

"Use dark blue or black ink for all written text. A soft pencil that produces dark lines may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations)."

"The number of pages in the examination paper is on the front page. Turn the pages to check none are missing."

(Allow time for the students to do this.)

"Does anyone have an examination paper that is incomplete?"

Read all the instructions very carefully. Do not answer more questions than required."

For structured examination papers, make the following announcement.

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“Write your answers in the appropriate spaces on the examination paper. Answer booklets are available if you require more space than is available in the examination paper. If you use an answer booklet, remember to write your session number and name on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in (shade in) the box completely and write the correct question number in the next available box.”

For semi-structured examination papers, make the following announcement.

“For section A, write your answers in the appropriate spaces on the examination paper. For section B, answer booklets are provided. When you use an answer booklet, remember to write your name and session number on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in (shade in) the box completely and write the correct question number in the next available box.

Where an answer is required in a designated box, you must write your answer in the box provided. If you are unable to complete your answer in the box, continue your answer in an answer booklet and write in the box that you have done so.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write, refer to a dictionary, highlight questions or use a calculator. You may now open your examination paper. Your reading time starts now.”

(Allow five minutes’ reading time.)

“Your reading time is over. You have [state time allowed] for this examination paper. You may start to write. The time is [give the precise start time].”

### During the examination

Make these announcements at appropriate times.

“The time remaining is 30 minutes.”

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“The time remaining is 5 minutes. Please ensure you draw a line through any work that you do not wish to be marked.”

## Ending the examination

Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in any answer booklet(s) (and graph paper) used.

Make sure that both your session number and name are written on the front page of any answer booklet(s) (and graph paper) used.

Complete all details on your coversheet, if you have not already done so.

Make sure that your coversheet is attached to the examination paper using a string tag. Attach any answer booklets (and graph paper) at the back.

Place your script on your desk or table with the coversheet uppermost, ready for collection.”

## 18.3 Stand-alone multiple-choice examination papers

### Starting the examination

Make these announcements immediately before the examination begins.

“Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to students displayed in the school?

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Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your answer sheet. Please tell me if any of the details are not correct for this examination."

(Allow time for the students to do this).

"Use a soft pencil that produces dark lines.

Read the instructions on the answer sheet."

(Allow time for the students to do this and give guidance, as appropriate.)

"Note that calculators are not allowed in stand-alone multiple-choice examination papers.

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing."

(Allow time for the students to do this.)

"Does anyone have an examination paper that is incomplete?

Read all the instructions and the questions themselves very carefully. Do you have any questions? You have [state time allowed] for this examination paper.

You may now start the examination. The time now is [give the precise start time]."

## During the examination

Make these announcements at appropriate times.

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"The time remaining is 30 minutes."

"The time remaining is 5 minutes."

## Ending the examination

Make these announcements at the end of the examination.

"The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers."

Place your answer sheet and examination paper on your table or desk with the front page(s) uppermost, ready for collection."

## 18.4 Language acquisition listening comprehension examinations

### Starting the examination

Make these announcements immediately before the examination begins.

"Do not open the examination paper until I instruct you to do so."

Do you have any questions about the notices to students displayed in the school?

Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination."

(Allow time for the students to do this.)



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“Use dark blue or black ink for all written text.

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing.”

(Allow time for the students to do this.)

“Does anyone have an examination paper that is incomplete?

Read all the instructions very carefully. Do not answer more questions than required.

Write your answers in the appropriate spaces on the examination paper. Answer booklets are available if you require more space than is available in the examination paper. If you use an answer booklet, remember to write your session number and name on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in (shade in) the box completely and write the correct question number in the next available box.

Where an answer is required in a designated box, you must write your answer in the box provided. If you are unable to complete your answer in the box, continue your answer in an answer booklet and write in the box that you have done so.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write, refer to a dictionary, highlight questions or use a calculator. You may now open your examination paper. Your reading time starts now.”

(Allow five minutes’ reading time.)

“Your reading time is over. You have [state time allowed] for this examination paper. You may start to write.

The time is [give the precise start time].”

## Ending the examination

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Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in any answer booklet(s) (and graph paper) used.

Make sure that both your session number and name are written on the front page of any answer booklet(s) (and graph paper) used.

Complete all details on your coversheet, if you have not already done so.

Make sure that your coversheet is attached to the examination paper using a string tag. Attach any answer booklets (and graph paper) at the back.

Place your script on your desk or table with the coversheet uppermost, ready for collection.”

