

To make sure that all candidates sitting our examination have the same exam experience you must read aloud these instructions at the start and end of the exam. This guide tells you exactly what to say and when.

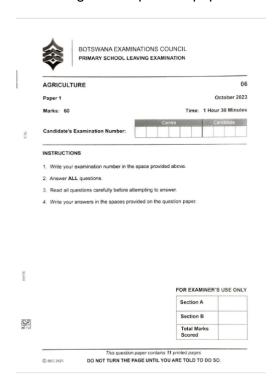
There are two (2) sets of instructions depending on how candidates record their answers:

- Answering on the question paper
- · Answering on multiple choice answer sheets

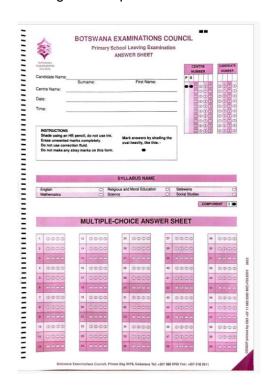
Extra Guidance

Invigilators must ensure they are ready for each exam session and that they follow the regulations. EA/AA/G03/A03 - Checklist for Invigilators which is Appendix C on the EA/AA/G03 - Guidelines for Conduct of Examinations - PSLE will assist invigilators prepare for each exam session.

Answering on the question paper



Answering on multiple choice answer sheets



The invigilator must read aloud the following instructions in their order. Enter specific information into the interactive fields provided, for example the exam name.

NB: The text in brackets is for your information and should not be read aloud.



Answering on the Question Paper

| Step | What to say |
|------|--|
| 1 | You are now under exam conditions and must follow the rules detailed on the 'Notice |
| | to Candidates' posters you can see in the room. You must not communicate with, ask |
| | for help from, or give help to any other candidate in the exam room. If you have a |
| | question at any time you must raise your hand and wait until an invigilator comes to |
| | you. Invigilators cannot answer any questions about the content of the question |
| | paper. |
| 2 | You are not allowed to have any unauthorised items in the exam room. If you have |
| | any unauthorised items, including mobile phones or any kind of electronic device you |
| | must hand them in now. If you do not hand them in, your results may be cancelled. |
| 3 | [Distribute question papers as described in section 7.18.8 in the guidelines for |
| | conduct of exam] |
| | You are here to take: |
| | |
| | Name of exam |
| | |
| | Syllabus code Component code |
| | You should have a question paper on your desk. Do not open the question paper |
| | until I instruct you to do so. |
| 4 | As well as the question paper, you should have pens and/or pencils |
| | [state any other relevant equipment that is listed on the Additional Exam |
| | Materials list, e.g.] |
| | |
| 5 | Do not open the question paper until you have been told to do so. Check if you have |
| | the right exam paper and read through the instructions on the front of the question |
| | paper. |
| | [Allow candidates time to read Instructions] |
| 6 | Write clearly in blue or black ink using a ballpoint pen |
| | Do not use any kind of correcting fluid or tape. Do not use highlighters on your question paper. |
| | Do not use highlighters on your question paper. Do any rough work on the question paper provided. Cross through it neatly so it |
| | can be seen. |
| 7 | Check if your candidate details on the front of your desk are correct and |
| | then write the following on the front of the question paper |
| | |
| | Centre number [this should be clearly displayed to all candidates] |
| | Candidate number [this should be on their desk] |
| 8 | You havehours and minutes to complete this exam. The start |
| | time is and the finish time is |
| | |



| | I will let you know when there are twenty and five minutes left before the end of the exam. You may open your question papers and begin. |
|----|--|
| | [You must not give candidates any additional time to read through the question paper]. |
| 9 | Twenty Minutes Warning |
| | [You must let your candidates know when there are twenty minutes of the exam |
| | remaining]. |
| 10 | You have twenty minutes left until the end of the exam. |
| 10 | Five Minutes Warning |
| | [You must let your candidates know when there are five minutes of the exam |
| | remaining]. |
| 11 | You have five minutes left until the end of the exam. |
| 11 | Finishing the Examination |
| | At the end of the exam read aloud the following instructions in order. [The text in square brackets is for your information and should not be read aloud]. |
| | Candidates must stay seated until you have collected and accounted for all the question papers and any additional continuation sheets. |
| | The exam has finished, stop writing and put your pens down. You are still under examination conditions so please remain silent and seated at your desks. |
| | Please: |
| | check if you have entered all the necessary details on the front of your question paper |
| | check if you have neatly crossed through any rough work |
| | group together any continuation sheets in question number order and attach to your question paper using string or the treasury tag provided. |
| | [They must not use paperclips or staples]. |
| | Stay seated and silent until you are told that you can leave the exam room. |



Answering on multiple choice answer sheets

| Step | What to say |
|------|---|
| 1 | You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper. |
| 2 | You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in, your results may be cancelled. |
| 3 | [Distribute question papers as described in section 7.18.8 in the guidelines for conduct of exam] You are here to take: Name of exam |
| | Syllabus code Component code You should have a question paper on your desk. Do not open the question paper until I instruct you to do so. |
| 4 | As well as the question paper, you should have: pre-printed personalised multiple answer sheet showing your candidate number, if it is not available a blank one will be provided a soft pencil (HB) and an eraser [state any other relevant equipment that is listed on the Additional Exam Materials list, e.g.] |
| 5 | Do not open the question paper until you have been told to do so. Check if you have the right exam paper and read through the instructions on the front of the question paper. [Allow candidates time to read Instructions] |
| 6 | Use a soft pencil (HB) to shade the letter you think is correct for each answer Rub out any answer you want to change Make sure the answer you select corresponds with the correct question number Do not use any kind of correcting fluid or tape. Do not use highlighters on your question sheets. Do any rough work on the question paper provided. |
| 7 | Check if your details on the pre-printed personalised answer sheet are correct. If you are using a supplementary answer sheet, enter your details on the sheet, writing your name in block capital letters. |



| 8 | You havehours and minutes to complete this exam. The start |
|----|--|
| | time is and the finish time is |
| | |
| | I will let you know when there are twenty and five minutes left before the end of the |
| | exam. You may open your question papers and begin. |
| | |
| | [You must not give candidates any additional time to read through the question |
| | paper]. |
| 9 | Twenty Minutes Warning |
| | IVery moved let year condidates know when there are twenty when the |
| | [You must let your candidates know when there are twenty minutes of the exam |
| | remaining]. |
| 40 | You have twenty minutes left until the end of the exam. |
| 10 | Five Minutes Warning |
| | You must let your candidates know when there are five minutes of the exam |
| | remaining]. |
| | You have five minutes left until the end of the exam. |
| 11 | |
| 11 | Finishing the Examination |
| | At the end of the exam read aloud the following instructions in order. [The text in |
| | square brackets is for your information and should not be read aloud]. |
| | Candidates must stay seated until you have collected and accounted for all the |
| | question papers and answer sheets. |
| | |
| | The exam has finished, stop writing and put your pens down. You are still under examination conditions so please remain silent and seated at your desks. |
| | oxamination contained to please remain elient and coated at your docker. |
| | Please: |
| | check if you have entered all the necessary information on your answer sheet. |
| | Characteristics and allows until you are told that you are leave the assessment |
| | Stay seated and silent until you are told that you can leave the exam room. |