

**INITIAL INSTRUCTIONS: AS STUDENTS ENTER THE VENUE INSTRUCT THEM TO:**

- Turn off mobile phones
  - Remain silent
  - Only take writing instruments, permitted items (e.g. Casio FX115MS calculator) and your student ID to desks (no pencil cases). Water and candy is permitted.
  - Place all other possessions including mobile phones to the nominated area
  - If you has any questions then raise their hand and wait for an invigilator to attend
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**WHEN THE STUDENTS ARE SEATED AND SETTLED, READ THE EXAM INSTRUCTIONS BELOW**

This examination for the module \_\_\_\_ will be run in strict compliance with the University's "Regulations for the Conduct of Examinations and other forms of assessment".

You must not talk at any time within the venue until told to do so. At the conclusion of the examination you will be told to stop work, put down your pens, remain silent and stay in your seats. You must remain so until all the examination scripts have been collected and you have been told the "Examination is Now Finished". If you do not comply with this instruction will be reported and this may result in a zero mark being allocated. Raise your hand now if you do not understand this instruction.

You will be provided an examination script and answer booklet and/or answer sheet [*you may use a Casio FX115MS calculator and \_\_\_\_*]. You should have your student ID card placed on your desk and only writing instruments such as pens. If you have study notes in your pocket you must now hand them over to an invigilator. You can have water or candy on your desk. All other materials should be now removed from the desk or handed over to an invigilator.

You should not have a mobile phone in your possession. If you do, please hand over to an invigilator. Mobile phones must be turned off. Examination times are provided by \_\_\_\_\_.

Do not cheat in any way or look at anyone else's work. Incidents will be reported and result in disciplinary action and likely failure. Do not take this risk.

If you have any problem during the exam, raise your hand and an invigilator will attend.

This examination runs for \_\_\_\_ minutes. If you want to leave the venue before the end of the exam then you can do so by raising your hand and invigilator will attend and give you permission to leave. However, you cannot leave in the last 10 minutes of the examination period.

Any notes that are not part of your answer should be crossed out.

Does anyone have any questions? [Chinese Invigilator to read script in Mandarin]

### BASIC PROCEDURE

1. EXPEL ALL PEOPLE OUT OF THE VENUE
2. INVIGILATORS PREPARE THE ROOM (REMOVE BOOKS, PAPERS ETC FROM DESKS] AND PLACE NUMBERS ON DESKS ACCORDING TO THE SEATING PLAN
3. INVITE STUDENTS INTO THE ROOM – READ “INITIAL INSTRUCTIONS”
4. STUDENTS TAKE ALLOCATED SEATING POSITIONS
5. CHIEF INVIGILATOR READS “THE EXAM INSTRUCTIONS” IN ENGLISH & CHINESE INVIGILATOR READS EXAM INSTUCTIONS IN MANDARIN
6. ANSWER BOOKLETS & SHEETS ARE HANDED OUT AND STUDENTS ASKED COMPLETE THE DETAILS AND READ “INSTRUCTIONS TO CANDIDATES”. NOTE:
  - TITLE OF EXAMINATION: This is the Programme of study. It will be either [Business Management](#) OR [Tourism Management](#)
  - TITLE OF PAPER: This is the Module = e.g. MAN3079 Business Strategy
7. INVIGILATORS HAND OUT EXAMINATION PAPERS FACE DOWN
8. CHIEF INVIGILATOR STARTS EXAMINATION
9. INVIGILATORS CHECK STUDENT IDs AND THE STUDENT SIGNS THE ATTENDANCE LIST
10. 10 MINUTES BEFORE THE EXAM ENDS THE CHIEF INVIGILATOR ADVISES STUDENTS THEY CANNOT LEAVE THE VENUE
11. CHIEF INVIGILATOR ENDS THE EXAMINATION: ADVISES STUDENTS TO SEAL THE EXAM ANSWER BOOKLET CORNER
12. EXAMINATION PAPERS AND ANSWER BOOKLETS COLLECTED BY INVIGILATORS
13. STUDENTS INFORMED TO LEAVE THE EXAM VENUE

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EXAMINATION DOCUMENTS ARE TAKEN TO ROOM 101 IN THE ZHIYUAN BUILDING  
TO REGISTER & THEN HAND OVER TO THE ACADEMIC MARKER