



Central Assessment Team
Student and Registry Services

Examination Invigilation Guide for Departments

Author: Central Assessment Team
Date: March 2024

CONTENTS

- 1 Scope of this document**

- 2 Invigilating individual candidates for Centrally Managed Examinations**
 - 2.1 Collection of examination papers
 - 2.2 Examination scripts
 - 2.3 Examination paper errors
 - 2.4 Rest breaks and/or additional writing time
 - 2.5 Adjusting start times for students (including managing exam clashes)

- 3 Departmentally Managed Examinations**
 - 3.1 Advance preparation
 - 3.2 Entry to the hall
 - 3.3 Announcements and starting the examination
 - 3.4 Candidate numbers
 - 3.5 Late arrivals and Toilet Breaks
 - 3.6 Conduct of invigilating staff
 - 3.7 Answer booklets
 - 3.8 Permitted materials
 - 3.9 Use of calculators
 - 3.10 Use of dictionaries
 - 3.11 Early leavers
 - 3.12 Ending the examination
 - 3.13 Examination paper errors
 - 3.14 Exam irregularities/misconduct

- 4 Running In-Person Digital Examinations**

- 5 Appendices**
 - A Announcements for the beginning of exams
 - B Announcements for the end of exams
 - C Candidate instruction sheet/poster
 - D Candidate note on rest breaks

1 SCOPE OF THIS DOCUMENT

This purpose of this document is to provide invigilation guidance for teaching departments when: -

- running their own examinations and tests
- invigilating individual candidates when required to by the Central Assessment Team (such as candidates assessed as requiring an individual room or those with a timetabling clash)

2 INVIGILATING INDIVIDUAL CANDIDATES FOR CENTRALLY MANAGED EXAMINATIONS

Some students would have been assessed by Student Support and Wellbeing as requiring adjustments that are not able to be accommodated in the main exam adjustment rooms on campus, for example requiring a scribe.

These students will have been given a location of “Parent Department to Advise” on their timetables, and you will need to advise them of the precise arrangements and location.

On rare occasions, you may also be required to accommodate other students for their examinations, such as in cases where there is a timetable clash.

These instructions should be read in conjunction with Section 3 of this document, as the vast majority of invigilator guidance and student regulations for running departmental examinations will also apply when supervising individual students.

2.1 Collection of Examination Papers

Individual examination packs will be available for collection from the examinations base room the day before the examination.

Packs will include the following: -

- Examination Envelope
- Examination Paper
- Examination answer booklets
- Examination Paper Query Form
- Student Sickness Form
- Note to candidates regarding use of rest breaks
- Any other handouts/resources relating to that examination

2.2 Examination Scripts

If the exam is taught by your department, then you are free to pass the examination script(s) on to the relevant examiners/module leads as required.

For examinations taught by another department, you may return the script(s) to the Examinations Base Room, and we will ensure that arrangements are made for it to be collected by the relevant department.

All additional materials and unused stationery must be returned to the Central Assessment Team.

2.3 Exam Paper Errors

Corrections to question papers for centrally managed examinations are not permitted on the day. If you are invigilating a centrally managed exam for an individual candidate and they raise a query they should make use of the “Examination Query Form” provided in your pack. The candidate/s should be advised to “make assumptions” to enable them to complete the question. The form should be completed to detail any assumptions that have been made. The form should be distributed as follows:

Script Copy – to be placed with the script inside the examination envelope.
Registry Copy – to be returned to the Central Assessment Team.

Even if the relevant teaching staff are available to answer any queries/make corrections, they are NOT PERMITTED to do so as this would give this candidate an unfair advantage over candidates sitting in the main centrally managed venues.

2.4 Rest Breaks and/or additional writing time

For candidates with a SoRA, a front cover sheet will have been provided which will give details of the additional writing time, rest breaks, adjusted duration/end time, as well as any additional provisions required by the candidate.

Additional time and rest breaks have now been rolled together. The rest break allowance is included in the overall adjusted duration/end time. This adjusted end time will apply whether or not the student makes use of the full break allowance. This means that a student can take whatever breaks they want for the duration they need without the need to “stop the clock” on the duration of their exam.

No additional time should be given beyond the end time stated on the exam cover.

A note for candidates regarding this will be included in your exam pack and should be placed on the student's desk for reference.

2.5 Adjusting Start Times for Students

SoRA candidates with long exam durations

If you have been asked to accommodate an individual student with a large amount of additional writing time, you may consider giving them an earlier start time to prevent staff having to invigilate late into the evening.

Please note that for logistical reasons, we are unable to vary the start times in our centrally run exam adjustment venues on campus.

If you opt to adjust the start time, then the following steps must be taken in order to maintain the integrity of the exams in the main venues:

- For morning examinations the candidate must not leave the exam prior to 10:45am
- For afternoon examinations the candidate must not leave the exam prior to 3:15pm
- Inform the candidate of the adjusted start time and advise them that this is a local arrangement which will not be amended on their central timetable.

Examination Clashes

In the rare event that a student has an examination clash, they will need to be accommodated in their parent department, sit one exam in the morning and one in the afternoon, and be supervised throughout the day to ensure that they have not contact with other candidates. You will be responsible for informing the candidate of the precise arrangements. The student should be instructed to bring a packed lunch in order to facilitate the supervision arrangements.

The following steps must be taken to ensure the integrity of both examinations:

Where the clashing examinations were both scheduled for the morning:

- One exam selected to be taken at the correct time in the morning.
- The candidate must be supervised over the lunch period to ensure that s/he has no contact with other candidates.
- The candidate must not leave their first exam prior to 10:45am and if they do leave, then they cannot be permitted to return to complete the second examination as they may have had contact with other students while away from your supervision.
- Start the second examination after the lunch break, they may leave at any time if that exam was originally scheduled for a morning slot.

Where the clashing examinations were both scheduled for the afternoon:

- One exam selected to be taken in the morning.
- The candidate must be supervised over the lunch period to ensure that s/he has no contact with other candidates.
- The candidate must not leave your supervision prior to 3:15pm even if they opt not to take the second examination. This is to ensure that they have no contact with candidates due to sit in the main exam venue.
- Start the second examination after the lunch break, they may not leave that exam until 3:15pm at the earliest.

3 DEPARTMENTALLY ORGANISED EXAMS

3.1 Advance Preparation

- Ensure that all candidates have been informed of the date, time, duration, and location of the examination well in advance.
- Ensure that all candidates have been informed of what they need to bring with them – for example calculators, reference books etc.
- Book and arrange your exam room. Ensure that suitable desks or tables are provided and spaced out sufficiently to prevent students viewing each other's work.
- Place "Exam in Progress" and/or "Quiet Please" notices outside the room to minimise any disruptions.
- Ensure that there is a clock in the room which is visible for all candidates.
- Produce candidate lists in advance of the exam.
- Check your question paper (for errors and print quality) and ensure that sufficient copies have been printed, allowing for some spare copies in case of issues.
- Ensure that you have a sufficient supply of answer books and any other required stationery (such as graph paper). Please note that the Central Assessment Team are not able to provide such stationery but can be ordered by the department direct from our printers by emailing lmason@stephenaustin.co.uk or ebowerman@stephenaustin.co.uk.
- Set out answer books and question papers on the tables before admitting students into the room. (Students should initially be given one answer book (unless the examination requires multiple books to be used to assist with the distribution to markers).
- If you have a large number of candidates, then you may want to consider numbering your desks and providing a list/seating plan outside the room for students to refer to as this can simplify checking attendance and verifying IDs.
- Prior to the start of the examination, you should check the toilets for any hidden notes, and you should do this check again within the first 45 minutes of the examination.

3.2 Entry to the Hall

Ensure that your exam room full is fully set up prior to admitting the students; but aim to have them all seated at least five minutes prior to the start time.

Once they have taken their seats, candidates must not speak to each other, but may address queries to the staff present.

Candidates should be instructed not to read the question paper until they have been advised to start the examination.

Prior to the start of the examination, you should check the room to ensure that candidates do not have any non-permitted materials on their desks or about their person. Coats and bags should ideally be put in a space at the back or front of the room. Students concerned about any valuables should place these under their seats. Mobile phones must be switched off.

3.3 Announcements and Starting the Examination

A copy of the announcements that are used for centrally managed examinations is attached at the end of this document. You may, of course, adapt this for your own use.

Once the examination has started you should check the students against your attendance sheet and record any absentees.

In situations where the candidates are not known to you, you should ensure that their identity is verified by checking their ID against your candidate list. This can be done at the same time as checking attendance. Approved forms of ID are:

- UCL ID card
- Home College ID card for intercollegiate students
- Passport
- Driving licence with photograph

Identity checks of candidates wearing face coverings should be undertaken in a private area, away from the main group of candidates, and by an invigilator of the same gender. Before the start of the examination, candidates should be asked to lift their face covering so that their identity can be confirmed against their ID card. Invigilators should not touch candidates' face/head coverings at any time. A visual inspection to see if a candidate has a communication device in their ear should only be undertaken if there is reasonable cause, not as standard practice. Such an inspection should also only be undertaken by an invigilator of the same gender.

Before the start of the examination, you should instruct candidates to remove their ID from any wallets or holders and place them directly on their desk. This will enable your checks to be made with the minimum amount of disturbance.

3.4 Candidate Numbers

All UCL written examinations must be examined anonymously by candidate number instead of name. All students have been emailed their candidate number earlier in the academic year. Students are also able to access this information and print it from Portico.

Candidates are permitted to have the printout of their candidate number on the desk for reference. Candidates must not write on this printout, and it should be clear of any writing/additional information when they bring it into the room.

3.5 Late arrivals and Toilet Breaks

Candidates arriving within the first 45 minutes, may be allowed into the room, but should not normally be given any additional time (i.e. they should finish at the same time as all other candidates).

No admittance is allowed to the hall after the first 45 minutes.

Students wishing to use the toilet during the examination should be escorted.

3.6 Conduct of Invigilating Staff

Invigilating staff should be briefed prior to the start of the examination. This should include:

- Provide details of any specific requirements for the exam and/or any candidates with a SoRA.
- Remind them to remain active and vigilant throughout the exam.
- Brief them on the regulations and relevant sections of this document.
- Remind them that students are understandably anxious about the return to in person exams; and while close supervision of the candidates is important, they are also responsible for creating calm exam environment.

Please note that the Central Assessment Team are not able to provide any invigilating staff to departments.

3.7 Answer booklets

Students should initially be given one answer book (unless the examination requires multiple books to be used to assist with the distribution to markers).

It is particularly important that you keep control of the answer booklets as they may be used by candidates attempting to cheat. In order to preserve the security of booklets and the integrity of the exam, you should only issue supplementary answer booklets on request and once the candidate is reaching the end of the previous booklet.

Candidates must not be given loose sheets of paper unless there is a specific requirement for this. The use of scrap paper is prohibited. Rough work must be done in the answer booklets and crossed through. All books used (including those use for rough working) should be handed in at the end of the examination.

3.8 Permitted Materials

If any candidate is required to bring medication/tablets etc. into the examination hall he/she should advise you of this before the start of the examination.

Candidates are not permitted to bring food into the hall, non-carbonated cold drinks are permitted, unless their examination adjustments specify that they are permitted to consume food. Use of e-cigarettes are not permitted in the hall and candidates are not permitted to leave the hall during an examination to use one.

Candidates are not permitted to wear headgear such as baseball caps or woollen hats. The only headwear permitted is that required on specific grounds, such as religious or medical grounds. If a candidate is wearing a hat which does not appear to have any religious or medical connection, please approach them with diplomacy to find out the reason why they are wearing it. It is important that you are not heavy-handed about this.

There may be exceptions to these rules for students with a SoRA. You should take steps to ensure all invigilators are aware of any specific needs identified in the SoRA for individual candidates. The use of mobile phones to check blood sugar levels is permitted, however, the students must be supervised while doing so and vigilance is required.

Under no circumstances should any form of medication be offered to a candidate; obviously if a student has brought their own, then they may be permitted to administer it (for candidates with a SoRA; this requirement would normally be noted on their paperwork or in the SoRA details on Portico).

3.9 Use of Calculators

Candidates are required to state on the answer book the name and type of calculator used.

The current models of UCL-approved calculator for use in written examinations **all model numbers in the Casio FX83 and FX85 ranges**.

Module leaders can permit other/any models of calculators should they wish to do so, provided that candidates are advised of this in advance.

Candidates are responsible for ensuring that their calculator is in good working order and for providing an alternative means of calculating should their calculator fail during an examination. You are under no obligation to provide spare calculators on the day. The sharing of calculators between candidates is not permitted. If a candidate does not have a working calculator, they are not permitted to use any other device as a replacement (e.g. mobile phone).

Please note that a candidate will be deemed to have committed an Examination Irregularity if found to be using a calculator when this is not permitted or using a non-standard model when approved models only are permitted.

3.10 Use of Dictionaries

UCL has ruled that dictionaries are not permitted where the object is to help a student overcome any deficiency in their command of the English language. If any candidate is discovered to be using a dictionary, he/she should be asked to deposit it with you.

Please note that a candidate will be deemed to have committed an Examination Irregularity if found to be using an unauthorised dictionary.

3.11 Early Leavers

First 45 minutes & Last 15 minutes

No candidate may leave the hall in the first forty-five or the last fifteen minutes of the examination except to have first-aid treatment, when he/she must be accompanied by a member of staff.

If a candidate insists on leaving the examination hall without permission during the first forty five minutes and some candidates have still not arrived, then every effort should be made to persuade her/him not to leave the building and to keep her/him under supervision for the remainder of the forty-five minutes. It should be pointed out to the candidate that departure during the forty-five minutes will be reported to the UCL authorities, and that steps may be taken to ascertain whether an examination offence could have occurred.

Between first 45 minutes and last 15 minutes

Candidates who wish to leave after the first 45 minutes but before the last 15 minutes should be permitted to do so. You do not need to record the time they leave, but you must ensure that no paperwork (question paper and answer books) is removed from the room by the candidate. No examination papers are to leave the examination hall.

Once a candidate has left the hall they must not be allowed back in for any reason, even after the examination has finished.

3.12 Ending the Examination

Students should not be permitted to leave the examination hall in the last 15 minutes.

You should make warning announcements to indicate how much time is remaining at 15 minutes and 5 minutes prior to the end of the exam.

A copy of the announcements made in centrally managed venues is included in the appendices at the end of this document.

3.13 Examination Paper Errors

For a departmentally organised examination, examiners may make corrections to question papers in the examination hall if this does not cause too much disruption.

Please note that corrections to question papers for Centrally Managed Examinations are NOT PERMITTED on the day.

3.14 Exam Irregularities/Misconduct

If you suspect that an examination irregularity has taken place.

Explain very briefly which regulation has been broken, remove any unauthorised items, draw a line on the script at the appropriate point (add your signature and note the time), and then allow the candidate to continue with the examination undisturbed. It is important to ensure that candidates are not unduly disturbed when dealing with suspected irregularities.

You and any other invigilators involved with the incident should provide a written statement. You should ensure that this report is as full as possible and that it clearly indicates the facts. It is possible that the candidate will see a copy of your statement as part of any further investigation so it is important that it is factual and does not include any personal remarks about the candidate that could cause offence. You may be asked about your report after the event for points of clarification.

Before the candidate leaves the room, he/she should be asked to make and sign a written statement and must be advised that the UCL authorities will decide what action will be taken. If the candidate opts not to make a statement, this should be noted.

Return any confiscated items of value to the candidate except for items which will need to be reviewed by the Panel, such as notes or textbooks.

The student's script should be kept separate from the main batch and not given to the examiners at this stage. The script and all statements from invigilators and the candidate should be dealt with as follows:

- For Departmentally Managed Exams - pass to the member of staff in your department who deals with examination misconduct for onward transmission to Academic Services where appropriate.
- For Centrally Managed Exams – return to the Central Assessment Team as soon as possible.

In the event of any issues with candidate misconduct, the Central Assessment Team will be happy to advise if you are unclear on how to deal with the situation.

4 RUNNING IN-PERSON DIGITAL EXAMINATIONS

If you are running an in person exam in Moodle or WISEflow, you need to use the guidance and checklists provided by the Digital Education team to ensure you have set up your exams correctly and notified the relevant parties involved.

For Moodle Quiz Exams, please refer to: [Moodle Quiz for online invigilated exams](#).

For WISEflow Exams, please refer to: [WISEflow Lockdown browser guidance](#). The Lockdown browser has been deployed to all UCL Cluster Rooms ready for use. Should you be using any other departmental devices or allowing students to bring their own, then you must ensure that the lockdown browser has been downloaded onto the devices in advance of the examination.

Please note that you **must complete** the “Exam Notification Form” at least four weeks before the exam is scheduled to take place. It is vital you complete the [Exam Notification Form](#) so that the Digital Education team and ISD can complete any necessary checks on your exam settings and check the room in advance of your examination.

If you have any questions, then please contact the [Digital Education Team](#) for advice.

APPENDICES

APPENDIX A: Invigilator Announcements at Start of Examination

- 1 Please ensure you are in the correct room and are sitting at the correct desk.
- 2 Please remove your ID card and Candidate Number Card from any holders and place them on your desk.
- 3 Whilst waiting for the start of your examination complete the front of the Examination Envelope and if relevant complete the MCQ answer sheet
- 4 An instruction sheet containing Examination Hall Regulations has been placed on your desk for information. You must comply with all of these instructions throughout the examination. This sheet should be left on your desk when you leave the hall.
- 5 If you have unauthorised materials, such as revision notes, these must be handed in **now**. You must **not** have any unauthorised items on your desk, under your desk or anywhere about your person. If you are found with any you will be deemed to have used them. Anyone suspected of an examination offence will be reported to the UCL authorities.
- 6 Mobile phones and other similar communication devices including the use of any smart watches **must** be switched off, not left on standby, and placed in the plastic wallet under your desk with your other valuables. If you are found with a communication device on your person, it will be treated as an examination offence. It is also an offence to send or receive calls or messages during an examination or allow ringtones or pre-set alarms to cause a disturbance.
- 7 **In the event of an emergency that requires the evacuation of the hall, you will be asked to file out quickly from the hall using the fire exits located at XXXX. The invigilation staff will lead you to the assembly points at XXXX where you will remain until you receive further instructions.**
- 8 The examinations being held in this hall **now** are:
XXXX XXXX XXXX XXXX
- 9 You will be given warnings 15 minutes and 5 minutes before the end of your examination. When the time permitted for your examination has passed you will be given **one extra minute** to prepare your answer books for collection by writing your candidate number on the examination envelope. Place all scripts and all examination papers and handouts in the envelope. **When the end of the one minute allowance is announced, you must stop writing immediately.**

- 10** If you suspect there is an error on the question paper, raise your hand to inform a member of invigilation staff. You will be issued with a form to complete for you to indicate any assumptions you have made to enable you to continue to answer the exam questions. **THERE WILL BE NO EXAM PAPER CORRECTIONS GIVEN IN THE EXAM HALL**
- 11** If you have any problems or issues during the examination, please notify a member of invigilation staff so that they can be addressed at the time. Issues raised after the examination has ended cannot be taken into account.
- 12** You will be advised when you can start your examination, please do not turn over the question paper until advised to do so.
- 13** When you have finished your examination, please leave the exam hall quietly as there may be other examinations still in progress.

APPENDIX B: Supervisors Announcements at the end of the exam

FIFTEEN AND FIVE MINUTE WARNINGS

- 1 For halls with only one examination duration**
You have fifteen/five minutes writing time remaining – you may no longer leave the exam venue.
- 2 For halls with mixed examination durations**
Candidates in seats XX to XX have fifteen/five minutes writing time remaining.

END OF EXAMINATION ANNOUNCEMENT

- 1 For halls with only one examination duration**
The examination time permitted has now passed.
You have one extra minute to prepare your answer books for collection.
Place all examination materials, including the question paper, to be collected in inside the examination envelope ready for collection. **DO NOT PLACE ANY PUBLICATIONS IN THE ENVELOPE**
- 2 For halls with mixed examination durations**
The examination time permitted for candidates in seats XX to XX has now passed.
You have one extra minute to prepare your answer books for collection. Place all examination materials to be collected in inside the examination envelope ready for collection. **DO NOT PLACE ANY PUBLICATIONS IN THE ENVELOPE**

At the end of the one minute allowance:

Stop writing. The one minute allowance has passed.
Place your pen on your desk and remain quietly in your seat until all examination envelopes have been collected.

ONCE ALL EXAMINATION ENVELOPES HAVE BEEN COLLECTED

- 1** When leaving the hall, please exit the building as quickly and quietly as possible and remember to take all your belongings with you. Please be considerate of other candidates still taking examinations. You may now leave the hall.

APPENDIX C:

Examination hall regulations

You must observe all of the following regulations and any other instructions given to you by invigilation staff, examiners, or other staff responsible for the conduct of examinations.

- ✓ **DO** sit in your assigned seat.
- ✗ **DO NOT** speak to other candidates once you have entered the hall
- ✓ **DO** put your ID card and candidate number card on your desk
- ✗ **DO NOT** keep unauthorised items about your person or put them on or under your desk
- ✓ **DO** switch off your mobile phone before you put it, your timetable, and any other valuables under your desk.
- ✗ **DO NOT** read the question paper until told to do so. **BUT** check you have the correct paper.
- ✓ **DO** fill in the front cover of your Examination Envelope book and listen to the supervisor's announcements.
- ✗ **DO NOT** write anything else on your answer book or question paper before the start of the examination unless told to do so by the supervisor (for computer users, this includes typing)
- ✓ **DO** write clearly in English (or the language specified for the examination) using blue or black ink only.
- ✗ **DO NOT** leave your seat without permission once the examination has started.
- ✓ **DO** raise your hand if you have a query, feel unwell, need more stationery or the toilet, or want to leave the hall permanently after the first 45 minutes or before the last 15 minutes of the examination
- ✗ **DO NOT** use scrap paper for rough work; just cross through any work you do not want marked.
- ✓ **DO** heed the 15 and 5 minute warning announcements and use the one minute allowance at the end of the examination to prepare your answer books for collection.
- ✗ **DO NOT** write your name on any answer books
- ✓ **DO** stop writing as soon as time is called, remaining silent in your seat until all answer books have been collected
- ✗ **DO NOT** take out of the hall any used or unused answer books or any question papers.
- ✓ **DO** leave the hall quickly and quietly when told to do so by the supervisor.

Items permitted in the hall

Check the lists below to make sure you know what items are allowed in any written, practical, oral or similar examination:

What's allowed:

- ID card or other approved means of Identification
- Unmarked candidate cards
- Question papers and examination Stationery
- Materials approved by the examiner.
- Calculators (approved models only)¹
- Mathematical instruments and slide Rules
- Clear pencil cases containing pens, pencils², highlighter pens, correction fluid/tape, erasers, sharpeners, and small bottles of ink
- Bottles of still (non-carbonated) soft drinks only³

What's not allowed:

- Revision or course notes
- Books, statutes or dictionaries⁴
- Paper for rough work
- Laptops, audio players or devices with internet or data storage capabilities
- Opaque pencil cases or staplers
- Food or other hot/cold drinks⁵
- E-cigarettes
- Ear plugs⁵
- Wearing of headgear⁶

1. You will have been informed by course organisers, in advance of the examination, if (i) calculators are permitted or (ii) nonstandard calculators are permitted.

2. For MCQ examinations and diagrams only.

3. You will be responsible for any spillages.

Mobile phones and other communication devices

All mobile phones and communication devices must be switched off before you enter the examination hall and placed under your desk in the plastic wallet provided. Communication devices found on your desk or about your person will be treated as unauthorised materials and will be dealt with accordingly.

It is also an examination offence to send or receive calls or messages during an examination, or allow ringtones or pre-set alarms to cause a disturbance.

Examination offences

It is an examination offence to have unauthorised items on or under your desk or about your person during an examination, and you will be deemed to have used any items found.

The unspecified use of electronic calculators and dictionaries is banned and will be treated as an examination offence. Random checks will be made during examinations to ensure that these regulations are being complied with.

Anyone suspected of an examination offence will be reported to the UCL Authorities and may be called to appear before an Examination Irregularities Panel.

Evacuation procedure

In the event of an emergency, the hall supervisor will tell you to leave all materials on your desk and direct you to the nearest exit. Examination conditions will still apply so you must not speak to any other candidates on any topic.

4. Except where approved by the examiner.

5. If earplugs are required ask an invigilator.

6. Except on religious or medical grounds (prior approval required for the latter).

APPENDIX D:

REST BREAK GUIDANCE FOR CANDIDATES

The following statements apply if you are entitled to rest breaks:

- Your rest break allowance has been included in your overall adjusted duration. The end time stated on your exam cover sheet will apply whether or not you take your breaks.
- No additional time will be given beyond the end time stated on your exam cover.
- You may leave the room (supervised) if this is granted through your SoRA to consume food, drink, medication or use equipment, exercise, and walk.
- If you wish to leave the room for a rest break, you must raise your hand to alert an invigilator.
- Whilst your rest breaks are included in your time allowance for the exam; it is recommended for your own wellbeing that you take the permitted breaks rather than use the rest break allowance for further writing time.