

# OxfordAQA

## Invigilator announcement

March 2026

## Guidance for Exam Officers and Invigilators

To ensure all OxfordAQA students have a consistent and fair examination experience, invigilators must read aloud the suggested instructions at both the start and end of each exam

This guide provides the exact wording and timing for these announcements. The script should be read as written, to ensure that all students receive the same clear information and that examinations are conducted fairly.

If a different script is used, it must include all of the information contained in this guide. Instructions must always be read in English first and may then be repeated in another language, provided the content and meaning remain identical.

This document covers instructions explaining how students should record their answers:

- Part 1- Answering on the question paper.
- Part 2- Answering on answer sheets or in an answer booklet

Before each exam, Exams Officers must update invigilators using **the Stationery Summary Lists** available on **Centre Services** – which provides a full list of materials required for each exam.

Invigilators should also **check the instructions inside the question paper packet**, which confirm what must be provided in the exam room, including:

- Whether additional materials are required (for example, calculators or graph paper)
- How students must record their answers (for example, directly on the question paper)

All staff involved in the delivery of examinations must ensure they have read and understood the regulations for running exams, as set out in section 5 of the **[OxfordAQA Handbook](#)**.

You can download a copy of our **[OxfordAQA Checklist for Invigilators](#)**, which supports the secure delivery of examinations and compliance with OxfordAQA regulations. This checklist should be used before, during, and after each examination session.

# Part 1 - Answering on the question paper

## Instructions for Starting the Exam

### Before students enter the room:

- Ensure the seating plan is correctly arranged.
- Confirm that the question paper packets are the correct ones for the exam.
- Check that both the outer packaging and the clear inner plastic packaging are intact.
  - If any packet is damaged or has been opened, complete and return the [Damaged Packet form](#) immediately to [info@oxfordaqa.com](mailto:info@oxfordaqa.com).

### When students are seated:

- Verify that each student has the required items for the exam (for example, pens, pencils, calculators if permitted).
- Open the question paper packets in front of the students.
- Place one question paper face-up on each desk.
  - For large groups or multiple rooms, papers may be placed on desks before students enter, provided they are face-up.

### Read aloud the following instructions in order:

- Insert the required details where indicated (for example, exam name, start time).
- Do **not** read aloud any text shown in square brackets. This text is for invigilator reference only.

Step	What to say to students
<b>1. Greeting</b>	Good morning/afternoon. You are here to take: <i>Name of exam</i> <i>Syllabus code</i> <i>Component code.</i>
<b>2. Seating Confirmation</b>	Make sure you are seated according to the seating plan
<b>3. Exam Conditions</b>	<b><i>Do not open</i></b> the question paper until I instruct you to do so.  You are now under exam conditions and must follow the rules detailed on the ' <a href="#">Warning to Students Poster</a> ' displayed in the room.  You must not communicate with, ask for help from, or give help to any other student in the exam room.  If you have a question at any time, raise your hand and wait for an invigilator.  Invigilators cannot answer any questions about the content of the question paper.

<p><b>4. Unauthorised Items</b></p>	<p>You are not allowed to have any unauthorised items in the exam room.</p> <p>If you have any unauthorised items, including watches, notes, mobile phones or any kind of electronic device, you must hand them in now.</p> <p>If you do not hand them in, your results may be disqualified.</p>
<p><b>5. Materials Check</b></p>	<p>You should have a question paper on your desk.</p> <p>As well as the question paper, you should have:</p> <ul style="list-style-type: none"> <li>• pens and/or pencils</li> <li>• [list any other relevant equipment from the Additional Exams Materials List, e.g., geometric instruments].</li> </ul> <p><i>If you are missing anything, raise your hand now.</i></p>
<p><b>6. Question Paper Check</b></p>	<p>Check the front of the exam paper to make sure you have the correct paper and read through the instructions on the front.</p> <p><b>Do not open</b> the question paper until you are told to do so.</p> <p><i>[Pause here to allow students time to read the instructions]</i></p>
<p><b>7. Writing Instructions</b></p>	<p>Write clearly in blue or black ink using a ballpoint pen.</p> <p>Do not use any kind of correcting fluid or tape.</p> <p>Everything you write in your script may be available to your school after the release of results.</p> <p>Do any rough work on the question paper provided and cross through it neatly.</p>
<p><b>8. Student Details</b></p>	<p>Check your student details on the front of your desk are correct.</p> <p>Then write the following on the front of the question paper:</p> <ul style="list-style-type: none"> <li>• Your name and candidate number</li> <li>• Centre number [this should be clearly displayed to all students].</li> </ul>
<p><b>9. Timing</b></p>	<p>You have [X] minutes to complete this exam. The start time is [start time] and the finish time is [end time].</p> <p>I will let you know when there are <b>five minutes</b> of the exam remaining.</p> <p>You may now open your question papers and <b>begin</b>.</p> <p><i>[You must not give students any additional time to read through the question paper].</i></p>

## Instructions for the last five minutes of the exam – five-minute warning

You must let your students know when there are five minutes of the exam remaining.

Step	What to say to students
<b>1. Reminder</b>	You have five minutes left until the end of the exam.

## Instructions for the end of the exam – finishing the exam

At the end of the exam, read aloud the instructions below in order. Text shown in square brackets is for invigilator reference only and must not be read aloud.

Before you start make sure that:

- Students remain seated until all question papers and any additional answer sheets have been collected and accounted for.
- Where possible, seal the question paper packets into the script packets in front of the students.
- If the scheduled exam time has passed, students may leave the room when instructed.
- If the scheduled exam time has not passed, students must remain under Centre Supervision either in the exam room or another suitable room.

Step	What to say to students
<b>1. Stop Writing</b>	<p>The exam has finished. Stop writing and put your pens down.</p> <p><i>[You may allow students to check that they have neatly crossed through any rough work.]</i></p> <ul style="list-style-type: none"> <li>• You are still under exam conditions, so please remain silent and seated at your desks.</li> </ul>
<b>2. Check and Organise Papers</b>	<p>Please:</p> <ul style="list-style-type: none"> <li>• Check you have entered all the required information on the front of your question paper.</li> <li>• Check you have neatly crossed through any rough work.</li> <li>• Place any additional answer sheets in question number order and securely attach them to your question paper using the treasury tag provided.</li> </ul> <p><i>[Do not use paperclips or staples.]</i></p>
<b>3. Remain Seated</b>	<p>Please remain seated and quiet until I let you know you can leave the room.</p>

## Part 2 – Answering on answer sheets or in an answer booklet

### Instructions for Starting the Exam

#### Before students enter the room:

- Ensure the seating plan is correctly arranged.
- Confirm that the question paper packets are the correct ones for the exam.
- Check that both the outer packaging and the clear inner plastic packaging are intact.
  - If any packet is damaged or has been opened, complete and return [Damaged Packet form](#) immediately to [info@oxfordaqa.com](mailto:info@oxfordaqa.com).

#### When students are seated:

- Verify that each student has the required items for the exam (for example, pens, pencils, calculators if permitted).
- Open the question paper packets in front of the students.
- Place one question paper face-up on each desk.
  - For large groups or multiple rooms, papers may be placed on desks before students enter, provided they are face up.
  - Ensure each student has the correct **answer sheets or answer booklet**, as required for the examination.

#### Read aloud the following instructions in order:

- Insert the required details where indicated (for example, exam name, start time).
- Do **not** read aloud any text shown in square brackets; This text is for invigilator reference only.

Step	What to say to students
<b>1. Greeting</b>	Good morning/afternoon. You are here to take:  <i>Name of exam</i> <i>Syllabus code</i> <i>Component code.</i>
<b>2. Seating Confirmation</b>	Make sure you are seated according to the seating plan
<b>3. Exam Conditions</b>	<p><b><i>Do not open</i></b> the question paper until I instruct you to do so.</p> <p>You are now under exam conditions and must follow the rules detailed on the '<a href="#">Warning to Students Poster</a>' displayed in the room.</p> <p>You must not communicate with, ask for help from, or give help to any other student in the exam room.</p> <p>If you have a question at any time, raise your hand and wait for an invigilator.</p> <p>Invigilators cannot answer any questions about the content of the question paper.</p>

<p><b>4. Unauthorised Items</b></p>	<p>You are not allowed to have any unauthorised items in the exam room.</p> <p>If you have any unauthorised items, including watches, notes, mobile phones or any kind of electronic device, you must hand them in now.</p> <p>If you do not hand them in, your results may be disqualified.</p>
<p><b>5. Materials Check</b></p>	<p>You should have a question paper on your desk.</p> <p>As well as the question paper, you should have:</p> <ul style="list-style-type: none"> <li>• an answer booklet or answer sheets</li> <li>• pens and/or pencils</li> <li>• [list any other relevant equipment from the Additional Exams Materials List, e.g., geometric instruments].</li> </ul> <p><i>If you are missing anything, raise your hand now.</i></p>
<p><b>6. Question Paper Check</b></p>	<p>Check the front of the exam paper to make sure you have the correct paper and read through the instructions on the front.</p> <p><b>Do not open</b> the question paper until you are told to do so.</p> <p><i>[Pause here to allow students time to read the instructions]</i></p>
<p><b>7. Writing Instructions</b></p>	<p>Write clearly in blue or black ink using a ballpoint pen.</p> <p>Do not use any kind of correcting fluid or tape.</p> <p>Do not use highlighters on your answer booklets or answer sheets.</p> <p>Everything you write in your script may be available to your school after results release.</p> <p>Do any rough work on the answer booklets or answer sheets provided and cross through it neatly.</p>
<p><b>8. Student Details</b></p>	<p>Check your student details on the front of your desk are correct.</p> <p>Then write the following on the front of the answer booklets or answer sheets:</p> <ul style="list-style-type: none"> <li>• Your name and candidate number</li> <li>• Centre number [this should be clearly displayed to all students].</li> <li>• Syllabus and component number as detailed on the front of the question paper.</li> </ul>
<p><b>9. Timing</b></p>	<p>You have [X] minutes to complete this exam. The start time is [start time] and the finish time is [end time].</p> <p>I will let you know when there are <b>five minutes</b> of the exam left.</p> <p>You may now open your question papers and <b>begin</b>.</p> <p><i>[You must not give students any additional time to read through the question paper].</i></p>

## Instructions for the last five minutes of the exam – five-minute warning

You must let your students know when there are 5 minutes of the exam remaining.

Step	What to say to students
<b>1. Reminder</b>	You have five minutes left until the end of the exam.

## Instructions for the end of the exam – finishing the exam

At the end of the exam, read aloud the instructions below in order. Text shown in square brackets is for invigilator reference only and must not be read aloud.

Before you start make sure that:

- Students remain seated until all answer sheets or booklets and question papers have been collected and accounted for.
- Where possible, seal the question paper packets into the script packets in front of the students.
- If the scheduled exam time has passed, students may leave the room when instructed.
- If the scheduled exam time has not passed, students must remain under Centre Supervision either in the exam room or another suitable room.

Step	What to say to students
<b>1. Stop Writing</b>	<p>The exam has finished. Stop writing and put your pens down.</p> <p><i>[You may allow students to check that they have neatly crossed through any rough work.]</i></p> <p>You are still under exam conditions, so please remain silent and seated at your desks.</p>
<b>2. Check and Organise Papers</b>	<p>Please:</p> <ul style="list-style-type: none"> <li>• Check you have entered all the required information on the front of your answer sheets or booklets.</li> <li>• Make sure your answers are clearly and correctly numbered</li> <li>• Check you have neatly crossed through any rough work.</li> <li>• Place any loose answer sheets (including rough work) in question number order and attach them to your answer sheets or booklets using the treasury tag provided.</li> </ul> <p><i>[Do not use paperclips or staples.]</i></p>
<b>3. Remain Seated</b>	Please remain seated and quiet until I let you know you can leave the room.