

**ANNOUNCEMENT SCRIPTS FOR FINAL EXAMINATION  
FOR CHIEF INVIGILATOR**

**FIRST ANNOUNCEMENT**

*(To be announced when calling the candidates into the exam hall)*

**PLEASE LISTEN TO THESE FOUR IMPORTANT ANNOUNCEMENTS.**

- 1. YOU WILL SIT ACCORDING TO YOUR COURSE AND SECTION. PLEASE CHECK IN YOUR COURSE REGISTRATION SLIP FOR YOUR COURSE CODE AND SECTION NUMBER BEFORE ENTERING THE EXAM HALL.**
- 2. YOU MUST BRING IN ALL BELONGINGS INTO THE EXAM HALL AND LEAVE THEM AT THE BACK OR SIDE OF THE HALL. DO NOT LEAVE YOUR BELONGINGS OUTSIDE THE EXAM HALL.**
- 3. YOU MUST BRING THE COURSE REGISTRATION SLIP, STUDENT CARD, AND STATIONERY WITH YOU TO THE EXAM TABLE.**
- 4. YOU MUST MAKE SURE THAT YOU ARE SITTING AT A TABLE ASSIGNED FOR YOUR COURSE AND SECTION.**
- 5. IF YOU HAVE A MOBILE PHONE WITH YOU, SWITCH IT OFF AND PLACE IT UNDER YOUR EXAM TABLE AT YOUR OWN RISK.**

**SECOND ANNOUNCEMENT**

*(To be announced after candidates are seated)*

**PLEASE LISTEN TO THESE SIX IMPORTANT ANNOUNCEMENTS.**

- 1. YOU ARE NOT ALLOWED TO BRING ANY WRITTEN OR PRINTED DOCUMENTS INTO THE EXAM HALL, OTHER THAN THE COURSE REGISTRATION SLIP AND STUDENT CARD. IF SUCH DOCUMENTS ARE IN YOUR POSSESSION, PLEASE STAND UP AND PASS THOSE DOCUMENTS TO THE INVIGILATOR/SUPERVISOR.**

2. PLACE YOUR STUDENT CARD AND COURSE REGISTRATION SLIP AT THE TOP RIGHT-HAND CORNER OF YOUR TABLE.
3. CHECK THE COURSE CODE AND COURSE NAME WRITTEN ON THE COVER PAGE OF YOUR FINAL EXAM PAPER. RAISE YOUR HAND IF YOU HAVE BEEN ISSUED THE WRONG FINAL EXAM PAPER.
4. CHECK THAT THE FINAL EXAM PAPER HAS THE SAME NUMBER OF PRINTED PAGES AS SHOWN ON THE FRONT PAGE OF THE FINAL EXAM PAPER. RAISE YOUR HAND IF THERE ARE MISSING PAGES.
5. COMPLETE THE INFORMATION REQUIRED IN THE SPACE PROVIDED IN THE EXAMINATION ATTENDANCE SLIP AND ON THE COVER PAGE OF THE FINAL EXAM ANSWER BOOKLET. THE INVIGILATORS WILL COLLECT THE ORIGINAL COPY OF THE EXAMINATION ATTENDANCE SLIP AND YOU WILL KEEP THE CARBON COPIED SLIP.
6. READ THE INSTRUCTIONS PRINTED ON THE EXAMINATION PAPER CAREFULLY.
7. YOUR EXAMINATION STARTS NOW AND ENDS AT ...

### THIRD ANNOUNCEMENT

*(To be announced 15 minutes before the examination ended)*

**CANDIDATES ARE REMINDED THAT THE EXAMINATION WILL BE ENDING IN 15 MINUTES. CANDIDATES ARE NOT ALLOWED TO LEAVE THE EXAMINATION HALL.**

### FOURTH ANNOUNCEMENT

*(To be announced when the examination ended)*

**STOP WRITING NOW.**

**PLEASE LISTEN TO THESE FOUR IMPORTANT ANNOUNCEMENTS.**

1. **TIE-UP ALL THE ANSWER BOOKLETS WITH THE PROVIDED STRING (IF APPLICABLE).**
2. **REMAIN SEATED WHILE THE INVIGILATOR COLLECTS THE ANSWER BOOKLETS.**
3. **COLLECT YOUR STUDENT CARD, COURSE REGISTRATION SLIP, AND MOBILE PHONE.**
4. **DO NOT REMOVE UN-USED EXAMINATION BOOKLETS FROM THE EXAMINATION ROOM.**

**FINAL ANNOUNCEMENT**

*(To be announced when the examination scripts have been collected and are in order)*

**CANDIDATES MAY NOW LEAVE THE EXAM HALL. DO NOT FORGET TO COLLECT YOUR BELONGINGS FROM THE SIDE/ BACK OF THE HALL. THANK YOU FOR YOUR COOPERATION**