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| **Before the exam:** | |
| *Make sure that*; | **✓** |
| The speakers\* and cameras\* (\*if needed) are working properly. |  |
| The conditions in the exam room are suitable (heat, light, noise, cleanliness). |  |
| I have the sufficient number of exam paper, attendance sheet, optical forms\*, Rubrics\* (\*if needed). |  |
| The related audio and extra materials needed for the exam are provided and ready to be used. |  |
| Question paper packets and other confidential materials are kept in secure storage until just before the exam. |  |
| **In the classroom:** | |
| I am in the assigned classroom on the informed time (at least 15 minutes earlier than the starting time). |  |
| The seating plan is arranged and exam paper groups (A,B,…) are arranged to deliver accordingly. |  |
| The attendance register is done. |  |
| The students are informed about the correct way of filling optical forms out. |  |
| All the students got their optical form and exam paper at 5 minutes earlier than the starting time. |  |
| The notice to students about the time of the exam, in and out duration and general announcement written on Instruction Paper are done. |  |
| I made it sure that there is no cheating materials on the desk such as books, paper, bag, etc. |  |
| I announced students to write their necessary information on the exam paper. |  |
| I announced students to check the pages of the exam. |  |
| **During the exam:** | |
| I counted students and I checked it with the signature number in the attendance list. That is equal. |  |
| I opened the door after the listening part and left it open until the end of exam. |  |
| While receiving the exam paper and optical forms, I checked the Student number and booklet type as well as the answer part. There is no mistake. |  |

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| Carried out successfully by : [Name Surname] | [Signature] |
| Controlled by Vice Principal : [Name Surname] | [Signature] |

* Put a tick (**√**) if done.
* For carrying out all the parts stated above, the invigilator(s) will be in charge and responsible for in

any case.