

Room plan instructions for ICAS Assessments

Before the test

Ensure invigilation staff are given sufficient instructions and to enable room plans to be completed in the exam room. You can use this room plan, adapt it, or create your own.

During the exam

Invigilation staff must:

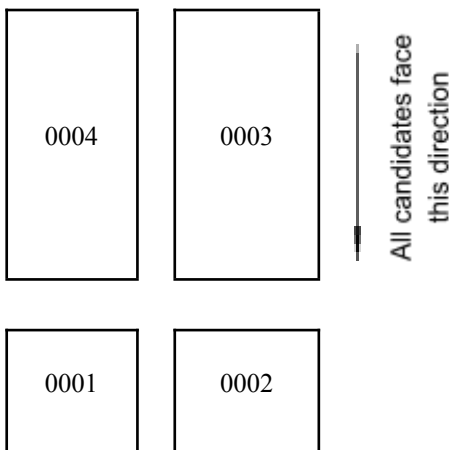
- Complete one room plan per room before the end of the test.
- Complete a different room plan for each different layout used for example, when there is a room change or candidates change places.

Include the following:

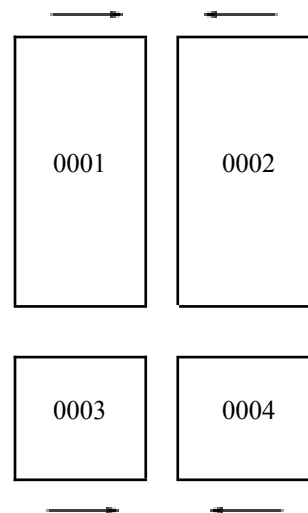
- The position of each candidate by candidate name
- Indicate absent candidates by putting 'A' next to the candidate name
- If all candidates face the same direction, write 'all candidates are facing this way' and use an arrow \longrightarrow
- If candidates are facing different directions, use an arrow to show direction for each candidate

Examples:

Candidates facing forwards in rows w



Back-to-back screens



After the exam

Ensure the ICAS Coordinator receives the completed room plan(s).

SEATING PLAN

School Name:		NOTE: <ul style="list-style-type: none"> Write Student Name & Year in the box If all candidates face the same direction, write 'all candidates are facing this way' and use an arrow \longrightarrow If candidates are facing different directions, use an arrow to show direction for each candidate
Date:		
AM or PM session:		
Room:		

Names of invigilators (not signatures). Put the invigilator's number on the plan where each invigilator is positioned.

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