

Examination Checklist	✓
Date/Time/Venue	
Duration of examination	
Number of students	
Invigilators required and contact details	
Staff member to open up hall (collect keys from Services in Blackrock where relevant)	
Staff member to bring exam papers to hall	
Staff member to bring exam answer books/mcq answer sheets to the hall	
A class list including photographs should be brought to the hall to record attendance and verify students' identity (class lists are available through Infohub)	
Exam hall paperwork such as seating plans, invigilator sign in/out sheets, toilet record sheet, examination breach forms, exam in progress signs etc. Contact <a href="mailto:examlogistics@ucd.ie">examlogistics@ucd.ie</a> should you need advice on what to include on your paperwork	
The exam hall is set up correctly with suitable exam conditions (heat, light, noise) and all signs/posters that may aid a student in their exam have been removed.	
A contact list for all invigilators in each hall/room	