



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 list 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 examlogistics@ucd.ie 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.	