

Venue Information

Sports Halls – General

Before the exam:

All invigilators should report to Reception at the main entrance, any invigilator can sign out a key and take a trolley.

Morning and afternoon exam papers will be delivered to the halls each morning and stationery will be in the halls.

The gate will be opened, students will not need to go through the turnstiles.

ID checks can be done at Reception.

During the exam:

Please be aware the phone signal is not good, please use Wi-Fi calling or the landline at Reception (Sports Hall 1) or Gym front desk (Sports Hall 2).

After the exam:

At the end of the exam, **both Halls must be locked** and completed scripts to be taken to Reception.

Sports Hall 1

- Capacity is 350.
- This venue is on the first floor close to the main entrance, students should be directed to use two entrances into the hall. Signs will be provided.
- Assistant Invigilator should go to Reception to encourage students into the venue.
- Toilets are close to the first entrance, please note there are 3 single cubicles only.

Sports Hall 2

- Capacity is 250.
- This is the older, smaller sport hall accessed over the bridge, this is well sign posted and lifts are available.
- Toilets are located around the corner from the entrance to the hall.

USB

Collect exam packets from Reception, these are delivered at approximately 8.30am – no stationery will be sent in advance, this will be in the packets. Completed exam scripts should be returned to Reception as soon as possible, Reception closes at 5.30pm.

Level 3 rooms:

Invigilators will need to collect a smart card from USB Reception to access Level 3 rooms.

No digital clocks can be used but wall clocks will be provided.

PCs in Level 3 rooms cannot be used for reports, if there are no other PCs available in the building reports can be done at home or next day on Campus.

Dame Margaret Barbour Building

All stationery for any venue in the DMBB will be 2.12 as this is the only room that locks. All invigilators will be given keys to 2.12 and should take everything they need at the beginning of the exam and put it back at the end.

Please ensure that the 2.12 is locked at all times.