

## Checklist for the Examination:

Checklist	✓
Date/Time/Venue	
Duration of examination	
Number of students	
Invigilators required and contact details	
Person to open up hall (collect keys from Services in Blackrock where relevant)	
Person to bring exam papers to hall	
Person 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)	
A contact list for all invigilators and lecturers in each hall/room used	