# EXAM ROOM CLOCK TOOL
## USER GUIDE

Version 1.1 (updated 17/03/2025)

## WHAT THE TOOL OFFERS

The tool offers the ability to create digital clocks displaying exam information for use in exam rooms.

A clock can be created in the exam room prior to the start of the exam(s) as part of the room preparation tasks. Alternatively, as part of exam preparation tasks, clocks can be created in advance to ease the administrative burden at exam time.

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## HOW TO USE THE TOOL

Enter the tool by clicking on **Exam Room Clock Tool** listed in the Resources menu of your Hub account.
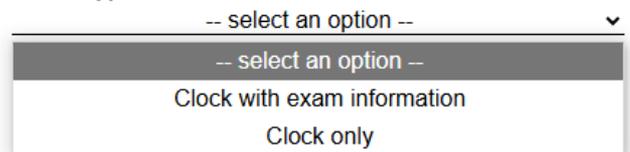
### Creating a clock

Select **+Create New**.



You have the option to choose the **Clock Type** - either **Clock with exam information** or **Clock only**.



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### Creating a clock with exam information displayed



On selecting the option **Clock with exam information** from the dropdown menu, give your clock a name/title.

A clock requires a unique name (which is meaningful) to enable the user to easily identify it on their dashboard. Example naming conventions could include the date, session and exam room (where applicable if the same exam(s) is taking place in multiple rooms at the same time).

There is a **Notes** section provided for you to add any useful information about the exam session, if applicable.

In the **EXAM INFORMATON** section, insert (type in), or select by clicking on the calendar icon, the **Exam Date** and select the required session (**AM** or **PM**).

**Exam Date** *
dd/mm/yyyy                                              📅

**Session** *
---Select an option---                                    ⌄
---Select an option---
AM
PM

You then have the option to insert (type in) the exam paper information manually, or you can import directly from the Exams Timetable Tool. To import, select **+Get from Timetable Tool**.

**Exam Code**          [+ Get from Timetable Tool]
_____

**Board**
_____

**Qualification**
_____

**Subject**
_____

**Paper**
_____

**Duration**    hh  ◌ : mm  ◌

**Extra Time Percentage**    0 %    ◌

A pop up will appear listing all the exam dates provided in the Exams Timetable Tool.

The search bar can be used to find the exam information you require.

**Exams Timetable Tool**                                                                                                              ×

Search on keyword(s) (or date in the format dd/mm/yyyy)

| ExamDate | ExamSeries | ExamBoard | Qualification | ExamCode | Subject | Paper | ExamTime | ExamDuration | Action |
|----------|-----------|-----------|---------------|----------|---------|-------|----------|--------------|--------|
| 05/11/2024 | Nov-24 | AQA | FS | 8720R | Functional Skills English Level 1 (final sitting/ resit) | Functional Skills English Level 1 Reading | AM | 1h | ▣ |
| 05/11/2024 | Nov-24 | AQA | FS | 8720W | Functional Skills English Level 1 (final sitting/ resit) | Functional Skills English Level 1 Writing | PM | 1h | ▣ |
| 05/11/2024 | Nov-24 | AQA | FS | 8725R | Functional Skills English Level 2 (final sitting/ resit) | Functional Skills English Level 2 Reading | AM | 1h | ▣ |
| 05/11/2024 | Nov-24 | AQA | FS | 8725W | Functional Skills English Level 2 (final sitting/ resit) | Functional Skills English Level 2 Writing | PM | 1h | ▣ |
| 05/11/2024 | Nov-24 | AQA | GCSE | 8700/1 | English Language | English Language Paper 1 | AM | 1h 45m | ▣ |
| 06/11/2024 | Nov-24 | AQA | FS | 8361/1 | Functional Skills Mathematics Level 1(final sitting/ resit) | Functional Skills Mathematics Level 1 | AM | 30m | ▣ |
| 06/11/2024 | Nov-24 | AQA | FS | 8361/2 | Functional Skills Mathematics Level 1(final sitting/ resit) | Functional Skills Mathematics Level 1 | PM | 1h 30m | ▣ |
| 06/11/2024 | Nov-24 | AQA | FS | 8362/1 | Functional Skills Mathematics Level 2 (final sitting/ resit) | Functional Skills Mathematics Level 2 | AM | 30m | ▣ |
| 06/11/2024 | Nov-24 | AQA | FS | 8362/2 | Functional Skills Mathematics Level 2 | Functional Skills Mathematics Level 2 | PM | 1h 30m | ▣ |

Count : 2447                                                                                              [Close]

Search for example, by either:

- inserting the date (in the format **dd/mm/yyyy**)
- typing the **Exam Code** (this is the paper number)
- starting to type the **Subject** you are looking for
- typing the **Exam Series**

**Please note:**
- If the exam informaton you are seeking is not provided in the Exams Timetable Tool, this should be manually inserted in the **EXAM INFORMATION** screen

- If an exam you have added shows more than one option code, the code and paper title (where applicable) should be manually ammended

  As example, amend <u>from</u> as shown in the first screenshot, <u>to</u> as shown in the second screenshot:



Once you have found the exam you require, select the **+** icon under the **Action** column. This will populate within the exam information display.



Repeat this action for each exam required (there is capacity to add up to three).

(It is recommended to add each exam required in length of exam duration order)

If an attempt is made to add an exam that is not in the right session (for example, selecting a **PM** exam when the session has been set up as **AM**), an **Invalid session** warning will prohibit this addition.



As may be applicable to any candidate(s), an **Extra Time Percentage**, selected from the drop down, can be added to any of the exams in the display.



When you are happy with the exams selected/manually entered, click **Submit**.



The clock display will then save and is listed in your created clocks.

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**Creating a clock with mock exam information displayed**

The tool can also be used to create display information for use in mock exam rooms or in rooms where other internal centre tests/assessments may be taking place.

(**Reminder,** in accordance with ICE (11): *Internal school tests and mock examinations cannot take place in the same room when an external examination is being conducted...*)

Follow the steps detailed in the section above to create a clock with exam information displayed, then insert the mock paper information.

(**Note** that all fields must be populated – insert information that students will recognise and/or as relatable to the papers being taken)

As example, information inserted will display as shown:



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**Creating a clock only**



After selecting **Clock only** from the dropdown menu, give your clock a meaningful name/title.

(Use an appropriate name e.g. Daily Clock)

Although a **Notes** section is provided it is highly unlikely to be relevant when intending to use the clock purely to display the actual time, date and centre number.

Click **Submit**.

The clock will then save and is listed in your created clocks.

| Clock Name | | Exam Date | Session | Unique Code | Clock/Display Link | Active | Action |
|---|---|---|---|---|---|---|---|
| 23/05/2025 AM - SPORTS HALL | ? | 23/05/2025 | AM | 180492 | ⌁ ▯ | ✓ | ☑ 🗑 |
| 23/05/2025 AM - SMALLER ROOM | ? | 23/05/2025 | AM | 255627 | ⌁ ▯ | ✓ | ☑ 🗑 |
| 23/05/2025 AM - 1:1 | ? | 23/05/2025 | AM | 295884 | ⌁ ▯ | ✓ | ☑ 🗑 |
| DAILY CLOCK | | | | 425950 | ⌁ ▯ | ✓ | ☑ 🗑 |

## Viewing/accessing a created clock

You have the option to view the detail you may have added in the **Notes** section by clicking on the **?** icon.

| Clock Name | | Exam Date | Session | Unique Code | Clock/Display Link | Active | Action |
|---|---|---|---|---|---|---|---|
| 23/05/2025 AM - SPORTS HALL | ? | 23/05/2025 | AM | 180492 | ⌁ ▯ | ✓ | ☑ 🗑 |
| Daily Clock | ? | | | 051899 | ⌁ ▯ | ✓ | ☑ 🗑 |

History Paper 1 / PE Paper 1 / English Lang Paper 1

| 23/05/2025 AM - SMALLER ROOM | ? | 23/05/2025 | AM | 255627 | ⌁ ▯ | ✓ | ☑ 🗑 |
| 23/05/2025 AM - 1:1 | ? | 23/05/2025 | AM | 295884 | ⌁ ▯ | ✓ | ☑ 🗑 |

Eng Lang 1:1 – 50% ET, SRB

Selecting the **Go To Link** icon in the **Clock/Display Link** column will open the clock display in a new window.

| Clock Name | | Exam Date | Session | Unique Code | Clock/Display Link | Active | Action |
|---|---|---|---|---|---|---|---|
| 23/05/2025 AM - SPORTS HALL | ? | 23/05/2025 | AM | 180492 | ⌁ ▯ | ✓ | ☑ 🗑 |

There is also the option to access a clock display without logging in to the Hub, by using the 6-digit **Unique Code** assigned to it.

| Clock Name | | Exam Date | Session | Unique Code | Clock/Display Link | Active | Action |
|---|---|---|---|---|---|---|---|
| 23/05/2025 AM - SPORTS HALL | ? | 23/05/2025 | AM | 180492 | ⌁ ▯ | ✓ | ☑ 🗑 |

(The intent of this option is for ease of use for invigilators when accessing created clock displays in exam rooms)

To enable this you will need to copy the **Unique Code** (by clicking on the **Copy Link** icon against the code) and paste it into a summary document that can be used at exam time or write it down in a manual list.

| Clock Name | | Exam Date | Session | Unique Code | Clock/Display Link | Active | Action |
|---|---|---|---|---|---|---|---|
| 23/05/2025 AM - SPORTS HALL | ? | 23/05/2025 | AM | 180492 | ⌁ ▯ | ✓ | ☑ 🗑 |

Then, when in the exam room, go to the Hub login page:

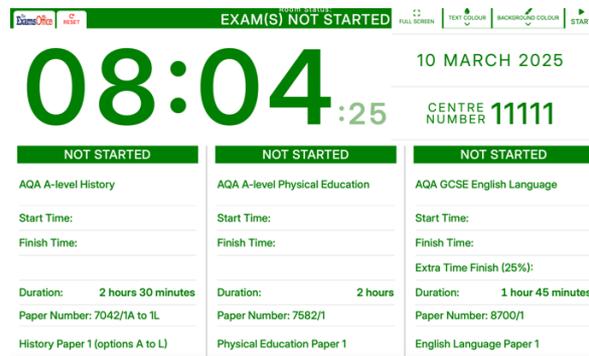https://teohub.theexamsoffice.org/User/LoginUser

Click on **Exam Room Clock**. Enter the **Unique Code** then click **Submit**.
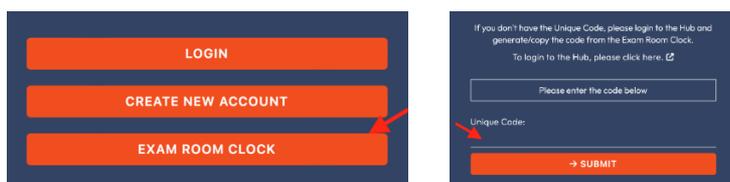


The associated clock display appears on screen.

## Clock with exam information

A clock with exam information displays as in the example below. The date defaults to the date the clock is actually being displayed in the exam room at the time of the exam(s).



## Clock only

The clock only displays as in the example below. The date defaults to the date the clock is actually being displayed in the exam room.



## Customising a created clock

There are display options available to you when creating a clock and/or to the invigilator when in the exam room at the time of the exam(s):



- Clicking on **TIME FORMAT** enables the selection to present the time display in either 12-hour or 24-hour clock format
- Clicking on **TEXT COLOUR** and/or **BACKGROUND COLOUR** allows the colour(s) to be changed to suit your method of display/to suit the needs of your candidates



- Selecting **FULL SCREEN** will remove anything else that may be visible at the top and bottom of the screen display
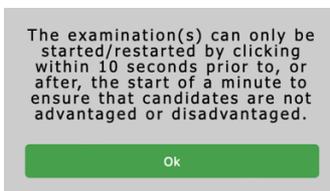
## Using a created clock in the exam room

Clicking **Start** will immediately populate the actual **Start** and **Finish** times (**Start** must only be clicked when the invigilator is ready to start the exam(s).

**Start** can only be selected within 10 seconds prior to, or after, the start of the minute. If **Start** is clicked outside of this timeframe, the following warning will appear:



Once **Start** is clicked, the exam information display will show as **IN PROGRESS,** and the **Start Time, Finish Time** and **Extra Time Finish** (where applicable) are automatically populated:



**In an exceptional circumstance,** where an exam(s) may need to be paused (for example, in the event of an emergency evacuation of the exam room), the invigilator should click the **PAUSE** button.



(The intent of the **PAUSE** button is for use in an exceptional circumstance **only**)

Immediately **PAUSE** is clicked, the exam information display will show as **PAUSED,** and the **Finish Time** and **Extra Time Finish** (if appropriate) will be removed.



(**Note** that the time on the clock itself still continues to display the actual real time)

**Finish Time** and **Extra Time Finish** (if appropriate) will be recalculated when the exam(s) is ready to be resumed (restarted), by again clicking **START.**

If the display is started incorrectly/in error, the **RESET** button should be clicked.

If clicked (<u>as a safeguard</u> in case the button is ever clicked in error), a pop up will ask the user to confirm if it is actually the intent to reset all **Start** and **Finish** times. Selecting **Yes** will reset the exam information display times, selecting **Cancel** will take the user back to the original **Start** and **Finish** times display.

(The intent of the **RESET** button is for use as described above. This button **must not** be used once the exam(s) is correctly underway and in progress)



Once the **Finish Time** is reached, the exam(s) information displayed will show as **ENDED**:



**It must however be noted**:
- The displayed end of the exam(s) **does not** replace the actions required by the invigilator
- At the <u>exact</u> **Finish Time** of each exam, the invigilator **must** tell candidates to stop working (This is when, in accordance with ICE (26): *At the end of the examination invigilators must...*)
- If an **Extra Time Finish** time is displayed, the display will not show the exam has ended until this finish time is reached – again, the invigilator **must** tell any extra time candidates to stop working (This is when, in accordance with ICE (26): *At the end of the examination invigilators must...*)

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## Editing a created clock

Click on the **Edit** icon in the **Action** column against the relevant clock if there are any changes to be made in advance of the exam(s).

| Clock Name | | Exam Date | Session | Unique Code | Clock/Display Link | Active | Action |
|---|---|---|---|---|---|---|---|
| 23/05/2025 AM – SPORTS HALL | ? | 23/05/2025 | AM | 180492 | | ✓ | |

To confirm any changes made, click **Submit**.

## Deleting a created clock

Where no longer needed/the exam session is over, click on the **Delete** icon in the **Action** column against the relevant clock.

| Clock Name | | Exam Date | Session | Unique Code | Clock/Display Link | Active | Action |
|---|---|---|---|---|---|---|---|
| 23/05/2025 AM – SPORTS HALL | ? | 23/05/2025 | AM | 180492 | | ✓ | |

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## Hints and Tips
- Clocks can be created in advance as part of exam preparation tasks to ease the administrative burden at exam time
- A clock could be created in the exam room as part of the room preparation tasks if required (direct login to the Hub would be required)
- The same created **Clock with exam information** can be displayed in more than one exam room at the same time where the same exam(s) may be being conducted
- A created **Clock only** can be displayed at the same time in any exam room

- To display any clock requires internet connection - it is also strongly recommended the device (laptop/other) used to display the actual time, and associated exam information, is connected to a power supply throughout the duration of the examination session and that a backup contingency is in place should either (or other) fail
- The intent is that the Exam Room Clock display is projected from the device (laptop/other) onto a wall or screen
- Sleep mode should be disabled to avoid the device being used powering down during the exam(s)