# GUIDELINE

## 6.2 Examination Room Set Up

### Purpose

*Security Services Officers will ensure that Examination Rooms are prepared in accordance with Examination Supervising Staff's requirements*

### Guideline

The following steps are to be followed for preparation of Examination Rooms:

- A seating requirement for Examination Rooms will be received from the Security Operations Coordinator.
- On arrival at designated Examination Room a count of tables and chairs is to be completed.
- At this time the equipment is to be checked to make sure it is in working order.
- If the number of tables and chairs exceeds the numbers required by the seating plan all excess tables and chairs are to be stacked behind the Lectern or in a location within the room that will cause the least inconvenience. *(Dead Corner)*
- If numbers of tables and chairs is short of requirement additional tables and chairs are to be obtained from the Equipment Store situated at Y2A.
- When the tables and chairs satisfy the required numbers they are to be positioned as required.
- **The first row to be set up is to be at the rear of the examination room. This is done to ensure that there is enough space for the last row to move their chairs without disrupting others.**
- There must be enough space between desks to allow Examination Supervisors and Students to pass freely between them.
- **The second row to be set up is to be at the front of the examination Room.**
- These tables and chairs are to be placed in positions that correspond with that of the last row.
- The tables at the end of each row are to be placed hard against the wall.
- The remaining tables and chairs are to be placed using the first and last rows as a guide. *(A string line will be issued to assist)*
- All tables and chairs are to be evenly spaced.
- A final check of all tables and chairs is to be undertaken to ensure they are in good order.
- A Table and Chair is to be placed at the front of the room for the Examination Supervisor.

Security staff are to ensure that the examination Room has the following:

1. Operational Clock
2. Operational Phone
3. Lights are working
4. Doors & Windows are in working order

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<tr>
<td>Next Date of Review</td>
<td>1 July 2013</td>
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