

EXAM ROOM CLOCK TOOL USER GUIDE

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.

HOW TO USE THE TOOL

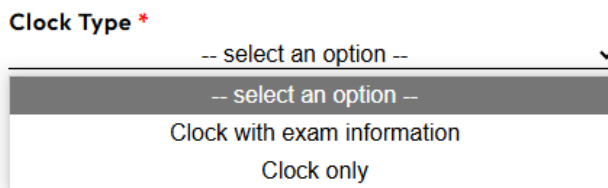
Enter the tool by clicking on **Exam Room Clock Tool** listed in the Resources menu of your Hub account.

Creating a clock

Select **+Create New**.



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




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 INFORMATION** 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

Extra Time Percentage

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/ rest)	Functional Skills English Level 1 Reading	AM	1h	
05/11/2024	Nov-24	AQA	FS	8720W	Functional Skills English Level 1 (final sitting/ rest)	Functional Skills English Level 1 Writing	PM	1h	
05/11/2024	Nov-24	AQA	FS	8725R	Functional Skills English Level 2 (final sitting/ rest)	Functional Skills English Level 2 Reading	AM	1h	
05/11/2024	Nov-24	AQA	FS	8725W	Functional Skills English Level 2 (final sitting/ rest)	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/ rest)	Functional Skills Mathematics Level 1	AM	30m	
06/11/2024	Nov-24	AQA	FS	8361/2	Functional Skills Mathematics Level 1 (final sitting/ rest)	Functional Skills Mathematics Level 1	PM	1h 30m	
06/11/2024	Nov-24	AQA	FS	8362/1	Functional Skills Mathematics Level 2 (final sitting/ rest)	Functional Skills Mathematics Level 2	AM	30m	
06/11/2024	Nov-24	AQA	FS	8362/2	Functional Skills Mathematics Level 2 (final sitting/ rest)	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 information 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 amended

As example, amend from as shown in the first screenshot, to 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.

Date	Session	Board	Qualification	Subject	Paper	Time	Action
23/05/2025	Summer-25	AQA	AS	Mathematics	Mathematics Paper 2	PM 1h 30m	
23/05/2025	Summer-25	AQA	A-level	Physical Education	Physical Education Paper 1	AM 2h	
23/05/2025	Summer-25	AQA	A-level	Physical Education	Physical Education Paper 1	AM 2h	
23/05/2025	Summer-25	AQA	GCSE	English Language	English Language Paper 1	AM 1h 45m	
23/05/2025	Summer-25	OCR	GCSE (9-1)	English Language	Communicating information and ideas - Written Paper	AM 2h 00m	

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**.

Active

Submit

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

Action

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

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:

The image shows two parts of the 'EXAM ROOM CLOCK TOOL' interface. On the left is the configuration form, and on the right is the resulting display.

Configuration Form:

- Clock Type:** Clock with exam information
- Clock Name:** MOCKS DAY 1 AM
- Notes:** (Empty)
- EXAM INFORMATION:**
 - Exam Date:** 24/03/2025
 - Session:** AM
 - Exam Code:** 1MA1 1F, 1MA1 1H, 1MA1 1F
 - Board (Mock):** (Empty)
 - Qualification:** GCSE
 - Subject:** Mathematics
 - Paper:** Paper 1 (Non-calculator) Foundation Tier, Paper 1 (Non-calculator) Higher Tier, Paper 1 (Non-calculator) Foundation Tier
 - Duration:** 01:30, 01:30, hh:mm
 - Extra Time Percentage:** 25%, 0%, 0%
- Active:**

Resulting Display:

- Room Status:** EXAM(S) NOT STARTED
- Time:** 09:10:57
- Date:** 12 MARCH 2025
- Centre Number:** 11111
- NOT STARTED** (twice)
- Subject:** (Mock) GCSE Mathematics
- Start Time:** (Empty)
- Finish Time:** (Empty)
- Extra Time Finish (25%):** (Empty)
- Duration:** 1 hour 30 minutes
- Paper Number:** 1MA1 1F, 1MA1 1H
- Paper:** Paper 1 (Non-calculator) Foundation Tier, Paper 1 (Non-calculator) Higher Tier

Creating a clock only

Clock Type *
 Clock only

Clock Name * ⓘ

Notes ⓘ

Active

Submit

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			051890		✓	
23/05/2025 AM - SMALLER ROOM	23/05/2025	AM	255627		✓	
23/05/2025 AM - 1:1	23/05/2025	AM	295884		✓	

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)

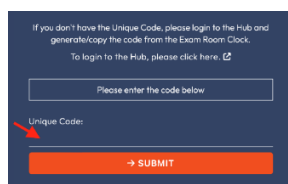
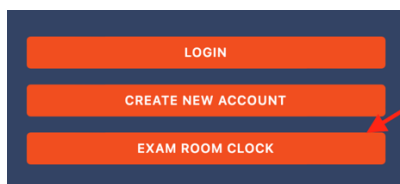
To enable this you will need to copy the **Unique Code** (by clicking on the **Copy Link** icon against the code) and paste it into a summary document that can be used at exam time or write it down in a manual list.

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>

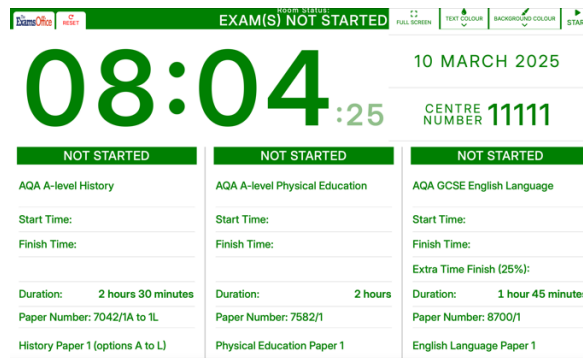
Click on **Exam Room Clock**. Enter the **Unique Code** then click **Submit**.



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 **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



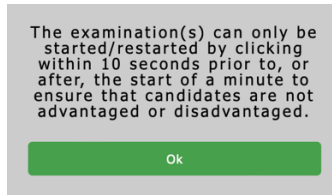
Using a created clock in the exam room

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)).

(This is when, in accordance with ICE (19): *The invigilator must... announce clearly to the candidates when they may begin to write their answers. The examination will formally start at this point...*).



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 PROGRESS	
AQA GCSE English Language	
Start Time:	→ 08:46
Finish Time:	→ 10:31
Extra Time Finish (50%):	→ 11:24
Duration:	1 hour 45 minutes
Paper Number: 8700/1	
English Language Paper 1	

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.

PAUSED	
AQA GCSE English Language	
Start Time:	08:46
Finish Time:	→
Extra Time Finish (50%):	→
Duration:	1 hour 45 minutes
Paper Number: 8700/1	
English Language Paper 1	

(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**.

EXAM(S) IN PROGRESS

08:56:37 10 MARCH 2025

CENTRE NUMBER 11111

IN PROGRESS

AQA GCSE English Language

Start Time: 08:46

Finish Time: 10:37

Extra Time Finish (50%): 11:29

Duration: 1 hour 45 minutes

Paper Number: 8700/1

English Language Paper 1

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

If clicked (as a safeguard 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.



All Start and Finish times will be reset.

Are you sure you want to reset?

Yes Cancel

(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 exact 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...*)

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		✓	

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)