



Invigilating Cambridge International Education exams 2024

Information for exams officers

Purpose of this training

- To enable exams officers to train invigilators.
- To provide specific information on running our exams.
- For invigilators to understand their role when invigilating our exams.
- To make sure invigilators give candidates across the world a fair and consistent exams experience.

How to deliver this training

- The training is formatted as a PowerPoint presentation with extra information for the trainer in the notes section of each slide.
- There are slides for you to add your centre specific information.
- You can choose how you deliver this training, whether it is face to face, online or if you give it to invigilators to read.
- It should be delivered to all invigilators before each series, and you should keep records of this (more information below).
- The training should last between one and two hours depending on how you deliver it.
- If you wish to extend the training, make it more interactive or add a consolidation exercise, you can download extra material from the 'Training your invigilators' module of the ['Getting to know the Cambridge Exams Cycle'](#) course in the [Online Learning Area](#).

Invigilator requirements

Invigilator records

You must keep signed records of the following invigilator information:

- invigilator training records
- invigilators or supervisors used for each exam or period of Full Centre Supervision
- actual start and finish time of your exams
- start and finish time of any periods of Full Centre Supervision
- any changes to invigilators during each exam or period of Full Centre Supervision.

You can keep these records in any format; however, they must be easily accessible as we may ask to see them at any time. You should keep records for each series until you receive your candidates' certificates.

Invigilator suitability

See section 4.6 (j) of the Cambridge Handbook for information on suitability of invigilators. Invigilators can be teachers in your centre, or people you employ specifically to invigilate exams.