



What to say to candidates in an exam

To make sure all Cambridge candidates have the same exam experience you must read aloud our instructions at the start and end of the exam. This guide tells you exactly what to say and when.

There are three sets of instructions depending on how candidates record their answers:

- answering on the question paper.
- answering on answer sheets or in booklet.
- answering on multiple choice answer sheets.

Click on the relevant image below to take you to the right instructions page.

Before each exam check the Additional Exam Materials database at cambridgeinternational.org/beforetheexam

- whether candidates need any extra materials for the exam, for example, a calculator.
- how candidates must record their answers, for example, directly on the question paper.

Make sure you have read and understand our regulations for running exams as set out in Part 5 of the *Cambridge Handbook*.

Extra guidance

Our *Exam Day Checklist* will help you check you are ready for each exam and that you are following our regulations. Download the checklist from the 'Exam day' area of cambridgeinternational.org/examday



Answering on the question paper

What to say to candidates – starting the examination

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open you must complete and return 'Before the Exams – Form 3'.
- When the candidates are seated, open the question paper packets in front of them and place one question paper per candidate upwards on each desk. If you have more than one room of candidates or a large number of candidates it may be easier to place the question papers facing upwards on the desks before the candidates enter the room.
- Read aloud the following instructions in order. Enter specific information into the interactive fields provided, for example, the name of the exam. The black text in brackets is for your information and should not be read aloud.

Step	What to say
1	<i>Do not open the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.</i>
2	<i>You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.</i>
3	<i>You are here to take:</i> Name of exam _____ Syllabus code _____ Component code _____ <i>You should have a question paper on your desk.</i>
4	<i>As well as the question paper you should have:</i> • pens and/or pencils • detail any other relevant equipment that is listed on the additional exam materials database, e.g. a calculator _____ _____ _____
5	<i>You should now check the front of the exam paper to make sure you have the correct paper, and you should read through the instructions on the front, but do not open the question paper until you are told to do so. [You should pause here to allow candidates time to read the instructions]</i>
6	<ul style="list-style-type: none"> • Write clearly in blue or black ink using a ballpoint pen [black ink only for centres in the UK]. • Do not use any kind of correcting fluid or tape. • Do any rough work on the question paper provided. Cross through it neatly so it can be seen.
7	<i>Check your candidate details on the front of your desk are correct and then write the following on the front of the question paper</i> <ul style="list-style-type: none"> • Your name • Candidate number [this should be on their desk] • Centre number [this should be clearly displayed to all candidates]
8	<i>You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____. I will let you know when there are five minutes of the exam left. You may open your question papers and begin. [You must not give candidates any additional time to read through the question paper].</i>



Answering on the question paper *continued*

What to say to candidates – five minute warning

- You must let your candidates know when there are five minutes of the exam remaining.

Step	What to say
1	<i>You have five minutes left until the end of the exam.</i>

What to say to candidates – finishing the examination

- At the end of the exam read aloud the following instructions in order. The black text in square brackets is for your information and should not be read aloud.
- Candidates must stay seated until you have collected, and accounted for, all the question papers and any additional continuation sheets.
- If the Key Time has passed candidates can leave the room when you have collected all the question papers.
- If the Key Time has not passed candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	<i>The exam has finished, stop writing and put your pens down. You are still under exam conditions so please remain silent and seated at your desks.</i>
2	<i>Please:</i> <ul style="list-style-type: none"><i>check you have entered all the necessary information on your question paper</i><i>check you have neatly crossed through any rough work</i><i>group together any continuation sheets in question number order and attach to your question paper using string or the treasury tag provided [they must not use paperclips or staples].</i>
3	<i>Stay seated and silent until you are told that you can leave the room.</i>



Answering on answer sheets or in booklets

What to say to candidates – starting the examination

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open you must complete and return 'Before the Exams – Form 3'.
- When the candidates are seated open the question paper packets in front of them and place one question paper per candidate upwards on each desk. If you have more than one room of candidates or a large number of candidates it may be easier to place the question papers facing upwards on the desks before the candidates enter the room.
- Read aloud the following instructions in order. Enter specific information into the interactive fields provided, for example, the name of the exam. The black text in brackets is for your information only and should not be read aloud.

Step	What to say
1	<i>Do not open the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.</i>
2	<i>You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.</i>
3	<p><i>You are here to take:</i></p> <p>Name of exam</p> <p>Syllabus code</p> <p>Component code</p> <p><i>You should have a question paper on your desk.</i></p>
4	<p><i>As well as the question paper you should have:</i></p> <ul style="list-style-type: none"> • an answer booklet or answer sheets • pens and/or pencils • detail any other relevant equipment that is listed on the additional exam materials database, e.g. a calculator <p>_____</p> <p>_____</p>
5	<p><i>You should now check the front of the exam paper to make sure you have the correct paper, and you should read through the instructions on the front, but do not open the question paper until you are told to do so.</i></p> <p>[You should pause here to allow candidates time to read the instructions].</p>
6	<ul style="list-style-type: none"> • <i>Write clearly in blue or black ink using a ballpoint pen [black ink only for centres in the UK].</i> • <i>Do not use any kind of correcting fluid or tape.</i> • <i>Do not use highlighters on your answer booklets or answer sheets.</i> • <i>Do any rough work on the answer booklets or answer sheets provided. Cross through it neatly so it can be seen.</i>
7	<p><i>Check your candidate details on the front of your desk are correct and then write the following on the front of the answer booklet or answer sheets:</i></p> <ul style="list-style-type: none"> • Your name • Candidate number [this should be on their desk] • Centre number [this should be clearly displayed to all candidates] • Syllabus and component number as detailed on the front of the question paper.
8	<p><i>You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____.</i></p> <p><i>I will let you know when there are five minutes of the exam left. You may open your question papers and begin.</i></p> <p>[You must not give candidates any additional time to read through the question paper].</p>

Answering on answer sheets or in booklets *continued*

What to say to candidates – five minute warning

- You must let your candidates know when there are five minutes of the exam remaining.

Step	What to say
1	<i>You have five minutes left until the end of the exam.</i>

What to say to candidates – finishing the examination

- At the end of the exam read aloud the following instructions in order. The black text in square brackets is for your information and should not be read aloud.
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets or booklets and question papers.
- If the Key Time has passed candidates can leave the room when you have collected all the answer sheets or booklets and question papers.
- If the Key Time has not passed candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	<i>The exam has finished, stop writing and put your pens down. You are still under exam conditions so please remain silent and stay seated at your desks.</i>
2	<i>Please:</i> <ul style="list-style-type: none"><i>check you have entered all the necessary information on your answer booklet or answer sheets</i><i>make sure your answers are clearly and correctly numbered</i><i>check you have neatly crossed through any rough work</i><i>group together any loose answer sheets (including rough work) in question number order and attach them to your answer booklet or attach them together. Use string or the treasury tags provided.</i> <i>[They must not use paperclips or staples].</i>
3	<i>Stay seated and silent until you are told that you can leave the room.</i>



Answering on multiple choice answer sheets

What to say to candidates – starting the examination

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open you must complete and return 'Before the Exams – Form 3'.
- When the candidates are seated open the question paper packets in front of them and place one question paper per candidate upwards on each desk. If you have more than one room of candidates or a large number of candidates it may be easier to place the question papers facing upwards on the desks before the candidates enter the room.
- Read aloud the following instructions in order. Enter specific information into the interactive fields provided, for example, the name of the exam. The black text in brackets is for your information only and should not be read aloud.

Step	What to say
1	<i>Do not turn over the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.</i>
2	<i>You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.</i>
3	<p><i>You are here to take:</i></p> <p>Name of exam</p> <p>Syllabus code</p> <p>Component code</p> <p><i>You should have a question paper and pre-printed multiple choice answer sheet on your desk.</i></p>
4	<p><i>As well as the question paper you should have:</i></p> <ul style="list-style-type: none"> • <i>pre-printed multiple answer sheet showing your candidate number</i> • <i>a soft pencil (B or HB) and an eraser</i> • <i>detail any other relevant equipment that is listed on the additional exam materials database, e.g. a calculator</i> <p>_____</p> <p>_____</p> <p>_____</p>
5	<i>You should now check the front of the exam paper to make sure you have the correct paper, and you should read through the instructions on the front, but do not open the question paper until you are told to do so.</i> [You should pause here to allow candidates time to read the instructions].
6	<ul style="list-style-type: none"> • <i>Use a soft pencil (B or HB) to shade the letter you think is correct for each answer</i> • <i>Rub out any answer you want to change</i> • <i>Make sure the answer you select corresponds with the correct question number</i> • <i>Do not use any kind of correcting fluid or tape.</i> • <i>Do not use highlighters on your answer sheets.</i> • <i>Do any rough work on the question paper.</i>
7	<i>Check your details on the pre-printed answer sheet and if they are correct sign in the space provided. If you are using a supplementary answer sheet, enter your details on the sheet, writing your name in block capital letters.</i>
8	<i>You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____.</i> <i>I will let you know when there are five minutes of the exam left. You may open your question papers and begin.</i> [You must not give candidates any additional time to read through the question paper].



Answering on multiple choice answer sheets *continued*

What to say to candidates – five minute warning

- You must let your candidates know when there are five minutes of the exam remaining.

Step	What to say
1	<i>You have five minutes left until the end of the exam.</i>

What to say to candidates – finishing the examination

- At the end of the exam read aloud the following instructions in order.
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets and question papers.
- If the Key Time has passed candidates can leave the room when you have collected all the answer sheets and question papers.
- If the Key Time has not passed candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	<i>The exam has finished, stop writing and put your pencils down. You are still under exam conditions so please remain silent and stay seated at your desks.</i>
2	Please check you have entered all the necessary information on your answer sheet
3	<i>Stay seated and silent until you are told that you can leave the room.</i>

Learn more! For more information please visit www.cambridgeinternational.org/examsOfficers or contact Customer Services on +44 (0)1223 553554 or email info@cambridgeinternational.org

