Handling confidential materials

Before each exam series, we send you confidential materials for individual components in blue question paper packets. Depending on the component, there are different regulations. The table on the right explains how you must handle each type of component.

Example of a question paper packet label

<table>
<thead>
<tr>
<th>Syllabus and component code</th>
<th>Timetable date and session</th>
</tr>
</thead>
<tbody>
<tr>
<td>0478/12 SCIENCE</td>
<td>06-MAR-19PM</td>
</tr>
<tr>
<td>CENTRE NUMBER</td>
<td></td>
</tr>
<tr>
<td>CENTRE NAME</td>
<td></td>
</tr>
<tr>
<td>The packet contains 1 of 5 papers in full set</td>
<td>96415</td>
</tr>
</tbody>
</table>
| Confidential materials enclosed. Store securely. Must not be opened in the presence of candidates in the exam. Do not open before the exam date shown. Contact your Customer Services team or your Centre Associate immediately if this packet is opened or damaged before the exam.

Contents of the packet Handling instructions

Important information

- If you do not receive materials for late or amended entries in main despatches, they will arrive at a later date.
- Make sure all confidential despatches are passed to the exams officer or Head of Centre on arrival.
- If the despatch has been damaged or opened in transit, or is damaged before the exam day, complete and return Before the exams – Form 3.
- If you are missing any of the packets listed on the despatch note, complete and return Before the exams – Form 2.
- Store all packets securely according to the regulations in part 4 of the Cambridge Handbook.
- Before each timetabled exam, two members of staff should collect the question paper packet from secure storage. They must both independently check the syllabus and component information, date and time on the front of the blue packet match the information on the timetable and attendance register before opening the packet. In the exam room, they must again independently check the day, date, time subject and component on the front of the question paper before opening the transparent inner bag.
- Contact us or your Cambridge Associate if you are unsure when to open a packet of confidential materials.
- If a packet is opened in error on the exam day, tell us straight away and complete and return Exam Day – Form 11 so we can support you and maintain the security of the exam.

Contents of packet How to handle packets securely

| Question papers for timetabled exams | Start of the exam:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Two staff members must independently check the blue packet(s) for the correct time, date, and syllabus and component details before opening, and check the details on the front cover of the question paper before opening the transparent inner bag.</td>
<td></td>
</tr>
<tr>
<td>- For exams with large numbers of candidates see section 5.1.8 of the Cambridge Handbook.</td>
<td></td>
</tr>
</tbody>
</table>

After the exam:

- Store all question papers and answer booklets securely for 24 hours after the end of the exam or Key Time, whichever is later.

Exception:

- ICT practical tests

<table>
<thead>
<tr>
<th>Question papers for Cambridge IGCSE ICT (0417), Cambridge IGCSE (9-1) ICT (0993) and Cambridge International AS &amp; A Level Information Technology (9626) practical tests</th>
<th>Conduct test on the date shown in the timetable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Candidates from the same centre must sit their test at the same time.</td>
<td></td>
</tr>
<tr>
<td>- You must gain our permission if you need to run more than one sitting. See section 1.2.4 of the Cambridge Handbook.</td>
<td></td>
</tr>
</tbody>
</table>

| Start of the exam: |
| Two staff members must independently check the blue packet(s) for the correct time, date, and syllabus and component details before opening, and check the details on the front cover of the question paper before opening the transparent inner bag. |
| Store question papers securely between sittings if running more than one. |
| Candidates in different sittings must not have contact with each other. |

After the exam:

- Store all question papers securely until 24 hours after the end of the test window date.

Instructions for science practical tests

- The supervisor must open and read the instructions as soon as they arrive.
- Store the instructions securely at all times.
- Do not share the information with candidates or any other centre.

Teachers' Notes and speaking test cards for Cambridge IGCSE speaking tests and Cambridge IGCSE and Cambridge O Level Food & Nutrition (0648 and 6065)

- Open confidential instructions at any point before the test.
- Open question paper packets one working day before tests take place.

All other Cambridge IGCSE syllabuses

- Open the speaking test cards and Teacher's Notes booklets four working days before the test.

Open book or plain text literature components:

Cambridge IGCSE Spanish Literature (0488)
Cambridge IGCSE English Literature (0475 and 0992)

- Head of department can open the question paper packet to check page references for various reasons.
- Open confidential instructions at any point before the test.
- Spot check CDs for sound quality as soon as they arrive.
- Spot check the acoustics of the test material in the exam room one working day before the exam.
- Do not listen to the material in full or remove it from the centre during test.
- Do not share the information with candidates or any other centre.
- Spot check CDs for sound quality as soon as they arrive.
- Spot check the acoustics of the test material in the exam room one working day before the exam.
- Do not listen to the material in full or remove it from the centre during test.
- Store material securely between checks until the exam.

Cambridge IGCSE and O Level Food & Nutrition (0648 and 6065)

- Open the speaking test cards and Teacher's Notes booklets four working days before the test.

Cambridge Handbook

- Early or pre-release materials
- Only send pre-release material for some syllabuses.
- Contact us if you need instructions on what to do with these items.

For more details Go to www.cambridgeinternational.org/beforetheexams and www.cambridgeinternational.org/forms Email info@cambridgeinternational.org

Spot check CDs for sound quality as soon as they arrive.
For more details Go to www.cambridgeinternational.org/beforetheexams and www.cambridgeinternational.org/forms Email info@cambridgeinternational.org

Example of a question paper packet label

![Question Paper Packet Label](image)