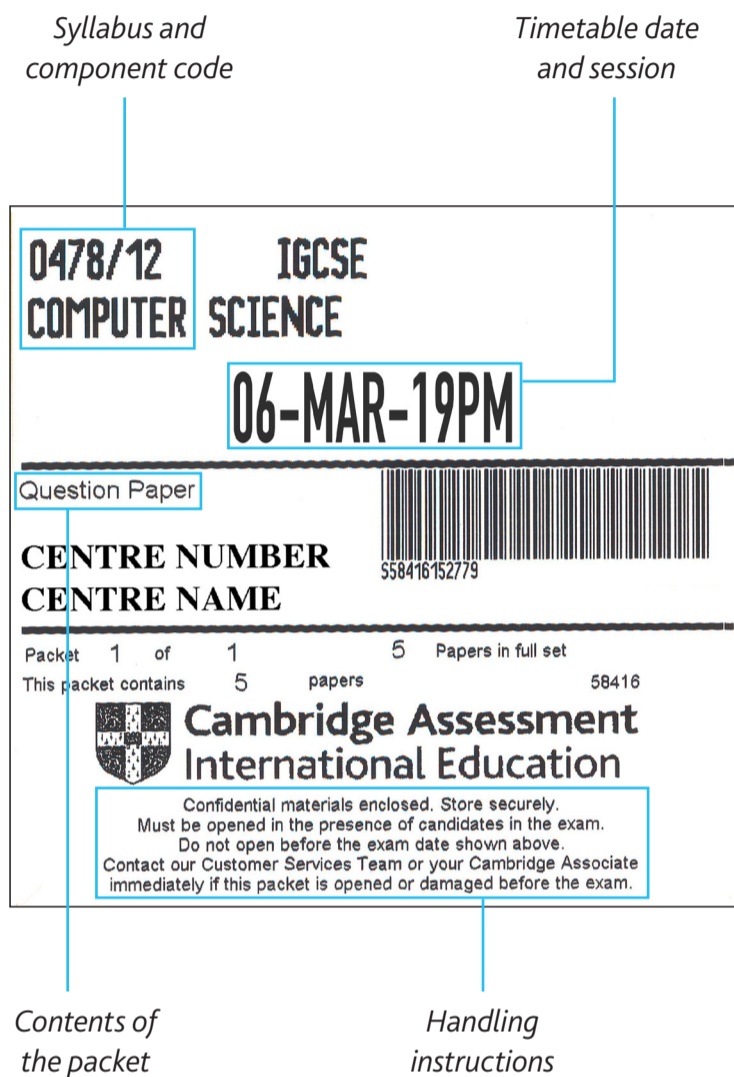


Before each exam series, we send you confidential materials for individual components in blue question paper packets. Depending on the component, there are different regulations. The table on the right explains how you must handle each type of component.

Example of a question paper packet label



Contents of packet	How to handle packets securely
Question papers for timetabled exams	<p>Start of the exam:</p> <ul style="list-style-type: none"> Two staff members check packet(s) for correct time, date, and syllabus and component details before opening For large exams see section 5.1.8 of the <i>Cambridge Handbook</i>. <p>After the exam:</p> <ul style="list-style-type: none"> Store question papers securely for 24 hours after the end of the exam or Key Time. Return question papers to candidates and centre staff at your discretion. <p>Exception:</p> <ul style="list-style-type: none"> ICT practical tests
Question papers for Cambridge IGCSE ICT (0417) and Cambridge International AS & A Level Information Technology (9626) practical tests	<ul style="list-style-type: none"> Conduct test on the date shown in the timetable. Candidates from the same centre should sit their test at the same time. You must gain our permission if you need to run more than one sitting. See section 1.2.4 of the <i>Cambridge Handbook</i>. <p>Start of the exam:</p> <ul style="list-style-type: none"> Two staff members check packet(s) for correct time, date, and syllabus and component details before opening. Store question papers securely between sittings if running more than one. Candidates in different sessions must not have contact with each other. <p>After the exam:</p> <ul style="list-style-type: none"> Return question papers candidates have used with their work. Store unused question papers securely until after enquiries about results.
Instructions for practical tests in science syllabuses	<ul style="list-style-type: none"> The supervisor of the laboratory 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. Contact us with any questions.
Teachers' Notes and speaking test cards for Cambridge IGCSE speaking tests and Cambridge IGCSE and O Level Food & Nutrition (0648 and 6065)	<ul style="list-style-type: none"> Cambridge IGCSE speaking tests must take place within the test date window. Only the teacher/examiner conducting the tests can view the materials before the tests. Store all open packets securely until the end of the test window. <p>Cambridge IGCSE English as Second Language (0510, 0511, 0991 and 0993) and Cambridge IGCSE and O Level Food & Nutrition (0648 and 6065)</p> <ul style="list-style-type: none"> Open the Teacher's Notes packet one working day before the test for the teacher/examiner to prepare. <p>All other qualifications</p> <ul style="list-style-type: none"> Open the Teacher/Examiners' Notes packet four working days before the test for the teacher examiner to prepare. Teacher's Notes include a copy of the speaking test cards.
Open book or plain text literature components: Cambridge IGCSE Spanish Literature (0488/01) and Cambridge IGCSE English Literature (0486/03 and 0992/03)	<p>One hour before the exam:</p> <ul style="list-style-type: none"> Head of department, or teacher in the presence of the Head of Centre must open the question paper packet to check page reference with specific editions of the text. Reseal question paper packet and store securely until the exam. <p>Start of the exam:</p> <ul style="list-style-type: none"> Two staff members check packet(s) for correct time, date, and syllabus and component details before opening. <p>After the exam:</p> <ul style="list-style-type: none"> Store question papers securely for 24 hours after the end of the exam or Key Time. Return question papers to candidates and centre staff at your discretion.
CDs for listening tests	<ul style="list-style-type: none"> 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 spot checks. Store material securely between checks until the exam.
DVDs for Cambridge International AS & A Level Media Studies (9607/02)	<ul style="list-style-type: none"> Spot check DVDs for sound and visual quality as soon as they arrive. Spot check the sound and visual material in the exam room one working day before the exam. Do not view the material in full or remove it from the centre during spot checks. Store material securely between checks until the exam.
Erratum notices (Sent for various reasons. You will be notified if we are sending one.)	<ul style="list-style-type: none"> Read the instructions on the packet as soon as they arrive. The Head of Centre or exams officer must open and read erratum notices immediately, unless the instructions state otherwise. Store notice securely until the exam.
Early or pre-release materials	<ul style="list-style-type: none"> We only send pre-release material for some syllabuses. Contact us if you need instructions on what to do with these items.

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, 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. In the exam room, they must both check the syllabus and component information, date and time on the front of the packet match the information on the timetable and attendance register before opening the packet.
- 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, tell us straight away and complete and return *Exam Day – Form 11* so we can support you and maintain the security of the exam.

For more details

Go to www.cambridgeinternational.org/beforetheexams and www.cambridgeinternational.org/forms

Email info@cambridgeinternational.org