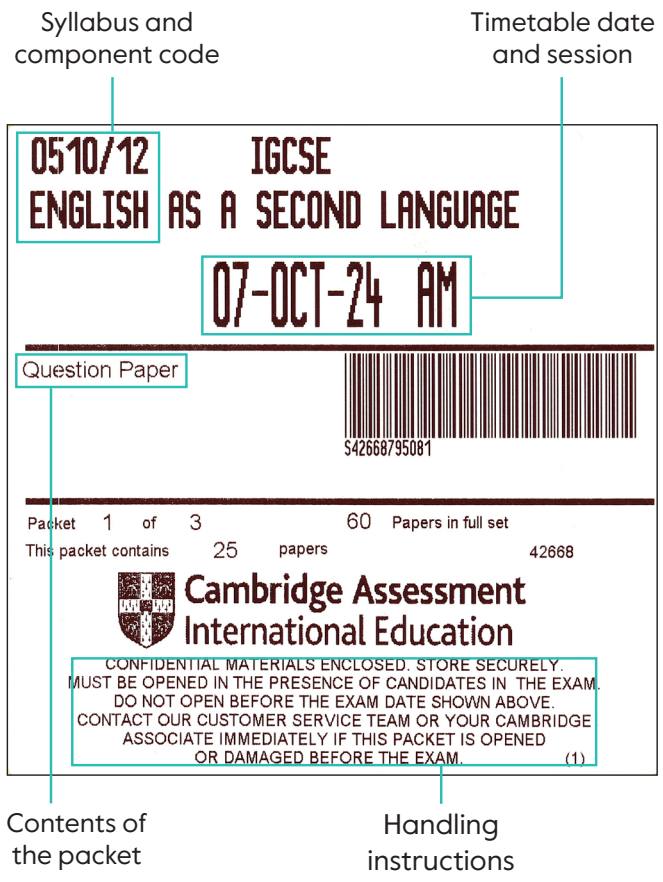
Handling confidential materials

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 and below we explain how you must handle our confidential materials. There are general instructions for handling all questions papers for timetabled exams, as well as specific instructions for particular syllabuses and components.

Example of a question paper packet label



Handling question papers for all timetabled exams

- Before each timetabled exam, two members of staff should collect the question paper packet from secure storage.
- Before opening the packet, two members of staff must independently check it is undamaged.
- They must also check the details on the label are correct. This includes checking the centre number, exam date, session, subject title, syllabus and component number are correct.
- When the blue question paper packet is opened, the front cover of the question paper will be visible through the transparent inner bag. Two members of staff must again check that the day, date, time, subject and component are correct. They should make a final check to make sure that the inner packet has not been opened and is undamaged before opening it.
- 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.
- For exams with large numbers of candidates, see sections 5.7.1.4 and 5.7.2.3 of the **Cambridge Handbook**.
- 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.

Handling digital confidential materials

You must store confidential materials downloaded from **Direct** and Digital File Despatch securely until the time you need them.

You must treat digital confidential materials in exactly the same way as printed materials. See sections 4.3.2 and 4.4 of the **Cambridge Handbook**.

More details at:

www.cambridgeinternational.org/beforetheexams and **www.cambridgeinternational.org/forms**

Email **info@cambridgeinternational.org**

Contents of packet	How to handle packets securely
Question papers for: • **Cambridge IGCSE ICT (0417) and (0983).** • **Cambridge International AS & A Level Information Technology (9626).** • **Cambridge International AS & A Level Computer Science (9618), including insert for component 2.**	• Conduct test on the date shown in the timetable. • Candidates from the same centre must take 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 Cambridge Handbook. **Start of the exam:** • Before opening the packet, two staff members must independently check it is undamaged. They must also check the details on the label are correct. This includes checking the centre number, exam date, session, subject title, syllabus and component number are correct. They should make the same checks on 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 test window date.
Instructions for science practical tests and music listening tests	• The supervisor must open and read the instructions as soon as they arrive. • Keep the instructions secure at all times and when they are not being used, put them back in your secure storage. • Do not share the information with candidates or any other centre.
Speaking test cards and teachers/examiners booklets	**Before the exam:** • Speaking tests must take place within the test date window. • Only the teacher-examiner conducting the tests can view the materials beforehand. • Keep the materials secure at all times and when they are not being used, put them back in your secure storage. **For Cambridge IGCSE English as a Second Language (0510,0511, 0991 and 0993) and Cambridge International AS Level languages (8022, 8238, 8028 and 8027):** • Open speaking test cards and teachers/examiners booklets one day before the test and give them straight to the teacher/examiner. **For all other Cambridge IGCSEs with speaking test components** • Open the speaking test cards and Teacher's Notes booklets four working days before the test and give them straight to the teacher/examiner. **After the speaking test:** • Store all materials securely until the end of the test window, even if you have completed your tests before that date.
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 the test. • Keep the instructions secure at all times and when they are not being used, put them back in your secure storage.
Open book or plain text literature components: **Cambridge IGCSE Literature in Spanish (0474)**	**One hour before the exam:** • Head of department can open the question paper packet to check page references with specific editions of the text. Before opening the packet, two members of staff must independently check it is undamaged. They must also check the details on the label are correct. This includes checking the centre number, exam date, session, subject title, syllabus and component number are correct. They should make the same checks on the question paper before opening the transparent inner bag. • Reseal question paper packet and store in your secure storage until the exam. **Start of the exam:** • Two staff members check packet(s) for correct centre number, exam date, session, subject title, syllabus and component number before opening. **After the exam:** • Store the question papers securely for 24 hours after the end of the exam or Key Time, whichever is later.
DVDs for Cambridge International AS & A Level Media Studies (9607)	• Spot-check DVDs as soon as they arrive. • Spot-check the sound and visual quality 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 in your secure storage between checks until the exam.
Erratum notices (we will tell you if we plan to send you one)	• The Head of Centre or exams officer must open and read erratum notices immediately, unless the instructions on the envelope state otherwise. • Store erratum notice securely until the exam.
Early or pre-release materials	• See our website for information about how we send you early or pre-release materials: **www.cambridgeinternational.org/beforetheexams** • Contact us if you need instructions about 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, or is damaged before the exam day, complete and return **Before the exams – Form 3**.
- If any of the packets listed on the despatch note are missing, complete and return **Before the exams – Form 2**.
- Store all packets securely according to the regulations in section 4 of the **Cambridge Handbook**.