



Phase 1: Key Times

Video transcript

Our exams are taken in over 160 countries around the world.

We have a number of key arrangements to maintain the security of our exams:

- Cambridge schools are allocated to one of six administrative zones and we publish a timetable for each zone. You can find your administrative zone on our website (www.cambridgeinternational.org/adminzone).
- We also give schools a Key Time. At this time candidates taking timetabled exams must be in the exam or under Full Centre Supervision.

Full Centre Supervision means that candidates are supervised by teachers or invigilators. They cannot have access to any form of external communication, such as mobile phones or the internet.

There is a Key Time for the morning and afternoon session.

If you are in administrative zone 4 or 5, you have a Key Time for the evening session too.

You can find your Key Times on our website (www.cambridgeinternational.org/keytimes).

Select your country from the drop down menu.

Use your Key Times to prepare your exams timetable.

The final timetables are published on our website and in the 'Support Materials' section of CIE Direct.

Make sure you are using the correct timetable for your administrative zone.

The timetable tells you the date, duration and session of your timetabled exams.

For example, this Cambridge IGCSE Spanish exam must be taken in the morning session. It is one-hour long.

If your Key Time for the morning is 11 o'clock, you must schedule the exam so that your candidates are in the exam or under Full Centre Supervision at 11 o'clock.

You can start the exam at 10 o'clock. The exam is one hour long so candidates will be in the exam at the Key Time.

If you want to start the exam at 9.30 you will need to keep the candidates under Full Centre Supervision until the Key Time has passed.

For further guidance, see Part 4 of the *Cambridge Handbook*.