



## Phase 5: Running exams Video transcript

The exam day is the time when your candidates sit their exams and you start to see the benefits of all your hard work and preparation.

This video shows you how to prepare for and conduct Cambridge exams.

The video is divided into four parts:

- before the exam
- at the start of the exam
- during the exam
- and after the exam.

### Before the exam

You must provide a suitable environment for your candidates to take their exams in.

Think about:

- space
- lighting
- heating
- ventilation
- and outside noise.

Candidates must be able to see:

- a reliable clock
- the Notice to Candidates and Candidate warning posters, A2 size, both inside and outside the exam room
- the centre number
- and the actual start and finishing time of the exam in the exam room.

Candidates should not be able to see anything on the walls that could help them with their exams.

Make sure invigilators have access to the Cambridge Handbook and Exam Day checklist.

You need to have a full copy of the Cambridge Handbook in the main exam room and copies of parts four and five of the Cambridge Handbook in any additional exam rooms.

Arrange the desks so that candidates cannot see each other's work. The minimum distance in all directions from the centre of one candidate's chair to another must be 1.25 metres. This may need to be increased for multiple choice exams.

Put candidate numbers on each desk in candidate order.

Please see part 4 of the Cambridge Handbook for guidance.

You must make sure you have enough invigilators. You need at least one invigilator for every 30 candidates for all written exams. For practical exams, the requirements are different, please check the Cambridge Handbook for details.

If you only have one invigilator, they must have a way of calling for another member of staff without leaving the room or disturbing the candidates.

Before you conduct any exams, you and your invigilators must understand our Key Time and Full Centre Supervision regulations:

- Candidates need to be either in the exam or under Full Centre Supervision at the Key Time.

If you do not understand our Key Time and Full Centre Supervision regulations, or simply need a refresher, view our Timetabling Exams video available at [www.cie.org.uk/timetablingexams](http://www.cie.org.uk/timetablingexams) or read the relevant section of the Cambridge Handbook.

To find out more about training invigilators go to [www.cie.org.uk/beforetheexams](http://www.cie.org.uk/beforetheexams) and download our 'Invigilating Cambridge Exams' presentation and training notes.

Before your candidates enter the exam room, make sure they know their candidate number. You must also put candidate numbers on each desk, in candidate order, and according to the seating plan. It may help you to ask candidates to enter the room in order.

Before candidates enter the room:

- make sure they hand in mobile phones or any other communication devices.
- make sure they know they are not allowed any form of external communication, including smart watches, in the exam room.
- make sure they know that as soon as they enter the room, the exam is in progress and they must be silent.

For more information for candidates on exams and results, please visit [www.cie.org.uk/examsandresults](http://www.cie.org.uk/examsandresults).

We have produced the 'What to say to candidates in an exam' document to make sure that all Cambridge candidates have the same exam experience; you must read aloud our instructions at the start and end of each exam.

You must be sure of every candidate's identity. If you have any private candidates, they must show you an ID photo card or passport to confirm their identity.

At the start of the exam

Now the candidates are seated, you and another member of staff must check the question paper is the correct syllabus and component for the exam, and if it is, open the question paper packets.

You must do this in front of the candidates. If you have a large number of candidates, or more than one room of candidates, then you can place the questions papers face down on the desks before candidates enter the room.

Please see the part 5 of the Cambridge Handbook for more details.

Hand out the question papers, answer booklets or sheets, and any other materials you are supposed to provide for the exam.

Each candidate should have the following on their desks:

- an answer booklet or answer sheets if they are not writing directly onto the question paper
- the question paper facing upwards
- their authorised equipment, pens, pencils, rulers in a see-through pencil case or bag, or loose on the desk
- their candidate number

- and any other authorised equipment.

You will find a list of authorised equipment for each exam, and conditions for the use of calculators or dictionaries, in the Additional Exam Materials Database available from [www.cie.org.uk/database](http://www.cie.org.uk/database).

Candidates must not have the following in the exam: a pencil case that you cannot see through; food or drink not stored in transparent packaging or that might disturb other candidates, for example, fizzy drinks; mobile phone or any other external communication device; any other unauthorised materials or equipment.

Read aloud the instructions on the front of the question paper and in the 'What to say to candidates in an exam' document.

You can now tell them to open their question paper and begin.

As soon as the exam has started, write the start and finish times where all candidates can clearly see them.

During the exam

Invigilators must supervise the candidates throughout the exam. They should give their full attention to the candidates and keep moving, rather than standing still at the front of the room.

Look out for any signs of malpractice or candidates looking unwell.

You must make sure you accurately complete the attendance register.

Make sure candidates are sitting in the right place by checking their positions against the seating plan.

Respond as quickly as possible when a candidate raises their hand for help. Remember, invigilators can only answer questions about information on the front of the paper.

If the candidate needs to leave the room temporarily, they must be accompanied by an invigilator. Remember there must be enough invigilators left remaining in the room to supervise the other candidates.

Under exam conditions, candidates are not allowed to:

- use any unauthorised materials including electronic devices and mobile phones
- copy or attempt to copy another person's work
- take an exam on behalf of another candidate
- include inappropriate or offensive material in scripts
- talk to other candidates

If you see a candidate doing any of these things, you must:

- remove any unauthorised material
- warn them that they may be excluded from the exam
- record what has happened and keep the evidence
- call for help if necessary.

After the exam, report what has happened to the Principal or Head of Centre. They must complete *Malpractice - Exam Day - Form 9* and send it to us.

If a candidate arrives late for the exam, but before the Key Time, you must allow them to enter the exam room and sit the exam. You do not need to notify us.

If the candidate arrives after the Key Time, you must:

- let them enter the room and sit the exam. They are allowed the full time for the exam.
- Tell them Cambridge will decide how much of their script they can accept for marking as a result of their late arrival.
- Write down the reason the candidate was late and the time they arrived, started, and finished their exam.
- Mark their finishing time on the completed script.

Complete *Late Arrivals: Exam Day - Form 3* and send it to us after the exam.

We carry out unannounced inspections during each exam series.

If a Cambridge inspector comes to your centre, you must cooperate with the inspection. Give the inspector access to your exam room, your secure storage area, and any other areas they may need to see. They will need to talk to key members of staff including the Head of Centre and exams officer. Please answer their questions and show them any records or documentation that they need to see.

At the end of the exam

Tell candidates when there are five minutes left.

Remind them that they remain under exam conditions until their scripts have been collected and they have left the room, or until the Key Time has passed.

Remind them to write their name and candidate number on anything they have written on.

Tell them to name, number and attach loose sheets of paper to their answer scripts with a treasury tag or string. They must not use staples or paperclips.

The invigilators should:

- Collect the question papers and candidates' answer scripts.
- Count the number of scripts and question papers to make sure they have collected them all.
- Checked they have all the scripts and question papers; the candidates can then leave the exam room in silence.

It is easier if you dismiss the candidates by row, rather than let them leave all at the same time.

Invigilators must:

- sort the scripts into the order shown on the attendance register.
- Check they have all the scripts for the candidates marked as present on the attendance register.
- Check that the candidates have entered the correct centre and candidate number.
- Pass the collated scripts and attendance register to the exams officer.

You then place them in the grey script return packet, seal the packet and return the scripts to Cambridge.

For more guidance on packing and despatching scripts, visit our webpage [www.cie.org.uk/examday](http://www.cie.org.uk/examday).

We hope you have found this video useful. For more information, take a look at parts 4 and 5 of the *Cambridge Handbook*.

Alternatively, you can contact our Customer Services team by phone (+44 1223 553554) or email ([info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)).

