

What to expect from a security inspection

Video transcript

Administering and conducting exams can be complex. It is essential that all candidates have the same exam experience and are treated equally and fairly.

To support this we explain all the regulations you need to administer our exams in our [Cambridge Handbook](#).

To help you run your exams in line with our regulations we also carry out security inspections. The inspections give you the opportunity to ask us questions about our regulations and improve your understanding of how best to run exams. You can also get extra support with changes or improvements you may need to make in your school.

Our security inspections are unannounced and usually take place on the day of an exam. Don't worry: our inspector will work with you to make sure disruption is kept to a minimum.

During an inspection we look at four areas:

- timetabling exams
- security of exam materials
- suitability of exam rooms
- and conduct of exams.

Inspections usually last about two hours. During their visit, our inspector will fill in an *Inspection Report Form*. This shows regulations you have followed and any areas for improvement.

When they arrive, our inspector will ask to see you, the exams officer. Whoever welcomes our inspector should also tell the Head of Centre they have arrived. You, or another member of staff, need to accompany our inspector at all times during their visit.

Our inspector will ask to see, and take photos of, your secure room and your secure container. They will also ask to see your question paper packets.

During the visit, our inspector will ask to see your exam records, such as seating plans and timetables. They will also ask to see your exam room.

Wherever possible, our inspector will want to see a live exam taking place. Please tell your candidates and invigilators before the exam series that our inspectors may visit. Reassure candidates that our inspector is there to help and support the school and not to assess them.

Towards the end of the visit the inspector will give your centre one of four provisional ratings:

- Completely Satisfactory
- Satisfactory with Minor Points
- Some Cause for Concern
- or, Serious Deficiencies.

The inspector will take time to explain the reasons for the rating. They will give you guidance about how to address any issues they identify. Please use this opportunity to ask them any questions you may have about the inspection or our exam regulations.



The inspector will ask you to check and sign the *Inspection Report Form*. They will give you a printed copy of their report or we will email it to you after the visit.

The inspector will send a copy of their report and photographs to us. We will contact you to confirm your final inspection rating. This is usually before we release results.

If you have been given a rating of Some Cause for Concern or Serious Deficiencies we will send you an *Action Plan*. You will need to complete this and send it back to us. We will support you as you put your action plan into place.

If you have questions about our inspections, please email us: info@cambridgeinternational.org