Administering Cambridge exams

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Who are we?

- Cambridge Assessment International Education is an international exam board and an educational services provider. We prepare school students for life, helping them develop an informed curiosity and a lasting passion for learning.

- Our educational offering is in the area of curriculum, teaching, learning and assessment.

- We believe education works best when curriculum, teaching, learning and assessment are closely aligned.
WARNING

NO unauthorised materials in the exam room. For example:

- NO mobile phones
- NO smartwatches
- NO technology with communication or storage
- NO unauthorised notes or revision materials

If you have unauthorised materials you could be DISQUALIFIED
The exams officer role

- The person appointed by the Head of Centre to act on behalf of the centre, with specific responsibility for the effective and secure administration of our exams.

- Without the exams officer, it would be impossible to make sure that candidates all over the world have a fair, consistent and positive exam experience.

- Can also be doing other roles within the centre.
The exams officers’ responsibilities

- The exams officer responsibilities are outlined in the ‘Centre and Cambridge Associate responsibilities’ section of the *Cambridge Handbook*. This is part of the contract we have with our centres.

- Single point of contact between Cambridge International and our centres.
Support and resources
What support is available?

- Cambridge Handbook
- Videos
- Online training
- eNewsletters
- Dedicated area of the website
- ‘How to’ guides and factsheets

Exams officers
Resources you can find

Key dates and activities for 2019
Monthly calendar (International)

This calendar shows the dates we send you information and the dates we need you to receive information from us. You can download the relevant administrative information by clicking on the link.

Key
- New and updated information is marked with a red line
- Key dates for Cambridge Assessment and Cambridge Assessment International
- Important dates for your exam

Resources you can find

Cambridge Exams Officers’ Guide

The Cambridge Exams Officers’ Guide is a step-by-step guide to delivering Cambridge exams at your school. Different activities need to take place to successfully deliver an exam. We have used the Cambridge Exams Cycle (pictured below) to structure information about these activities.

Click on a phase within the cycle to learn more about the activities that take place.

Key dates for June 2019 series (International)

Key dates for Cambridge IGCSE, O Level, International AS & A Level and Pre-U

Welcome to the course

This course is designed to help you understand the Cambridge exam process. You will need to follow the instructions carefully and take notes as you go.

Course objectives

This course is a guide to the exam process. It is designed to help you understand how the exam process works and how to prepare for it. The course is divided into three parts:

1. Preparing for the exam
2. Managing the exam
3. Revising and exam day

Exams officers

Cambridge Exams Officers’ Guide

Phase 1 - Preparation
Phase 2 - Entries
Phase 3 - Teacher assessment
Phase 4 - Before the exams
Phase 5 - Exam day
Phase 6 - Results and certificates
Administrative forms
Support and training
Newsletter

Resources you can find
CIE Direct and other support sites

CIE Direct

- Complete key administrative tasks
- Access time-zoned support materials, such as the *Cambridge Guide to Making Entries*
- View fees lists
- [https://direct.cie.org.uk](https://direct.cie.org.uk)

School Support Hub

Cambridge Primary and Lower Secondary support sites

- Login details given by Cambridge
Customer Services

- Our team of experienced staff dedicated to providing quick and accurate responses to your queries:
  - info@cambridgeinternational.org
  - +44 1223 553554

- Now available 24 hours a day, six days a week

- Working days are Sunday to Friday
Any questions?
The Cambridge Exams Cycle
Many different activities need to take place to successfully deliver an exam.

To help exams officers manage their workload, we group the different tasks and activities into six different phases. We call this the ‘Cambridge Exams Cycle’.
Phase 1: Preparation

Exams officer prepare for the exam series ahead by:

- understanding the key dates and activities for the series
- drafting the exams timetable
- working with teachers to identify candidates who may need extra support during their exams.

www.cambridgeinternational.org/preparation
Phase 2: Entries

Entries is all about letting Cambridge know which exams each candidate will be taking – this process is known as ‘making entries’.

During this phase exams officers will:

- submit ‘estimated entries’
- work out final entries
- submit final entries using CIE Direct
- confirm entries and make amendments
- make entries for group awards

www.cambridgeinternational.org/entries
Phase 3: Teacher assessment

- The main administrative activities during this phase are:
  - submitting marks
  - selecting and sending samples.

- Using the samples database, exams officers can find out:
  - when and how to submit marks and candidates’ work
  - which forms to complete and return with the candidates’ work.

www.cambridgeinternational.org/teacherassessment
Phase 4: Before the exams

- This phase is all about getting ready for the exams.

- Examples of activities that take place during this phase:
  - receiving and storing confidential materials
  - preparing the exam rooms
  - training invigilators

www.cambridgeinternational.org/beforetheexams
Phase 5: Exam day

- This is when candidates sit their exams.

- Examples of activities taking place during this phase are:
  - running exams
  - dealing with potential malpractice
  - dealing with security inspections
  - packing and despatching scripts

www.cambridgeinternational.org/examday
Phase 6: Results and certificates

- This is the final phase of the Cambridge Exams Cycle.

- The activities exams officers may need to carry out include:
  - preparing for results release
  - giving candidates access to their results through our candidate results service via CIE Direct
  - submitting enquiries about results
  - receiving and sending out certificates to candidates.

www.cambridgeinternational.org/resultsandcertificates
Questions

Any questions?
Learn more!
Getting in touch with Cambridge is easy

Email info@cambridgeinternational.org
or telephone +44 1223 553554