



Invigilating Cambridge exams 2021

Information for exams officers

Thank you for downloading our 'Invigilating Cambridge exams 2021' presentation to train your invigilators. We have created this presentation so you can easily train your invigilators before each exam series. It contains our main regulations and information that invigilators need to know, and is adaptable so you can add information that is relevant to your centre.

Covid-19 pandemic

This training relates to our usual regulations and guidance for administering Cambridge exams published in the *Cambridge Handbook*. It does not include any changes to our processes which we have made because of the Covid-19 pandemic. For up-to-date information about delivering Cambridge exams in your centre, make sure you are receiving the monthly *Cambridge Exams Officer eNewsletter*, checking our website (www.cambridgeinternational.org/covid), and reading any supplementary guidance we may produce, in conjunction with the *Cambridge Handbook*.

Purpose of the training

- To enable exams officers to train invigilators.
- To provide specific information on running Cambridge exams.
- For invigilators to understand their role when invigilating Cambridge exams.
- To make sure invigilators give candidates across the world a fair and consistent exams experience.

How to deliver this training

- The training is formatted as a PowerPoint presentation with extra information for the trainer in the notes section of each slide.
- You can choose how you deliver this training, whether it is face to face, online or if you give it to invigilators to read.
- It should be delivered to all invigilators before each series and you should keep records of this (more information below).
- The training should last between one and two hours depending on how you deliver it.
- If you wish to extend the training, make it more interactive or add a consolidation exercise, you can download extra material from the 'Training your invigilators' module of the 'Getting to know the Cambridge Exams Cycle' course in the Online Learning Area.

Invigilator requirements

Invigilator records

You must keep signed records of the following invigilator information:

- invigilator training records.
- invigilators or supervisors used for each exam or period of Full Centre Supervision.
- actual start and finish time of exams.
- start and finish time of any periods of Full Centre Supervision.
- any changes to invigilators during each exam or period of Full Centre Supervision.

You can keep these records in any format, however they must be easily accessible as we may ask to see them at any time. You should keep records for each series until you receive your candidates' certificates.

Invigilator suitability

See section 4.6 (j) of the *Cambridge Handbook* for information on suitability of invigilators. Invigilators can be teachers in your centre, or people you employ specifically to invigilate exams.