



# Digital Mocks Service

## Candidate guide for taking digital mock exams

This guide explains how to take digital mock exams in the digital exam platform. Read it before exam day so you are familiar with the system and can ask any questions.

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## Quick reference overview

Taking a digital mock exam in the digital exam platform:

**Step 1** – Navigate to the Cambridge login page in the recommended browser.

**Step 2** – Enter your username and password given to you the person managing the digital exam platform.

**Step 3** – Read the instructions on the screen and click **Next** to start the exam (timer starts counting down).

**Step 4** – Answer all the required questions.

**Step 5** – Use the **Questions Summary** to check you have answered all the required questions.

**Step 6** – Take the optional survey and submit your exam or just submit the mock exam.

If you need help during your exam, raise your hand to ask your invigilator.

## Demo test and interactive tutorials for candidates

### Demonstration Test

Before the mock exam, take a look at the [Demonstration Test](#) to familiarise yourself with the digital exam and the different tools and features available.

### Interactive tutorials for candidates

Candidates can explore our interactive tutorials ahead of the exam day to help familiarise themselves with navigating the mock exam, using the available tools and features, and how to answer different question types.

[Interactive tutorial one – Navigation](#)

[Interactive tutorial two – Exam tools](#)

[Interactive tutorial three – Answering questions](#)

## Logging in

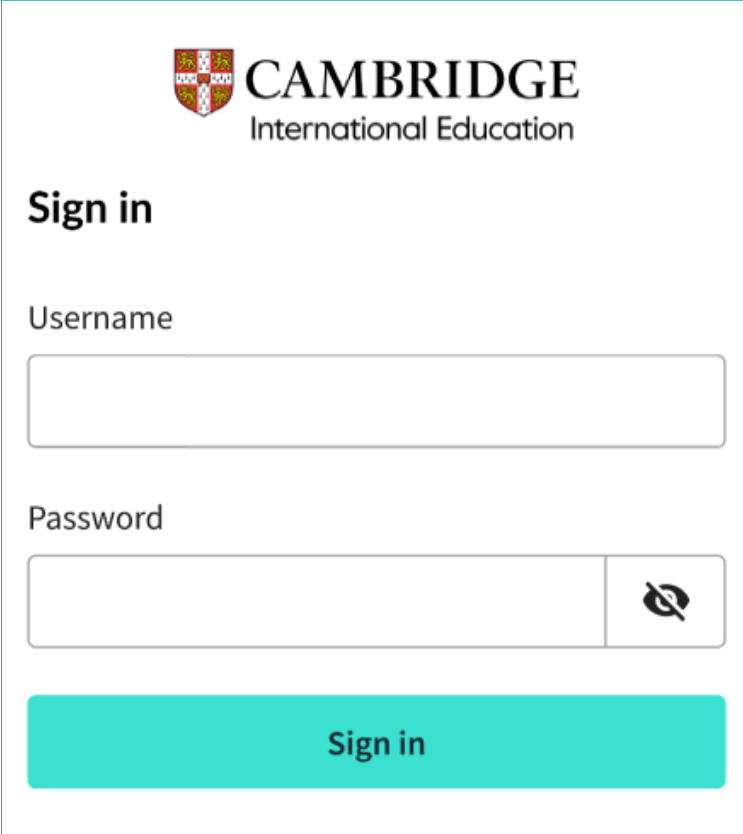
Please note all images shown are examples.


1. Use the recommended browser to navigate to the Cambridge login page. The person running the exam will give this to you, but it is also here:

<https://cupa-am.assessor.rm.com/engine/index.php/lms/login/path/ci-mocks>

For centres in **China**, please refer to the appendix [here](#) how to access the Digital Mocks Service application.

2. You will be taken to the login page.
3. The invigilator will give you a username and a password. Enter the username and password then click **Sign in**. You can click the **Eye** icon to show the password and check you have entered it correctly.




 **CAMBRIDGE**  
International Education

**Sign in**

Username

Password

**Sign in**

## Starting the exam

When you log in, you will be taken to the instructions page at the start of your mock exam. This page is not timed, so you have time to read and understand the instructions.

When the invigilator starts the exam, you will move to the first question.


The clock in the top-right corner will start to count down. You can choose whether the clock counts down or up or you can hide the clock by clicking on the arrow next to it.

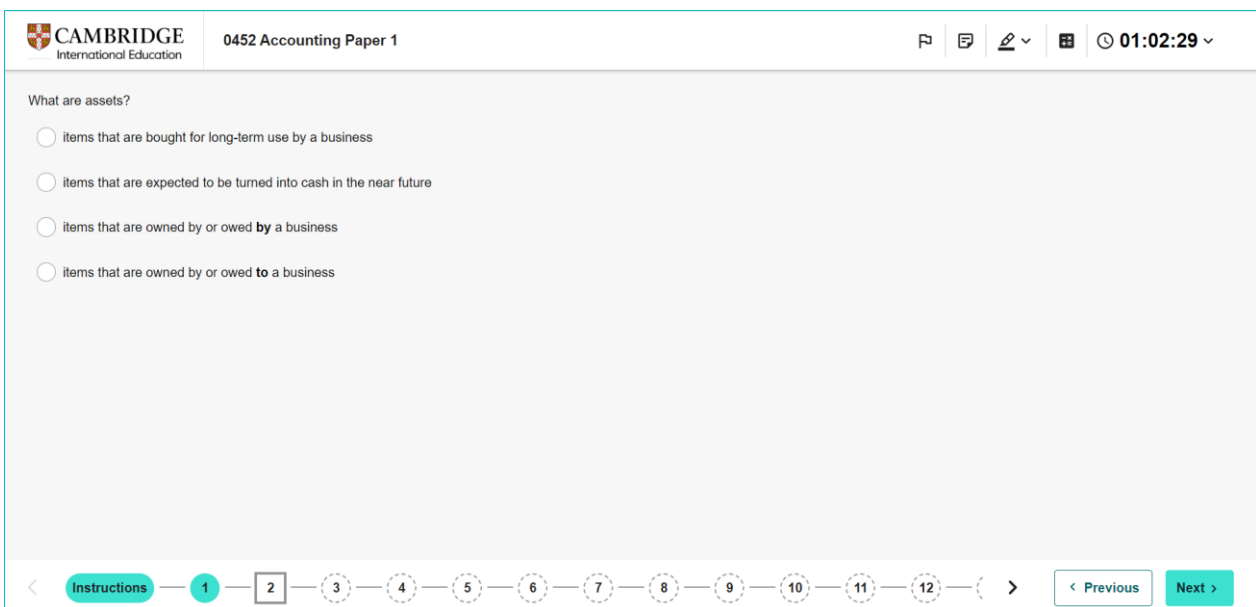
A warning will appear 10 minutes before the end of the exam.

During the exam, you can see the instructions page again by clicking the **Resources** icon. More information can be found [here](#)

## Navigating through the exam

You can move through the exam using the buttons in the bottom-right corner. Select the  button to go to the next question. Select the  button to go back to the previous question.

There is a short delay when you move between questions. During this time, you will see  on the screen.



The screenshot displays the exam interface for Cambridge International Education, specifically for the 0452 Accounting Paper 1. The top header includes the Cambridge logo and the paper title. The main content area shows a question: "What are assets?" with four radio button options: "items that are bought for long-term use by a business", "items that are expected to be turned into cash in the near future", "items that are owned by or owed by a business", and "items that are owned by or owed to a business". The bottom navigation bar features a sequence of question numbers from 1 to 12, with question 1 highlighted in solid green and question 2 highlighted in half-filled. There are also "Previous" and "Next >" buttons on the right side of the navigation bar.

You can also go straight to any question by clicking the question numbers along the bottom of the page. The colour and appearance of each question number shows its status.

29

Solid green colour – you have answered the question.

2

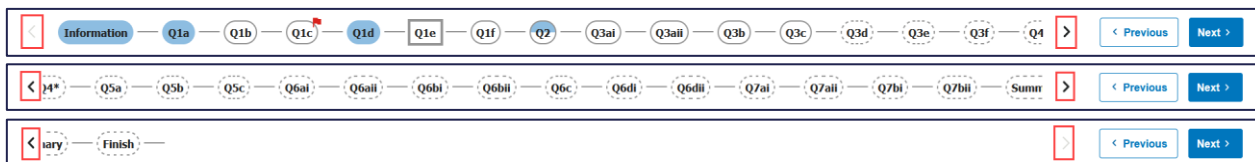
Half filled colour – you have partially answered the question. This may happen if there are multiple answer spaces and you have not completed them all. Sometimes you do not need to complete all the answer spaces, so the question will always show as partially answered.

## Student guide for taking exams (continued)

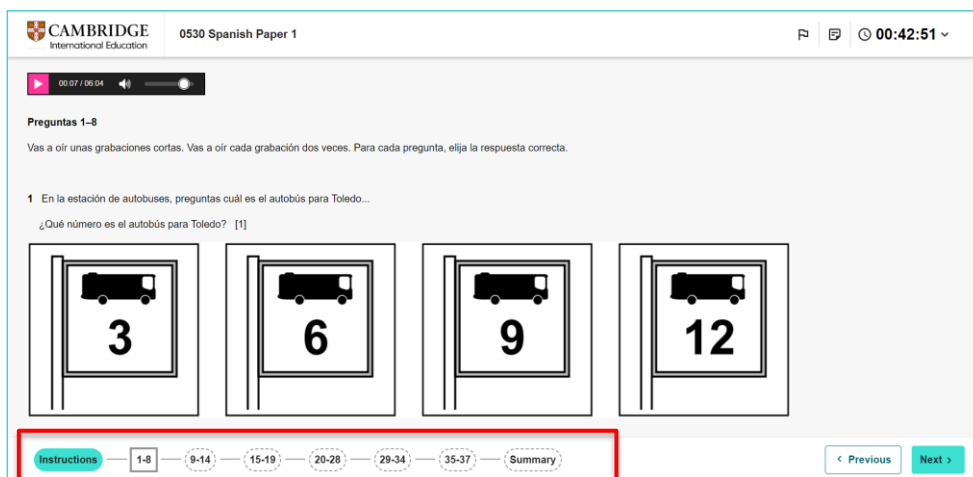
- 31 Square outline – this is the question you are currently working on.
- 30 Dotted circle – you have not viewed the question yet.
- 27 Solid circle – you have viewed the question but not answered it.
- 28 Flagged – you have flagged the question and may want to come back to it.

The **Previous** and **Next** buttons always appear in the bottom-right corner. The size and resolution of your computer screen determine which question numbers you can see.

If you cannot see all the question numbers, use the forwards and backwards arrows to move to the next or previous questions. The arrows will be greyed out if it is not possible to move any further in either direction.

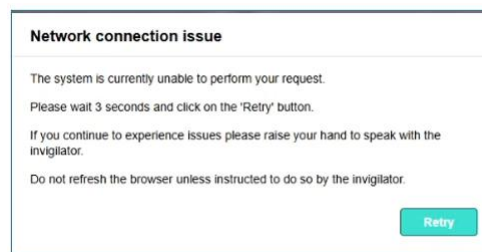
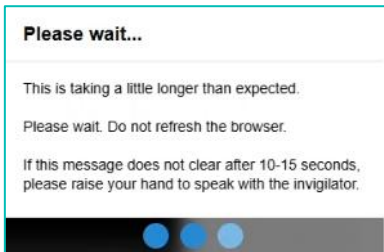


If an exam has more than one question on a page, the question numbers are shown in groups at the bottom of the page:



## Notifications during the exam

If your computer loses connection at any point during the exam, the following pop-ups will appear:



Follow the instructions carefully. If you are not sure, ask your invigilator.

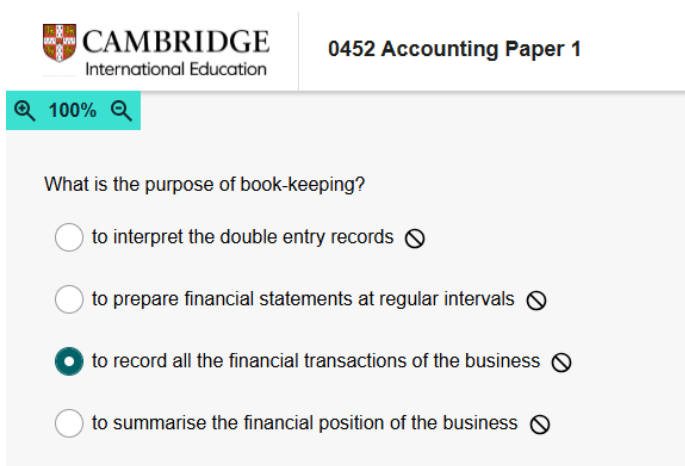
## Answering questions

The mock exams use several different question types that you will need to answer in a different way. We explain the different question types below, but they may not all feature in each mock exam.

### Multiple choice

Click the radio button next to your chosen answer, which will become highlighted. If you want to change your answer, click another radio button.

The highlight will move from your original answer to your new answer.



Some tests require you to select two answers.

In this case, you can select two radio buttons and both options will be highlighted.

## Student guide for taking exams (continued)

For multiple choice questions you can use a rule-out tool which allows you to omit remove options from the available answers.

Which statement about liquids and gases is correct?

- 1 cm<sup>3</sup> of gas contains more particles than 1 cm<sup>3</sup> of liquid.
- A given mass of liquid has a fixed volume at room temperature.
- Particles in a liquid can easily be forced closer together.
- Particles in a liquid have fixed positions.

More information about the rule-out tool and how to use it is available [here](#).

## Drag and drop

For drag-and-drop questions, you may need to drag words or images into an answer space.

Drag and drop your selected answer into the space.

There may be more available answers than questions. To remove a word or number simply drag it away from the answer space. It will then be available as an option for other questions.

Alternatively, drag another word or number into the answer space to remove the original one.

CAMBRIDGE International Education 0530 Spanish Paper 1 00:24:54

00:30 / 05:57

**Preguntas 15-19**

Vas a oír un diálogo entre Laura y su amigo Luis sobre las asignaturas. Vas a oír el diálogo dos veces.

Para las preguntas **15 a 19**, empareja las asignaturas con las afirmaciones correctas (A-F). Para cada pregunta, indique su respuesta colocando la afirmación correcta en el cuadro.

Ahora tienes unos segundos para leer la siguiente información.

Asignaturas	Afirmaciones
15 biología A Para muchos estudiantes es difícil. [1]	<input type="text"/>
16 química <input type="text"/> [1]	B Hay mucha tarea que hacer.
17 informática <input type="text"/> [1]	C Hay un examen la semana próxima.
18 geografía <input type="text"/> [1]	D Debe volver a la clase por la tarde.
	E El libro de clase es aburrido.

Instructions 1-8 9-14 15-19 20-28 29-34 35-37 Summary < Previous Next >

## Drop-down list

For this question type you need to choose the correct answer from a drop-down list. Click the drop-down arrow to select your answer. If you want to change your answer, click on the drop-down arrow and select a different answer.

The screenshot shows a Cambridge International Education exam interface for '0510 English as a Second Language Paper 1'. The left panel displays 'Exercise 2' with a reading passage titled 'Why I love living by the sea' by Amin. The right panel shows 'Question 7' asking to choose the correct letter (A, B, C, or D) for each statement. A drop-down menu is open for the first statement, showing options A, B, C, and D. The bottom navigation bar includes a progress indicator with question numbers 1 through 17, and 'Previous' and 'Next' buttons.

## Optional questions

In some mock exams, you do not need to answer all the questions. You can choose which questions to answer. If questions are optional, there will be clear information telling you how many questions you must answer.

In the example below, you can choose which question to answer. Click the radio button next to the question you wish to answer on the right-hand side of the screen. Click the **Next** button to add your response.

The screenshot shows a Cambridge International Education exam interface for '0500 First Language English P2'. The left panel displays 'Section B: Composition' with instructions to answer one question from Section B. The right panel shows a list of five questions, each with a radio button for selection. The first question is selected. The bottom navigation bar includes a progress indicator with 'Instructions', '1', '2-5 Choice', 'Section B', 'Summary', and 'Finish', and 'Previous' and 'Next' buttons.

## Audio

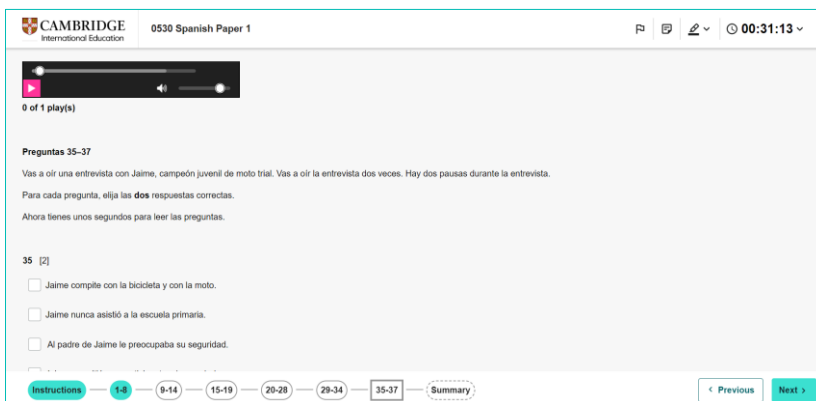
Some questions will include an audio file to listen to.

The audio will play as soon as you open each question. You cannot pause, rewind or fast forward the audio.

In some exams, you may listen to the audio a second time by clicking the **Play** button. The exam instructions will tell you if this is possible.

In some cases, you will not be able to move to the next question until the audio has finished playing. The exam allows time for this.

You can change the volume of the recording by clicking the **Volume** icon 



## Text stimulus

Some questions are split across the page. This is usually because you need to refer to information, such as text extracts, when you answer the question.

You will see a vertical divider that splits the page into two halves. You can increase or decrease the size of either half by dragging the divider using the three dots.

After resizing the page, you may also need to use the scroll bar to move through the stimulus material and questions.

There may be more than one text available for a question.

The options appear in the left-hand column. Click on a text to select it. It will be highlighted, as shown on the next page.

## Student guide for taking exams (continued)

**CAMBRIDGE**  
International Education

0500 First Language English P2

01:58:53

**Resources**

**Text A**

**Text A: Can the world be saved from over-tourism?**

We've officially entered the era of too much tourism. Sand has been removed by tourists from famous beaches and some cities impose fines on weary tourists just for sitting down in crowded hotspots. As local people fear being priced out of their towns and cities, stringent rules and limitations are imposed on holiday rentals. In Thailand, one popular destination has been closed indefinitely to allow its ecosystem to recover from the millions of tourists who have visited over recent years. Tourism taxes are becoming more common and, in some areas, are being used to restrict access to all but the wealthier clientele.

In a recent forum, tourism experts said that over-tourism was real: 'The overcrowding on the streets, the rising rents, the hostility of residents – they can't be denied.'

**Text B**

Over-tourism takes different forms in different places. In European cities, the over-crowding and pressure on resources, such as energy, water and health services, are obvious, but in many countries across the globe too many people are trying to gain access to fragile landscapes, buildings and ancient monuments.

In Iceland, the situation is different. 'The growth has been very fast,' explained the country's head of tourism. She was quick to clarify there are advantages to this tourism boom. Iceland's economy has been transformed. 'It's improved our lives. We enjoy a wider range of services and we can fly to more destinations.'

**Section A: Directed Writing**

**Question 1**

**Write an article** for young people, advising them what they need to consider when deciding on a holiday destination.

In your article you should:

- evaluate the ideas, opinions and attitudes in both texts
- suggest what young people should consider in order to make a responsible decision.

Base your article on what you have read in **both** texts, but be careful to use your own words.

Address both of the bullet points.

Write about 250 to 350 words.

**Up to 15 marks are available for the content of your answer, and up to 25 marks for the quality of your writing.**

**Instructions** — 1 — 2-5 Choice — 3 — Summary — Finish —

< Previous Next >

## Formatting tool bar

For some question types a standard formatting tool bar will be available. You can use it to format the text in your answer.

Examples include copy, paste, font size, bold, italic, underline, text positioning on the screen, and bulleted and numbered lists.

For questions that require free-form responses or have a word limit, a word counter will appear above the response area (if enabled for the exam).

**Section A**

**1 (e)** Explain why Peter Profundus would be a good choice to lead the opposition to the construction of the wind farm. Answer in about 100 words using continuous prose.  
**[10 marks]**

**Formatting tool bar:** B I U X<sup>2</sup> X<sub>2</sub> [List icons] [Text alignment icons] [Undo/Redo] [Font size: 12pt]

**Word counter:** 161 Words

We are confident that the citizens of Segono are behind our scheme: a recent survey showed that over 80% of those questioned were in favour. A trust fund will be set up to enable the community to invest in local projects. We can assure you that all the equipment will be delivered to the coastal site using the town's perimeter road, during designated hours and with a police escort. We expect construction work to take up to one year. The blades will be 40 m in length, grey in colour with a non-reflective surface and the maximum height of the turbines will be 110 m to blade tip. Each turbine will have a 2 MW capacity, which is estimated to avoid the emission of 3000 tonnes of carbon dioxide per year. The operational life of a turbine is 20 years, after which the site will be decommissioned. We anticipate that construction and ongoing maintenance will provide employment opportunities for local firms.

< Previous Next >

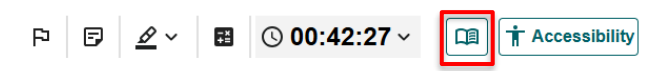
## Resources

Some exams may contain resource material, such as the Periodic Table shown below.

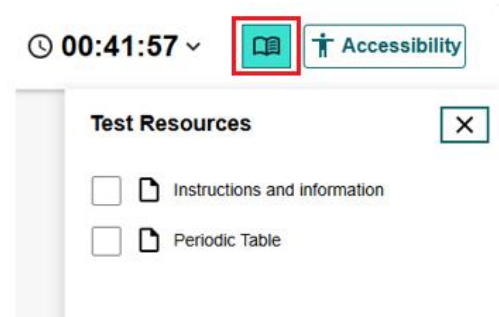
The Periodic Table of Elements

I		II		Group										III	IV	V	VI	VII	VIII	
3 Li lithium		4 Be beryllium		Key atomic number atomic symbol name relative atomic mass										1 H hydrogen	5 B boron	6 C carbon	7 N nitrogen	8 O oxygen	9 F fluorine	10 Ne neon
11 Na sodium		12 Mg magnesium												13 Al aluminium	14 Si silicon	15 P phosphorus	16 S sulphur	17 Cl chlorine	18 Ar argon	
19 K potassium		20 Ca calcium		21 Sc scandium	22 Ti titanium	23 V vanadium	24 Cr chromium	25 Mn manganese	26 Fe iron	27 Co cobalt	28 Ni nickel	29 Cu copper	30 Zn zinc	31 Ga gallium	32 Ge germanium	33 As arsenic	34 Se selenium	35 Br bromine	36 Kr krypton	
37 Rb rubidium		38 Sr strontium		39 Y yttrium	40 Zr zirconium	41 Nb niobium	42 Mo molybdenum	43 Tc technetium	44 Ru ruthenium	45 Rh rhodium	46 Pd palladium	47 Ag silver	48 Cd cadmium	49 In indium	50 Sn tin	51 Sb antimony	52 Te tellurium	53 I iodine	54 Xe xenon	
55 Cs caesium		56 Ba barium		57-71 La-Lu lanthanides	72 Hf hafnium	73 Ta tantalum	74 W tungsten	75 Re rhenium	76 Os osmium	77 Ir iridium	78 Pt platinum	79 Au gold	80 Hg mercury	81 Tl thallium	82 Pb lead	83 Bi bismuth	84 Po polonium	85 At astatine	86 Rn radon	
87 Fr francium		88 Ra radium		89-103 Ac-Lr actinides	104 Rf rutherfordium	105 Db dubnium	106 Sg seaborgium	107 Bh bohrium	108 Hs hassium	109 Mt meitnerium	110 Ds darmstadtium	111 Rg roentgenium	112 Cn copernicium	113 Nh nihonium	114 Fl flerovium	115 Mc moscovium	116 Lv livermorium	117 Ts tennessine	118 Og oganeson	

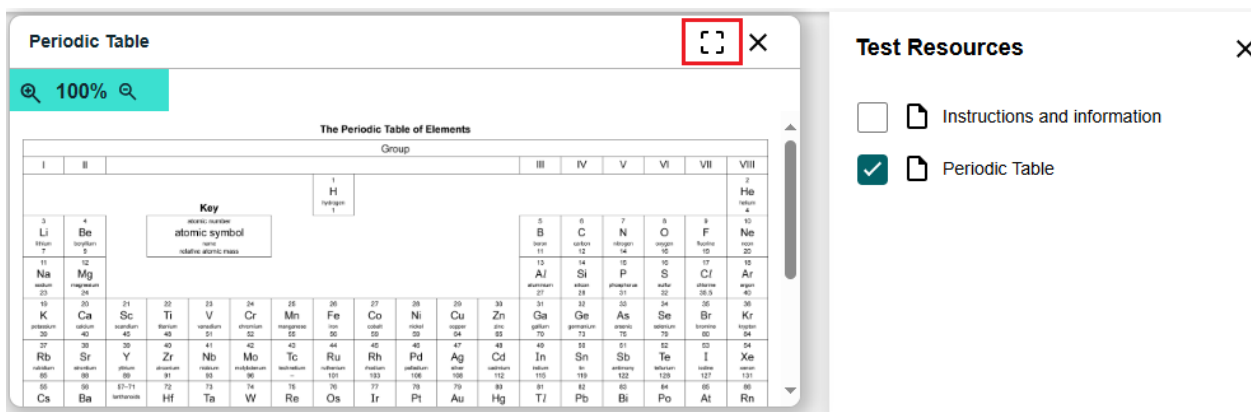
You can access resource material and instructions during the exam by selecting the **Book** icon in the top right corner of the screen.



A list of **Test Resources** will appear. Tick the box next to the resource you want to access.



A pop-up box containing the resource will appear. To enlarge it to full screen, select the **Full-screen** icon (top-right).



You can further increase or decrease the size of the text by selecting the plus or minus symbols in the top-left corner of the pop-up box.

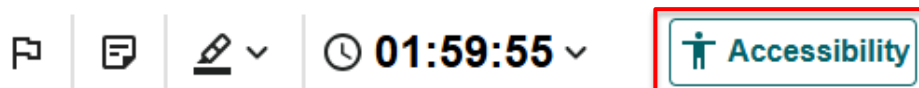
## Tools

Several tools are available to use, but not all tools are available in every mock exam.

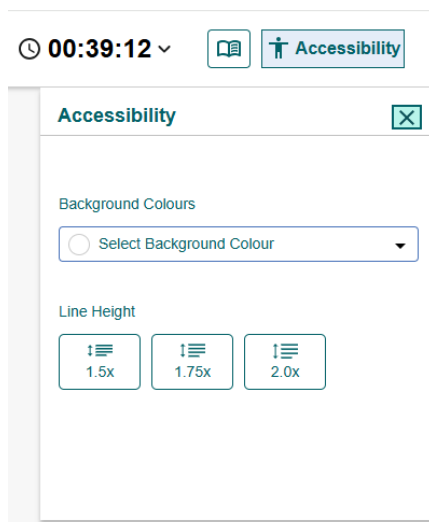
### Accessibility panel

The **Accessibility** panel is available to use in all mock exams.

To use the accessibility tool, click the **Accessibility** button on the toolbar:



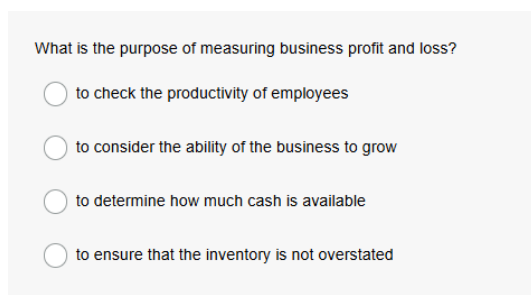
The **Accessibility** panel will appear:



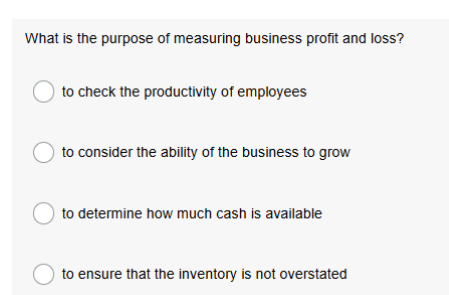
You can use the tool to select different **Background Colours** and adjust the **Line Height** of your exam.

When you select an option, you will see the changes on screen.

See examples of the **Line Height** options below:



Original display

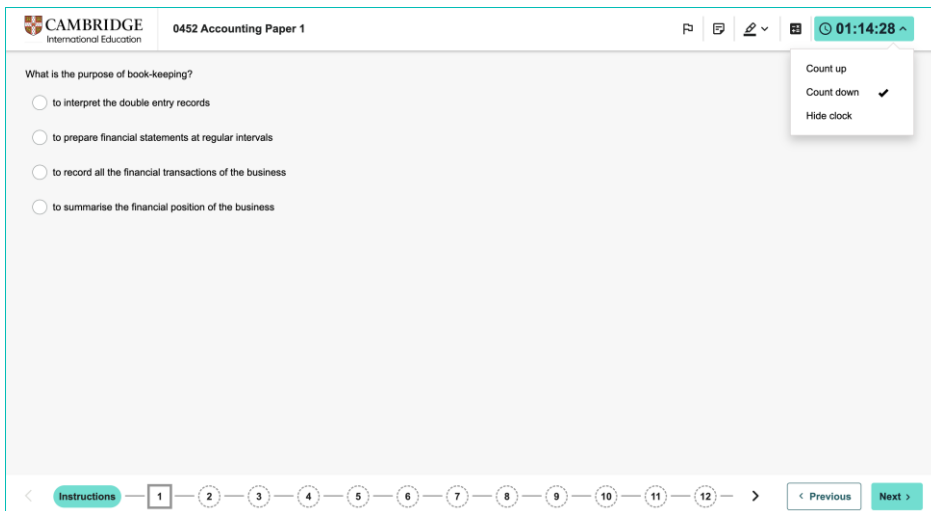


With the 2.0x Line height option selected

Click the button again to return to the original display settings.

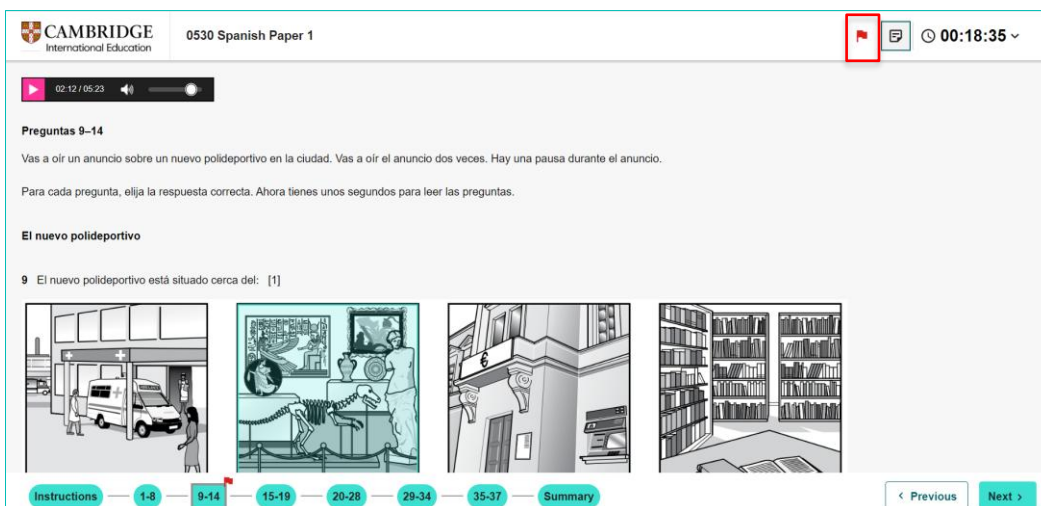
## Clock/Timer

If the exam is timed, the clock shows the time remaining. **Count down** is the default setting. You can choose the **Count up** option if you prefer. You can hide the clock by selecting **Hide clock**. To see the clock again, select **Count down** or **Count up**.



## Flag

You can flag a question as a reminder if you need to return to it later in your exam. To flag a question, click the **Flag** icon in the top-right corner of the page while the question is on your screen. The flag will turn red and the relevant question number at the bottom of the page will also be flagged.



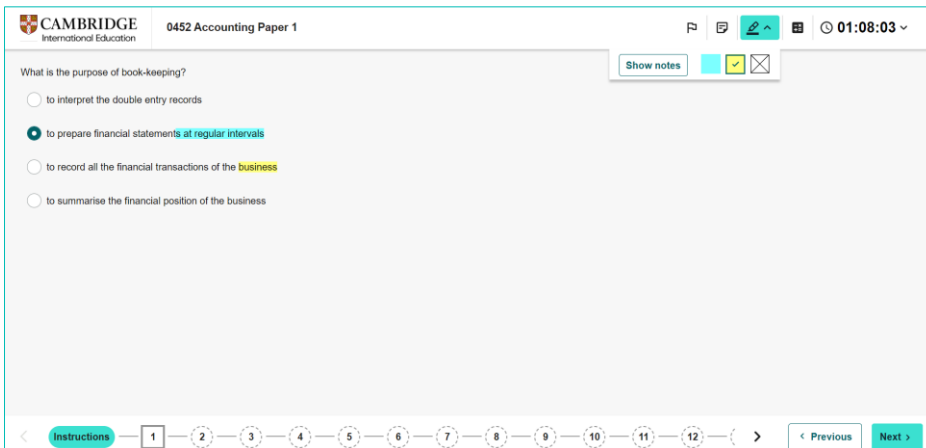
To remove a flag from a question, go to the question and click the red **Flag** icon in the top-right corner.

Any questions that are flagged will show a red flag on the **Summary** page.

## Highlighter and sticky note

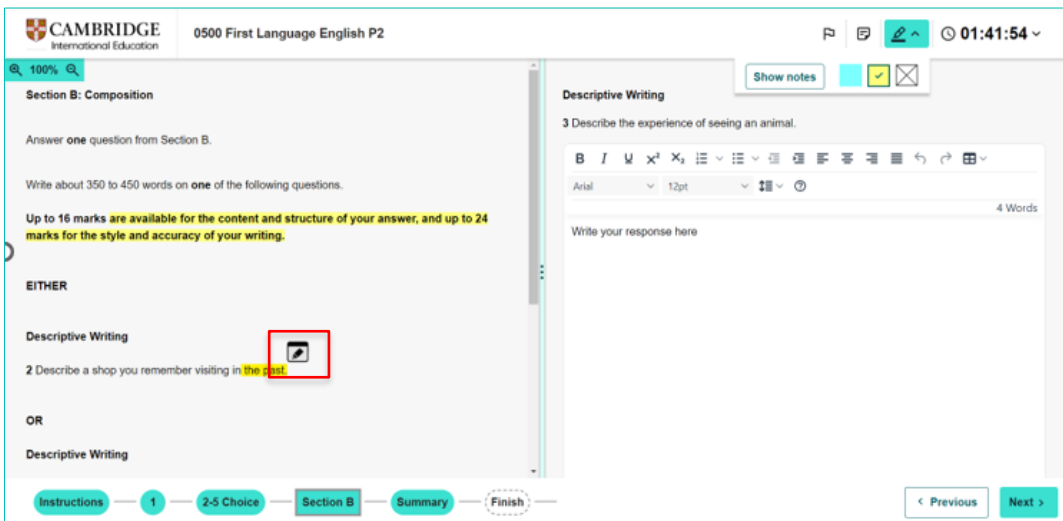
You can highlight text and add sticky notes in any question during your mock exam. To open the highlighter, click the **Pencil** icon in the top-right corner.

The **Pencil** icon will turn blue, and you will see the highlighter and sticky note options. To highlight text, select either the blue or yellow colour. A tick will appear in the colour you select. Drag your cursor over the text you want to highlight.



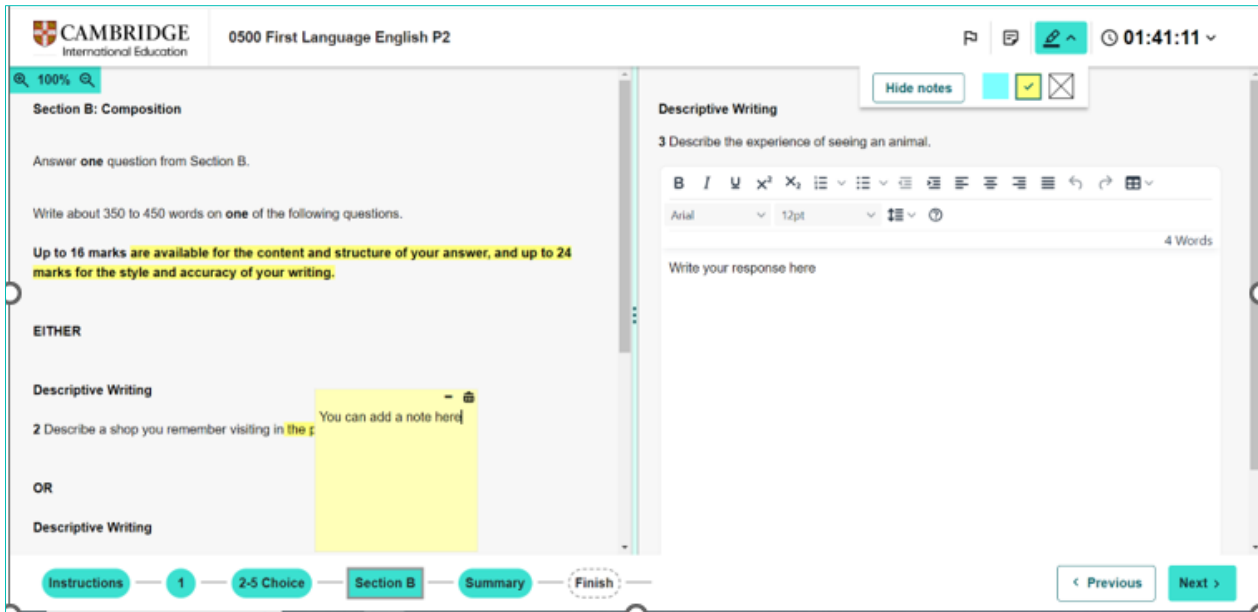
To delete any highlighting, click the **X** next to the yellow colour box. A tick will show that it is selected. Then click the highlighting you want to remove.

To add a sticky note, hover over some highlighted text and click the **Pencil** icon that pops up.



## Student guide for taking exams (continued)

This adds a sticky note in the same colour as the highlighted text. You can type on the note.



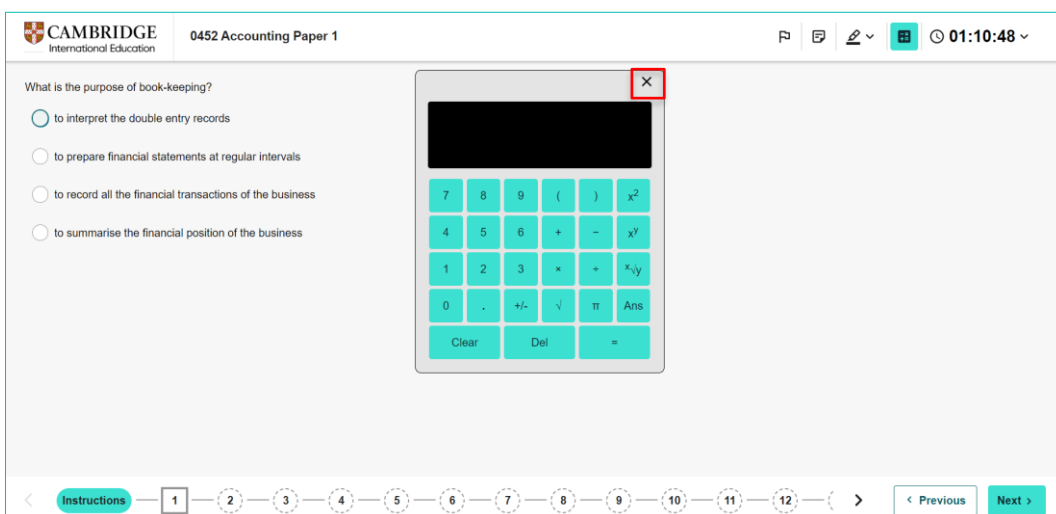
To hide any sticky notes you have added, click the **Hide notes** button in the tool options. The button changes to **Show notes**. Click **Show notes** to show any sticky notes you have added.

To delete a sticky note, use the **Trash** icon in the note, or click the **X** in the tool options and click on the note.

## Calculator

A calculator is available in some mock exams. You can access the calculator by clicking the **Calculator** icon in the top-right corner of the page.

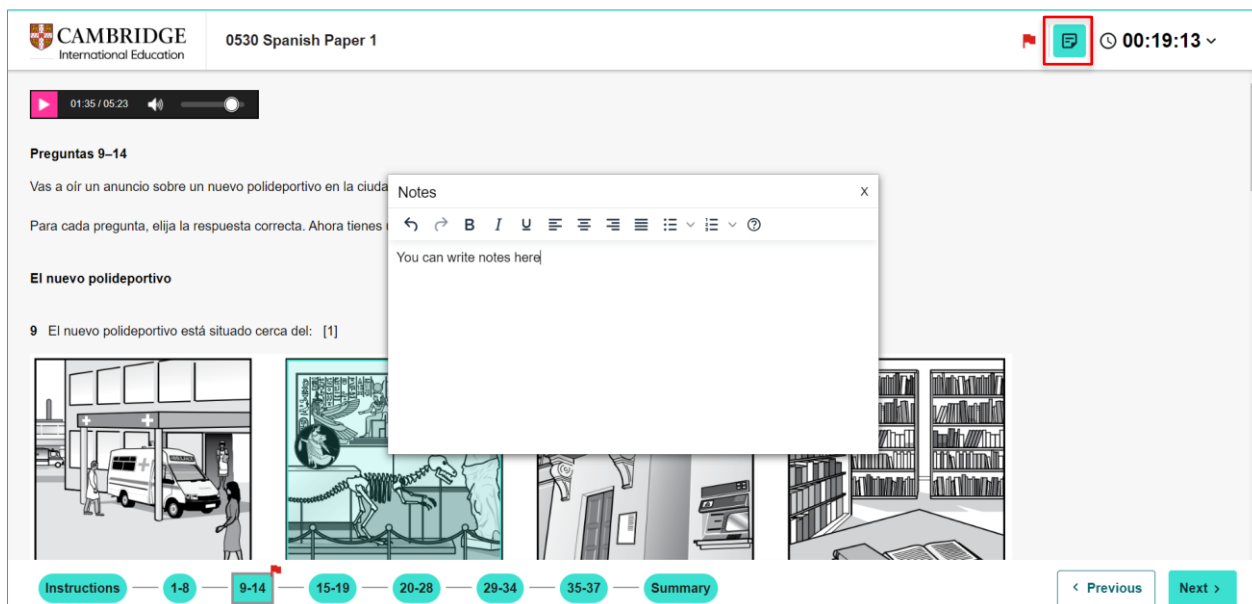
Click the **X** in the top-right corner of the calculator to hide it. You can also drag the calculator around the screen, so it does not block anything you want to see.



## Notepad

Most exams will have a notepad. You can use the notepad tool to record notes in any question during your mock exam. To open the notepad, click the **Notepad** icon in the top-right corner.

The **Notepad** icon will turn green, and the notepad will open in the middle of the question. You can enter your notes and use the formatting tools if you wish. The notepad is for your personal use only and any notes recorded will not be marked.



You can drag the notepad around the screen, so it does not obscure the question you are working on.

To close the notepad, either click the green **Notepad** icon in the top-right corner of the screen or click the **X** in the top-right corner of the notepad. Any notes you add will remain there while you move through the questions.

## Screen zoom

You can use the screen zoom tool to increase or decrease the magnification on any question. The screen zoom tool is in the top-left corner below the Cambridge logo. The default magnification is 100% which is shown on the screen zoom tool. The maximum magnification is 200%.

Click the  plus symbol to make the page bigger.

Click the  minus symbol to make the page smaller.

## Student guide for taking exams (continued)

The screenshot shows a Cambridge International Education exam interface for '0500 First Language English P2'. The interface is split into two main sections. On the left, there is a 'Resources' panel with a magnification of 110%. It contains two text documents: 'Text A' and 'Text B'. 'Text A' is titled 'Text A: Can the world be saved from over-tourism?' and discusses the impact of tourism on beaches and cities. 'Text B' discusses over-tourism in different places. On the right, the question content is displayed. It asks the student to read Text A and Text B and answer 'Section A, Question 1' on a question paper. 'Section A: Directed Writing' requires the student to 'Write an article' for young people, advising them on what to consider when choosing a holiday destination. The question asks for an evaluation of ideas and suggestions for responsible decisions. The student is instructed to base their article on both texts and address both bullet points. The word count is 250 to 350 words. At the bottom, it states 'Up to 15 marks are available for the content of your answer, and up to 25 marks'.





As you increase the magnification, the question content will get larger and may start to wrap. If the question uses the split page template, you may need to adjust the split between the two halves. You may also see scroll bars appear on the question. Use these to see the question content that has moved off the visible screen area.

## Rule-out tool

The rule-out tool allows you to remove answers from the options available in a multiple-choice question.





To use the tool, select the **Rule-out** icon next to the option you want to remove.

Which statement about liquids and gases is correct?

- 1 cm<sup>3</sup> of gas contains more particles than 1 cm<sup>3</sup> of liquid. 
- A given mass of liquid has a fixed volume at room temperature. 
- Particles in a liquid can easily be forced closer together. 
- Particles in a liquid have fixed positions. 

The option will be ruled out, and the text will turn grey:

Which statement about liquids and gases is correct?

- 1 cm<sup>3</sup> of gas contains more particles than 1 cm<sup>3</sup> of liquid. 
- A given mass of liquid has a fixed volume at room temperature. 
- Particles in a liquid can easily be forced closer together. 
- Particles in a liquid have fixed positions. 

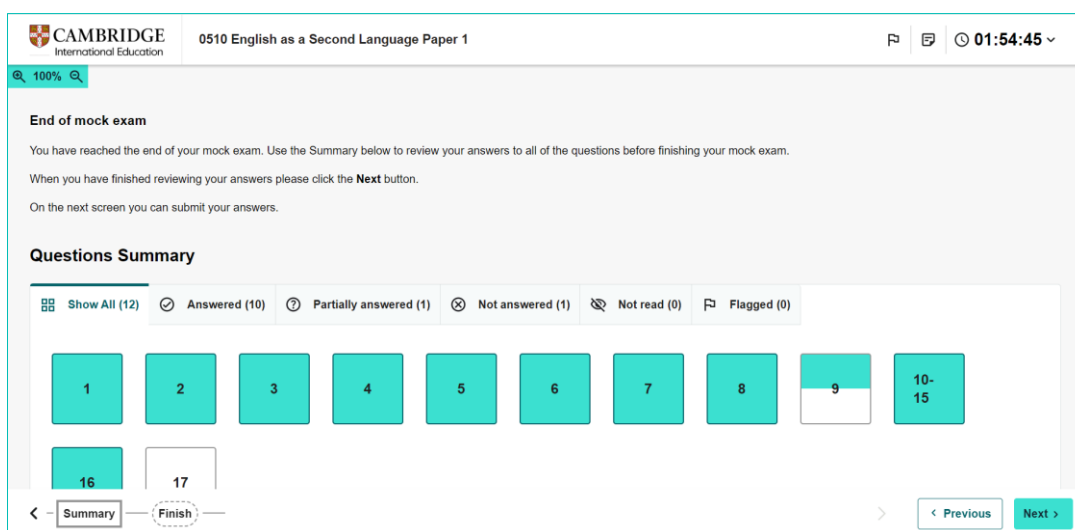
To reverse the rule-out, select the **Arrow** icon and the rule-out will be removed.  
Please note: this tool is only available in multiple-choice questions.

## Summary page

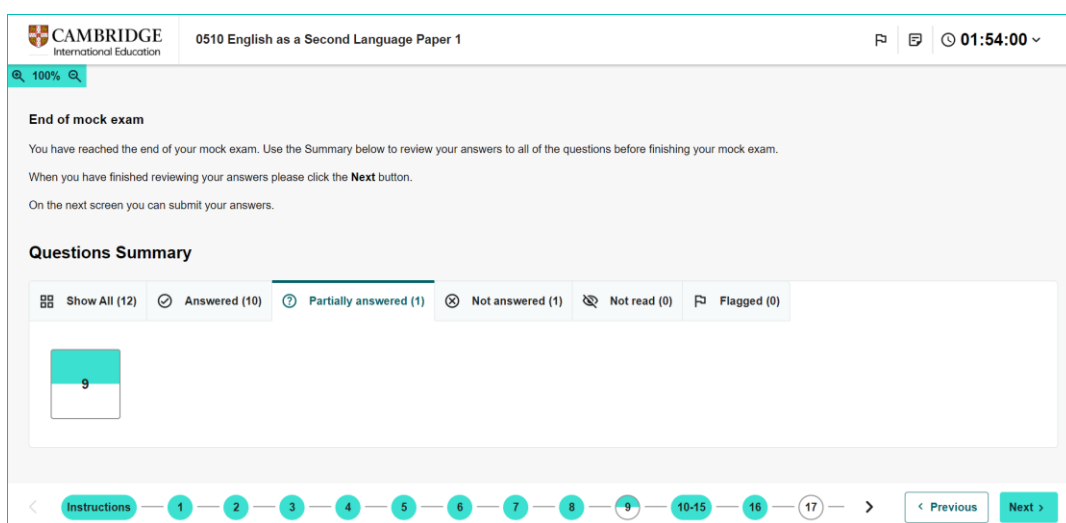
After the last question in your mock exam, you will see the **Summary** page. This shows the status of the questions and allows you to check you have answered each question before you submit. The statuses are the same as those shown on the question numbers in your mock exam.

You can see the **Summary** page at any time during the exam by selecting the **Summary** button at the bottom of the page. You may need to go to the end of the questions to see this.

The **Summary** page shows all the questions in the exam and their status. In the example below, one question has not been answered.



Click the relevant tab to see the questions filtered by status. In the example below, one partially answered question is shown. Click on a question number to return to that question and check you have answered it fully.

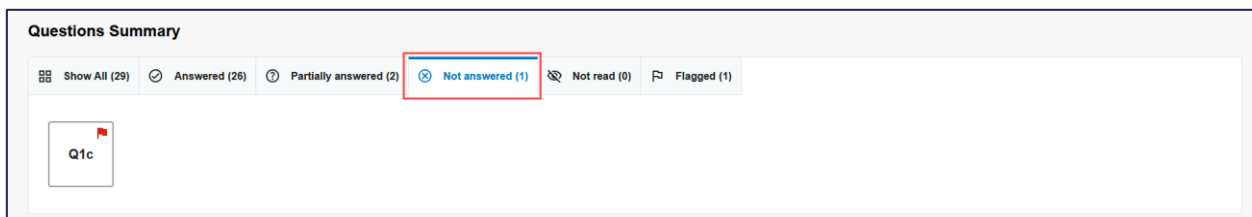
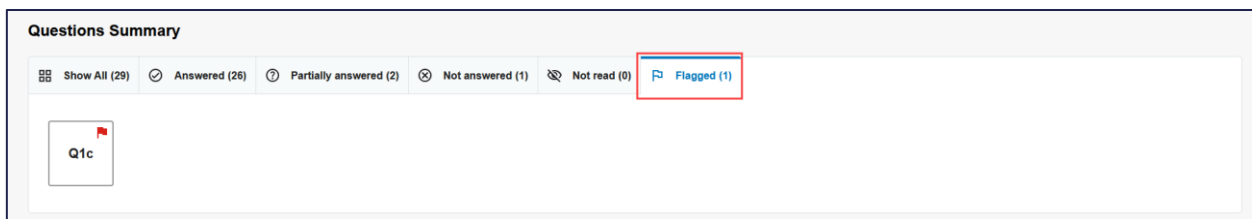


You will need to go back to the **Summary** page to click each question number, or use the question numbers at the bottom of the page.

Alternatively, use the **Previous** button to go back to each question.

## Student guide for taking exams (continued)

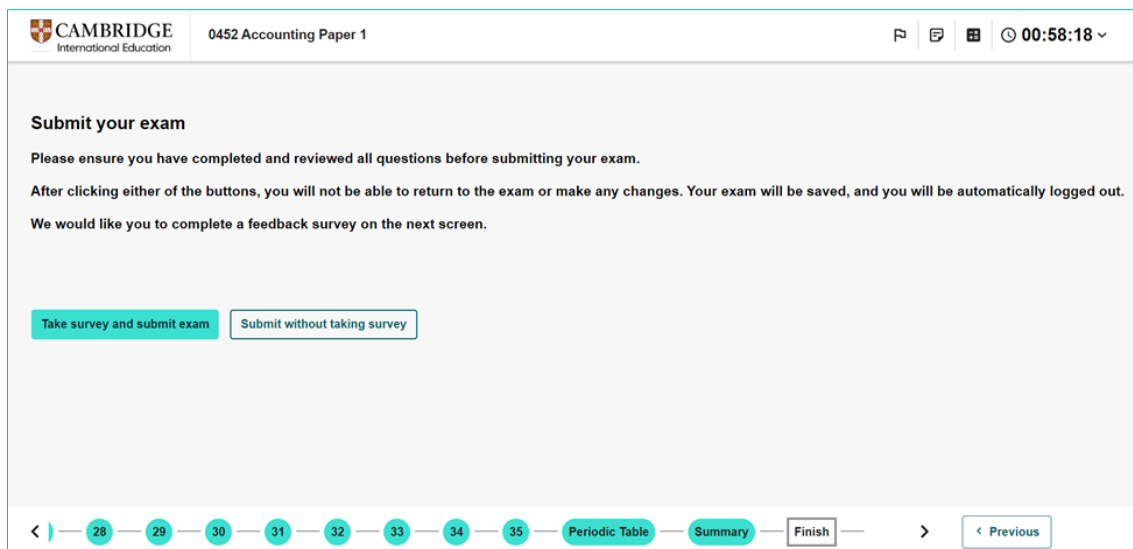
A question can have more than one status and will appear in the filter for each. For example, a flagged and not answered question appears in both filters.



The **Summary** page also gives instructions about completing an optional survey and submitting your mock exam.

## Finishing the exam

Once you have reviewed your answers in the **Summary** page, you must submit your mock exam for marking. Click the **Next** button to move to the **Finish** page.



You have two options:

- **Take survey and submit exam** – this takes you to an optional survey with three short questions about your experience of sitting the mock exam.
- **Submit without taking survey** – this submits your mock exam immediately.

Be aware that clicking either option means you will no longer be able to access your mock exam, so make sure you have reviewed your answers fully before you go ahead.

## Take survey and submit exam

If you would like to complete the optional survey, click the **Take survey and submit exam** button. This opens the optional survey on a new page.

The screenshot shows a survey interface for Cambridge International Education. At the top, it says 'CAMBRIDGE International Education' and '9990 Psychology Paper 1'. Below that, a progress bar shows '100%'. The main heading is 'We would love your feedback!'. Below this, it says 'We have 3 short questions that we would like you to answer.' and 'These questions are optional. All your answers are anonymous (no one will be able to link your name and exam answers to your feedback)'. The first question is '1. How did you feel taking this mock exam on screen?' with five radio button options corresponding to smiley faces from happy to sad. The second question is '2. Your friend asks you if they should take this mock exam on screen, or on paper. What would you tell them?' with three radio button options: 'Do it on screen', 'Do it on paper', and 'I am not sure'. The third question is '3. Please tell us more. Why did you choose your answer for the previous question?' with a large text input area. At the bottom, there is a 'Finish survey' button.

Complete the questions and then click the **Finish survey** button. Your mock exam is now submitted for marking and you will return to the Cambridge login page.

Any feedback you give in the survey will be used for research purposes only and will not affect your mark.

## Submit without taking survey

If you do not wish to take the survey, select the **Submit without taking survey** button. Your mock exam is now submitted for marking and you will return to the Cambridge login page.

## Any questions?

If you are a candidate, please speak to your teacher or exams officer for support.

## Appendix

### Instruction for China centres only

#### Logging in

*Please note all images shown are examples.*

Use the recommended browser to navigate to the Cambridge login page. The person running the exam will give this to you, but it is also here:

<https://am-assessor.digitalexams5.cambridge.org/engine/index.php/lms/login/path/ci-mocks>

*Please note this URL is only applicable for centres in China.*

You will be taken to the login page.

The invigilator will give you a username and a password. Enter the username and password then click **Sign in**.

You can click the **Eye** icon to show the password and check you have entered it correctly.

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