



## Digital Mocks Service

### Student guide for taking exams

This guide explains how learners will take their mock exams in the digital exam platform. Share this guide with your learners so they are familiar with the system and can ask any questions beforehand.

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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.

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

Step 4 – Answer all required questions in the exam.

Step 5 – Check you have answered the required questions using the **Questions Summary**.

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

If you need help during your exam, please talk to your invigilator.

### Demonstration Test

Take a look at our demonstration test ahead of the exam day to help familiarise yourself with navigating through the mock exam, and the different tools and features that are available:

[demonstration test](#)

## Logging in

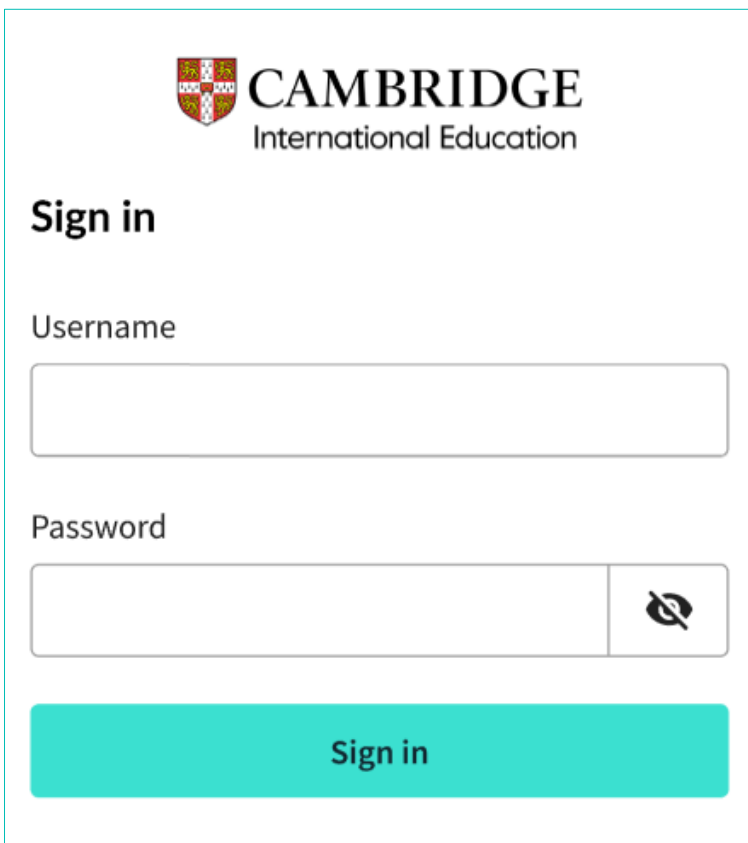
Please note all images shown are examples.


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 that mock exam. This page is not timed, so you have time to read and understand the instructions.



When the invigilator starts the test, you will be taken 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.

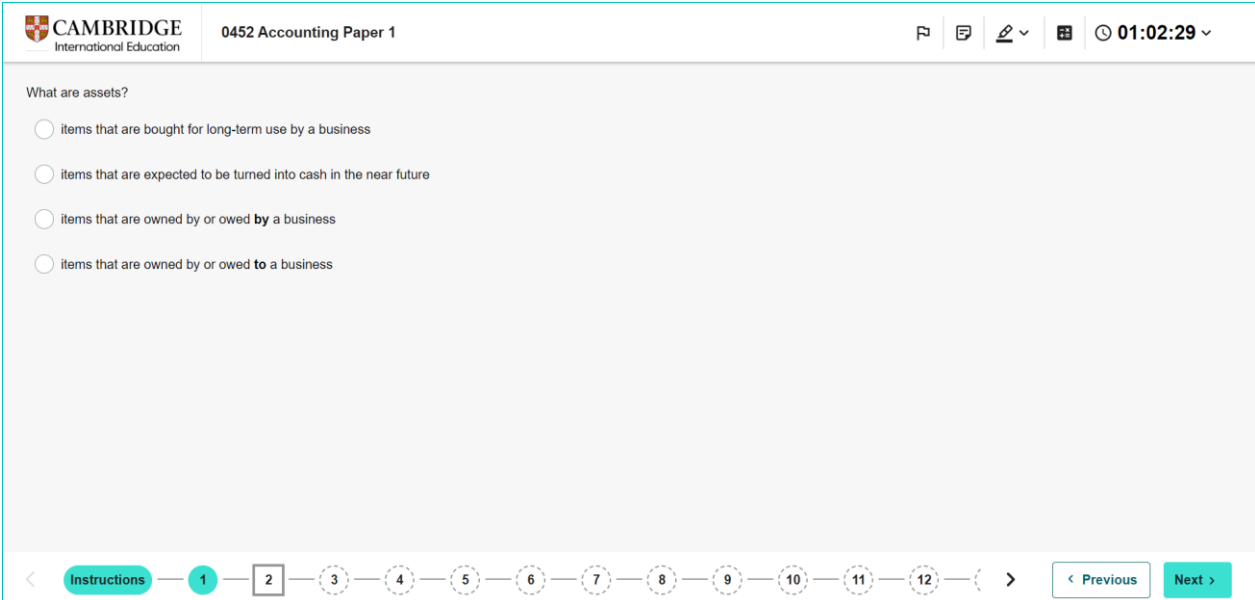
A warning will be displayed 10 minutes before the end of the exam.

You can access the instructions on the first page during the exam by clicking on the resources icon. More information can be found [here](#)

## Navigating through the exam

You can navigate through the exam using the buttons in the bottom-right corner. The  button moves you forward to the next question. The  button moves you to the previous question.

There is a slight delay as you navigate between questions. You will see  on the screen.



CAMBRIDGE International Education 0452 Accounting Paper 1 01:02:29







What are assets?

- 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
- items that are owned by or owed **to** a business

Instructions 1 2 3 4 5 6 7 8 9 10 11 12 < Previous Next >

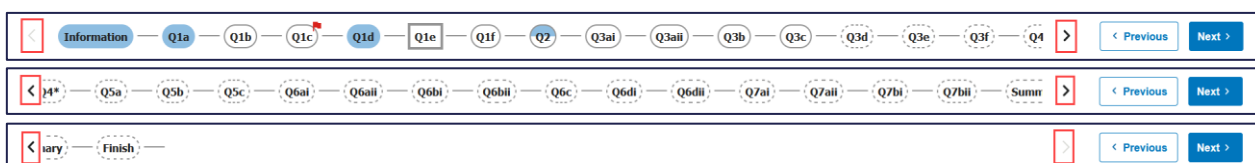
## Student guide for taking exams (continued)

You can also navigate directly 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, as follows.

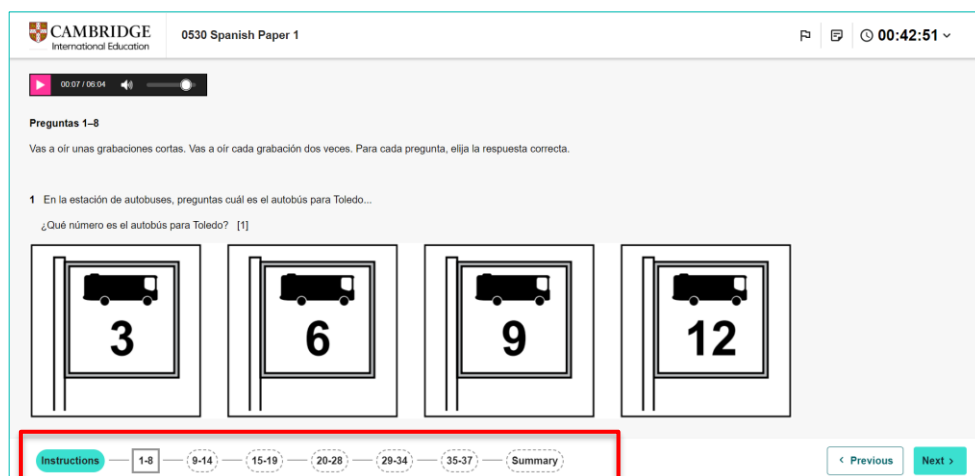
-  Solid green colour – you have answered the question.
-  Half solid filled colour – you have partially answered the question. This may be where there are multiple answer spaces and you have not completed them all. Sometimes you do not need to complete all the answer spaces, so the question will always show as partially answered.
-  Square outline – this is the question you are currently working on.
-  Dotted circle – you have not viewed the question yet.
-  Solid circle – you have viewed the question but not answered it.
-  Flagged – if a question has been flagged you may want to come back to it.

The **Previous** and **Next** buttons always appear in the bottom-right corner. However, the size of your computer screen and its resolution will 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.

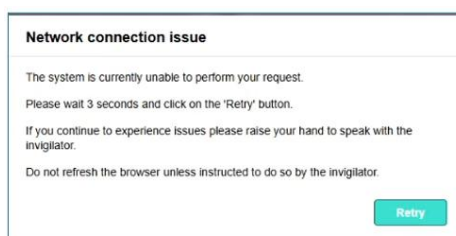
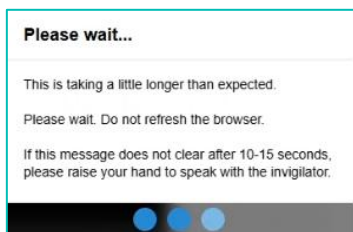


If an exam has more than one question on a page, the question numbers are shown in groups at the bottom of the page:



## 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, talk to your invigilator.

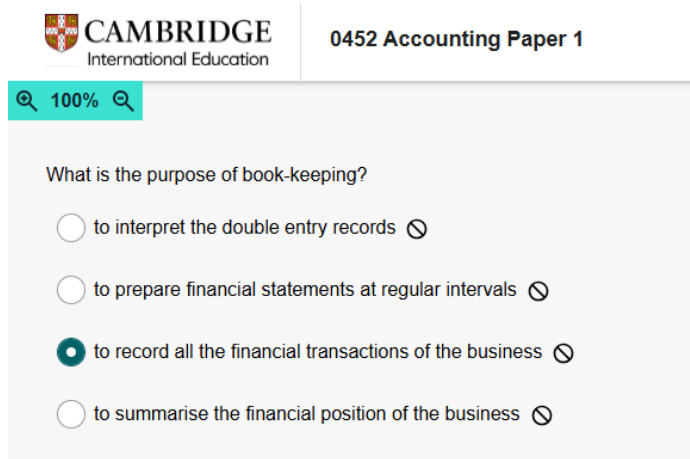
## Answering questions

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 be removed from your original answer and will now apply to your new answer.

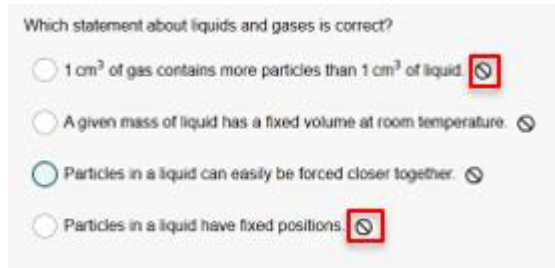


Some tests require you to select two answers.

In this instance, two radio buttons can be selected and both options will become highlighted.

## Student guide for taking exams (continued)

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



More details of the rule out tool and how to use it can be found [here](#).

## Drag and drop

For drag-and-drop questions, you may be asked 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]
16 química	B Hay mucha tarea que hacer. [1]
17 informática	C Hay un examen la semana próxima. [1]
18 geografía	D Debe volver a la clase por la tarde. [1]
	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 on the drop-down arrow to select your answer. If you want to change your answer, click on the drop-down arrow and select your revised answer.

The screenshot shows a Cambridge English exam interface for '0510 English as a Second Language Paper 1'. On the left, there is a reading passage titled 'Why I love living by the sea' with two characters, Amin and Joey. On the right, 'Question 7' asks to choose the correct letter (A, B, C, or D) for four statements. A drop-down menu is open for the first statement, showing options A, B, C, and D. The interface includes a progress bar at the bottom 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 ones to answer. Where questions are optional, there is clear information to tell 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 English exam interface for '0500 First Language English P2'. It is 'Section B: Composition' where the candidate must answer one question from a list of five. The interface allows selecting a question by clicking a radio button. The first question is selected. The interface includes a progress bar at the bottom with buttons for 'Instructions', '1', '2-5 Choice', 'Section B', 'Summary', and 'Finish', along with 'Previous' and 'Next' buttons.

## Audio

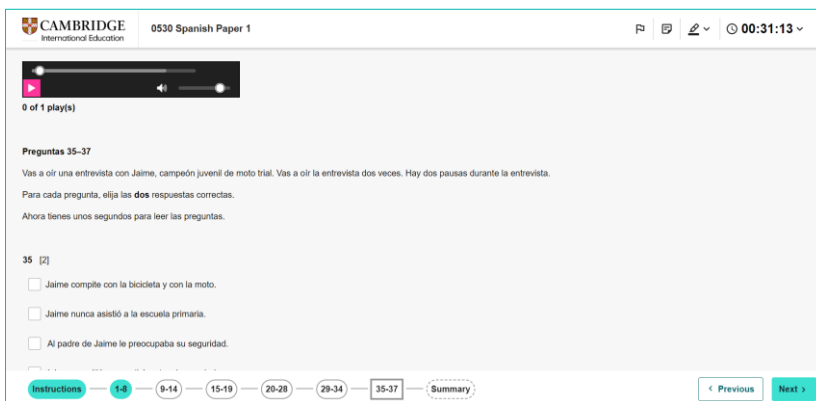
Some questions will include an audio soundtrack to listen to.

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 explain whether 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. Usually this is when you need to refer to some information, often text extracts, when you answer the question parts.

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 from the three dots.

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

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

The options will show in the column on the left. 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.**

B I U X<sup>2</sup> X<sub>2</sub> [List icons] [Align icons] [Undo] [Redo] [Font: Arial]

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 this 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 requiring free form responses or have guidance on a word limit, a word counter will be displayed above the response area (if enabled for the test).

**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]**

B I U X<sup>2</sup> X<sub>2</sub> [List icons] [Align icons] [Undo] [Redo] [Font: Arial] 12pt

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.

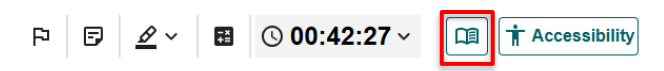
< Previous Next >

## Resources

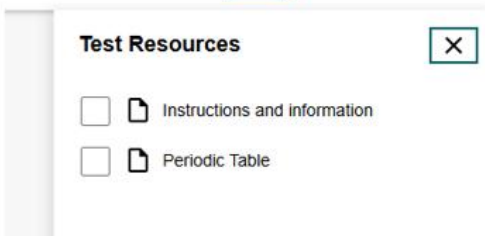
Some exams may contain resource material such as the Periodic Table shown below.

The image shows a standard periodic table of elements with group numbers I through VIII at the top. It includes a key for atomic number, atomic symbol, name, and relative atomic mass. Elements are arranged in rows and columns, with their symbols and names listed.

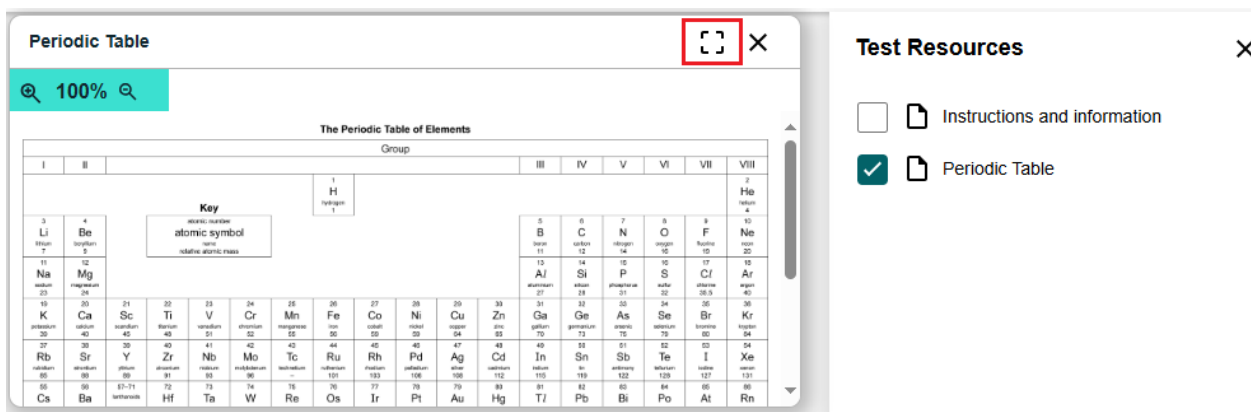
You can access resource material and test instructions during the exam by selecting the book symbol in the top right corner of the screen:



A list of test resources will appear. Tick the box next to the resource you would like to access:



A pop out box containing the resource will appear. To enlarge 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 of the pop out box.

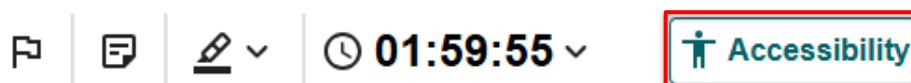
## Tools

Several tools are available to use when sitting your mock exam, but not all tools are available in all mock exams.

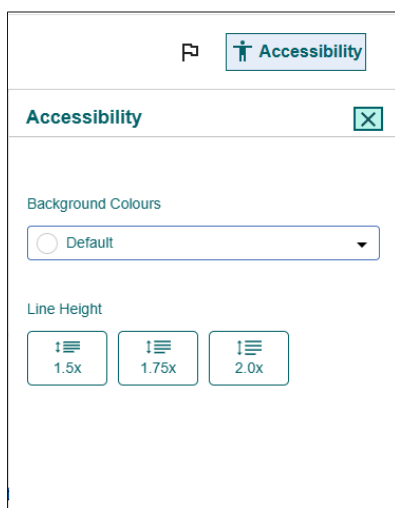
### Accessibility panel

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

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



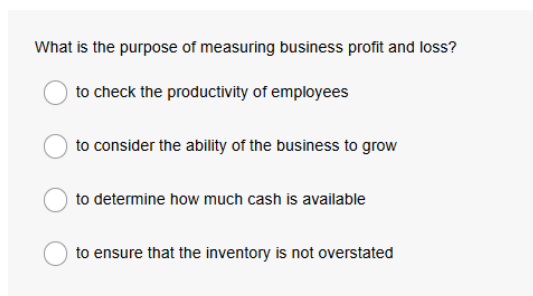
The **Accessibility** pane will appear:



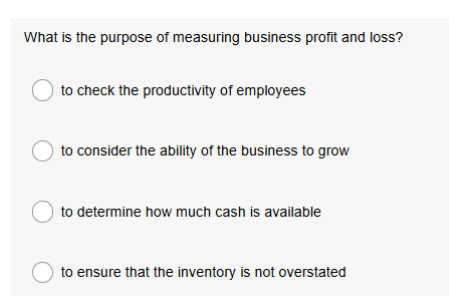
You can use the tool to select different **background colours** and **adjust the line height** of your test.

Once you have selected an option, you will see the changes on the screen.

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



Original display

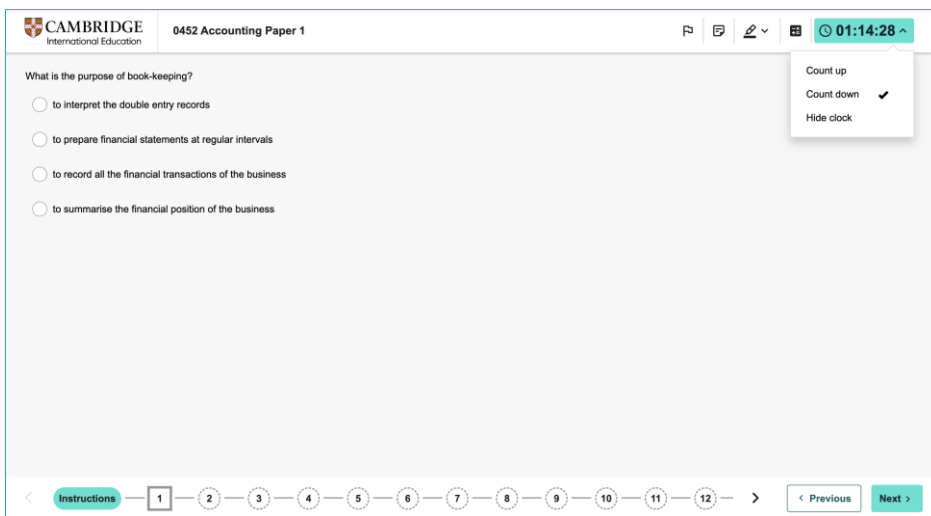


With the 2.0x Line height option selected

Click on the button again to revert the settings back to the original display.

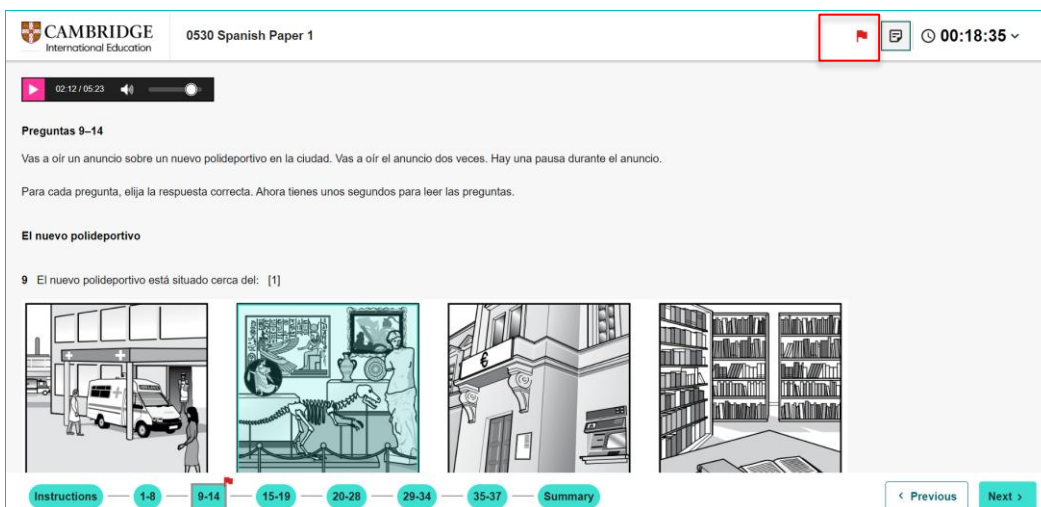
## Clock/Timer

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



## Flag

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



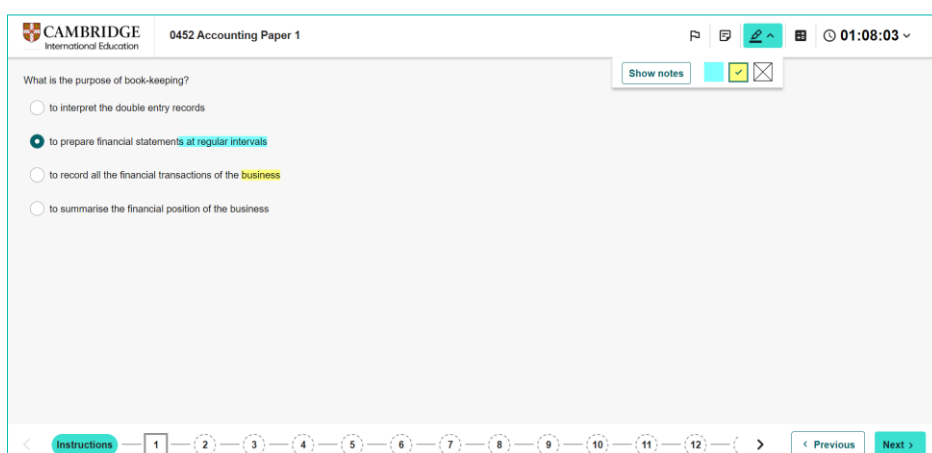
To remove the flag from a question, navigate to the question and click the red **Flag** icon in the top-right corner.

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

## Highlighter and sticky note

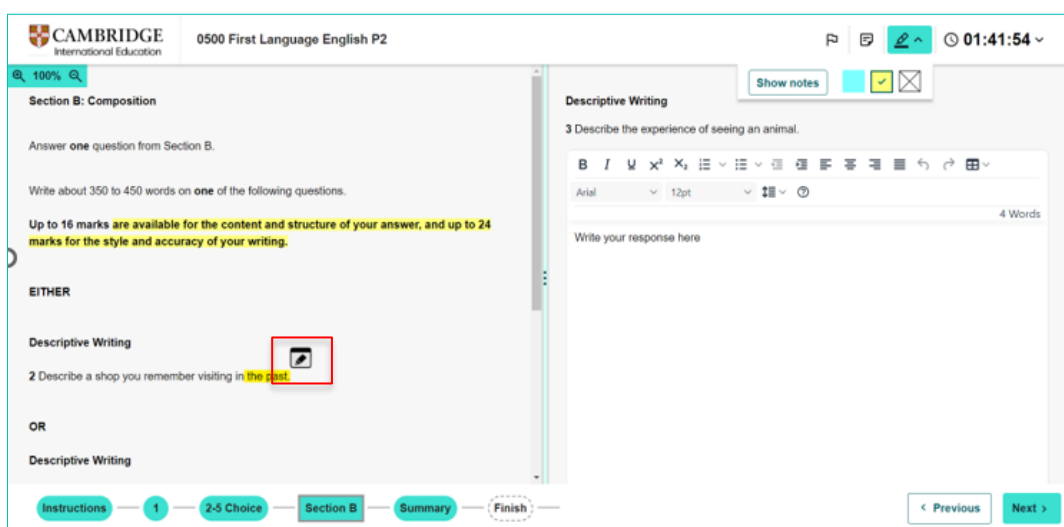
You can highlight text and add sticky notes in any question during your mock exam. To open the highlighter, click the **Pencil** icon in the top-right corner.

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 show in the colour selected. Drag your cursor over the text you want to highlight.



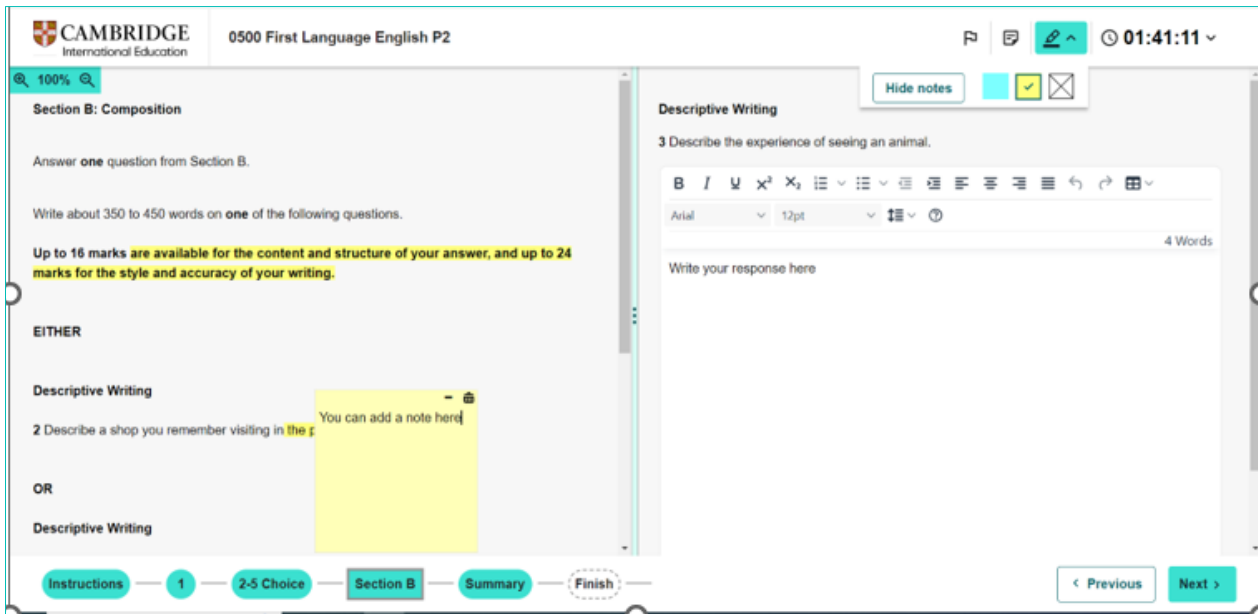
To delete any highlighting, click the **X** next to the yellow colour box. A tick will show that it is selected. Then click the highlighting you want to remove.

If you want to add a sticky note, hover over some highlighted text and click the pencil icon that pops up.



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

## Student guide for taking exams (continued)



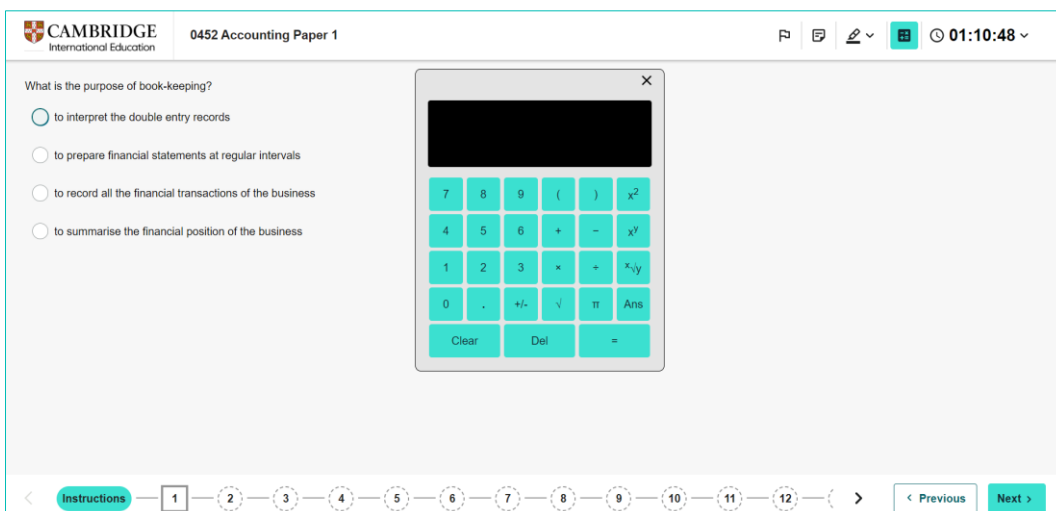
To hide any sticky notes you have added, click the **Hide notes** button in the tool's options. The button changes to **Show notes**. Click this to show any sticky notes you have added.

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

## Calculator

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

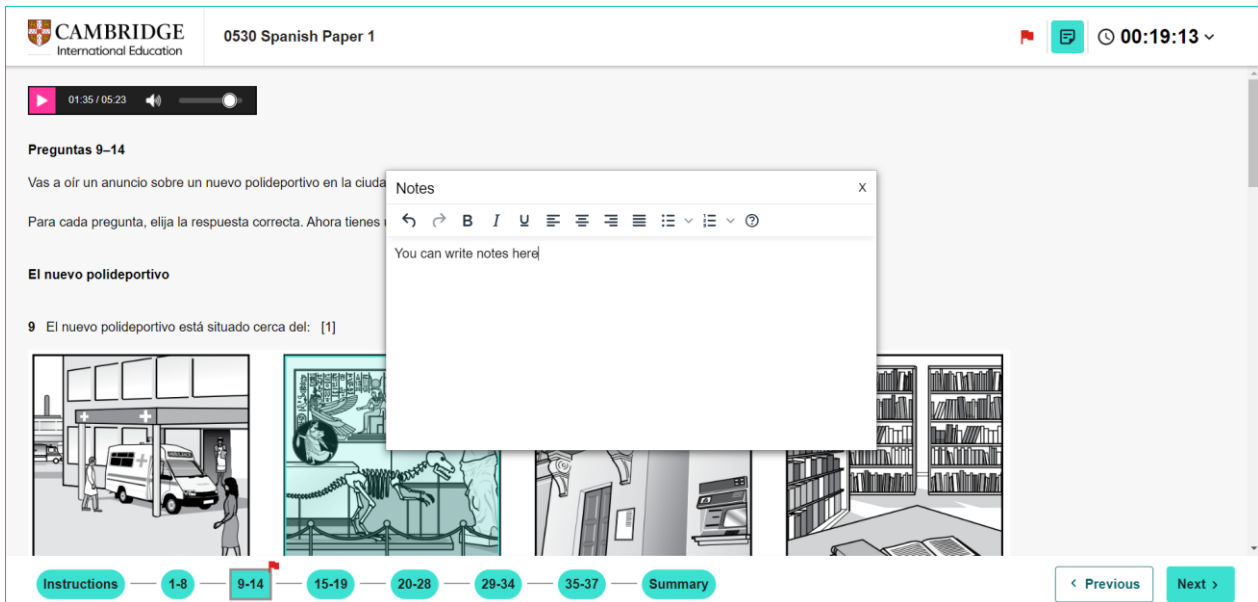
Click the **X** in the top-right corner of the calculator to hide it. You can also drag the calculator around the screen, so it does not get in the way of anything you want to see.



## 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 blue, 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 blue **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% and this is shown on the screen zoom tool. The maximum magnification you can use 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 the 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 search bar and a magnification level of 110%. Below the search bar, there are three preview cards for 'Text A' and 'Text B'. The main content area on the right is divided into two columns. The left column contains the text for 'Text A' and 'Text B'. The right column contains the question instructions and the question itself. The question is 'Section A: Directed Writing' and 'Question 1', which asks the student to write an article for young people about holiday destinations. The question includes instructions on what to include in the article and the word count. At the bottom of the question area, it states 'Up to 15 marks are available for the content of your answer, and up to 25 marks are available for the form of your answer.'





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 omit 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 omit:

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. 

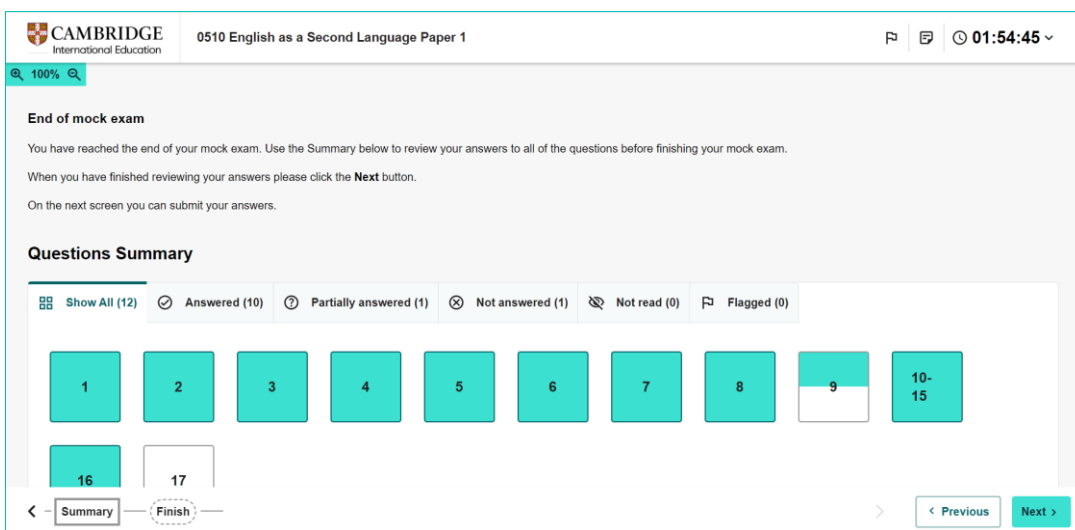
To reverse the rule-out, select the arrow icon and the rule out will be removed. Please note, this tool is only available for use in **multiple choice** questions.

## 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 navigate 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 to check you have answered it fully.

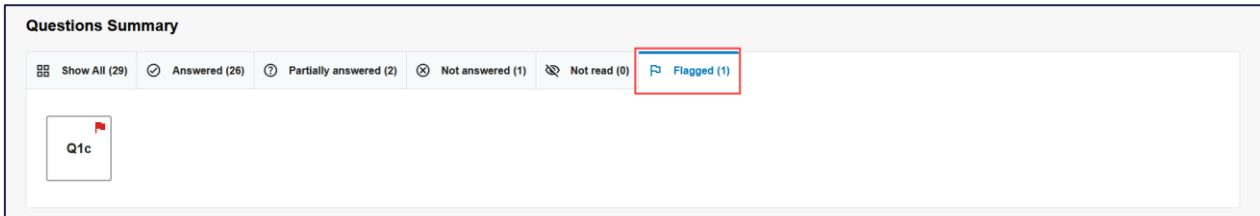


You will need to navigate back to the summary page to click each question number or use the question numbers along the bottom.

Student guide for taking exams (continued)

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

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 some 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.

The screenshot shows the Cambridge International Education exam interface for '0452 Accounting Paper 1'. The top bar includes the Cambridge logo, the paper title, and a timer showing 00:58:18. The main content area is titled 'Submit your exam' and contains the following text: 'Please ensure you have completed and reviewed all questions before submitting your exam. After clicking either of the buttons, you will not be able to return to the exam or make any changes. Your exam will be saved, and you will be automatically logged out. We would like you to complete a feedback survey on the next screen.' Below the text are two buttons: 'Take survey and submit exam' (highlighted in teal) and 'Submit without taking survey'. At the bottom, a navigation bar shows a sequence of question numbers (28-35), 'Periodic Table', 'Summary', and 'Finish' (highlighted in a box), along with a '< Previous' button.

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 the Cambridge International Education exam interface for '9990 Psychology Paper 1'. The top bar includes the Cambridge logo, the paper title, and a timer. The main content area is titled 'We would love your feedback!' and contains the following text: 'We have 3 short questions that we would like you to answer. These questions are optional. All your answers are anonymous (no one will be able to link your name and exam answers to your feedback).' Below the text are three questions: 1. 'How did you feel taking this mock exam on screen?' with five smiley face icons (neutral, happy, neutral, sad, very sad). 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'. 3. 'Please tell us more. Why did you choose your answer for the previous question?' with a text input field. At the bottom 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 talk to your teacher or exams officer for more 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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