



Invigilating Cambridge exams 2026 – trainer instructions

Purpose of this training

- To help you train your invigilators so they are well prepared for the role.
- To provide accurate, up-to-date information on running Cambridge exams in your centre.
- To help invigilators understand their responsibilities and what is expected of them.
- To make sure invigilators give candidates across the world a fair and consistent exam experience.

About the training modules

We have created seven training modules to replace the previous single training presentation. These cover the main aspects of the invigilator role:

1. Invigilator role and responsibilities
2. Key Times and Full Centre Supervision
3. Understanding and preventing malpractice
4. Special instructions for invigilating particular exams (including science practicals, listening exams, 'open book' literature exams, ICT practical exams, and Art and Design exams)
5. Invigilating the start of the exam
6. Invigilating during the exam
7. Invigilating the end of the exam

Each module is in Microsoft PowerPoint format, with training notes included below the slides. You must check these training notes before you deliver the training and add any centre-specific information.

At the end of every module, there is a short quiz and summary to check invigilators' understanding and highlight key information to remember. You can use the quiz interactively during group sessions or after self-guided learning.

How to deliver the training

You, as the exams officer, must be involved in running the invigilator training and making sure they are prepared. Your Head of Centre must know when and how you are delivering invigilator training. See your Head of Centre's responsibilities in section 4.6(c) of the Cambridge Handbook.

You can deliver the modules in a way that works best for your centre:

- Face to face – as a group session or one to one.
- Online – via a call.
- Printed or digital format – you can convert the modules to a booklet or handout using Microsoft Word or save them as a PDF (see the 'How to adapt the modules' section).

You do not need to deliver all seven modules at once. You can:

- stagger the training across several sessions
- change the order you deliver the modules

Invigilating Cambridge International Education exams 2026 (continued)

- edit module 4 'Special instructions for particular exams' so it is relevant to your invigilators.

When to deliver the training

You must train all invigilators at least once a year. For new invigilators, you must train them before their first exam series, even if you have already run invigilator training. You must run your training before the exams start. This includes refresher training for returning invigilators to reinforce key information and update them on any changes to Cambridge regulations or your centre's policies.

How to adapt the modules

Before delivering a module:

- review the 'What are we covering today?' slide of each presentation – the notes below it highlight which slides need you to add centre-specific information (e.g. emergency procedures, access arrangements, who invigilators should call for help, etc)
- tailor any other content to make it relevant to your centre.

You can convert the Microsoft PowerPoint files to Microsoft Word (File > Export > Create Handouts) or save them as PDFs (File > Save As > PDF) if that better suits your needs.

Keeping invigilator records

You must keep signed records of:

- the training content
- invigilator completion of training (we provide a template for this)
- who invigilated each exam or period of Full Centre Supervision
- actual start and finish times of each exam
- start and finish times of any periods of Full Centre Supervision
- any changes to invigilators during an exam or period of Full Centre Supervision.

These records:

- can be in any format
- must be easily accessible, as we may ask to see them at any time
- should be kept until after 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.