



Exam day checklist

This is a guide for exams officers and their invigilators. Use it to check you are ready for each exam and that you are following all our regulations.

1. Before the exam starts

Make sure:

- the exam room is set up properly
- your invigilators are fully briefed
- you have any additional materials the candidates need.

Use the checklist below to make sure you and your invigilators are fully prepared. If you are unsure about any of the points below see Parts 4 and 5 of the *Cambridge Handbook*.

- The exam is correctly scheduled so that the candidates will be in the exam or under Full Centre Supervision at the Key Time.
- The conditions in the exam room are suitable (heat, light, noise, cleanliness).
- The *Notice to Candidates* and *Candidate Warning posters* are displayed both inside and outside the exam room.
- Any display material which might be helpful to candidates has been covered up (e.g. periodic tables, maps).
- The desks are correctly placed and the spacing in between is correct.
- The type of desk in the exam room is suitable (for example, there is enough space on the desks for everything the candidates need).
- Candidate numbers are displayed on the desks.
- A clock can be seen from each candidate's desk.
- There is a copy of the *Cambridge Handbook* in the main exam room and a copy of parts 4 and 5 of the *Handbook* in all other exam rooms.
- I have the right number of invigilators for the number of candidates sitting the exam and they have a means of calling for assistance if needed without disturbing candidates.
- All the invigilators have been trained and are clear about what they need to do.
- I have the correct question paper packet(s) and other materials for the exam
- Question paper packets and other confidential materials are kept unopened in secure storage until just before the exam.

- I have the grey script packet envelopes ready to pack the scripts into at the end of the exam, and the relevant bar-coded labels.
- I know which materials (dictionaries, set texts, calculators) are permitted in the exam. Please check the additional materials database if you are unsure about which materials are permitted in each exam.
- I have a copy of the relevant What to say to candidates in an examination document ready to read aloud to the candidates.

If you are using multiple exam rooms make sure that the above requirements are in place in each room.

2. Before the candidates enter the room

You must be sure of the identity of all your candidates and make sure that they do not bring any unauthorised materials into the exam room.

- I am sure of the identity of each candidate.
- All candidates have handed in any unauthorised materials and these have been stored outside the exam room.

Once you have checked the above, ask the candidates to enter the exam room in silence and sit at their desks.

3. Once the candidates are seated

Once the candidates are seated, two members of staff must check they have the correct question paper packet before opening it and handing out the question papers to students. To make sure all Cambridge candidates have the same exam experience you must read aloud a specific set of instructions at the start and end of the exam. The instructions are available at www.cambridgeinternational.org/examday

- I have opened and distributed the question papers in front of the candidates.
- I have checked the instructions on the front of the question paper to make sure our arrangements for unauthorised materials are correct.
- I have read aloud the instructions to candidates and the exam is now in progress.

4. During the exam

During the exam all invigilators must be alert, move around the room and supervise the candidates to make sure they do not cheat or distract other candidates. Invigilators should look out for candidates who may be

using electronic devices, including smart watches, and for any other irregular behaviour, such as clicking pens during multiple choice exams.

There are a few tasks you need to complete during the exam:

- I have completed the attendance register, adding the names of any candidates not listed to the bottom of the document.
- I have completed a seating plan. It shows how the room is set up, including the position of the tables, chairs and invigilators' desks and the direction the candidates are facing.
- I have informed candidates that only five minutes remain until the end of the exam.

Remember to follow the regulations detailed in the Handbook when responding to any situation during the exam:

- Refer to Part 5 of the *Cambridge Handbook* if a candidate arrives late or if anything unexpected happens.
- Your invigilators should make you aware of any suspected malpractice that takes place during the exam. You should then report the suspected malpractice to Cambridge using 'Exam Day – Form 9', available at www.cambridgeinternational.org/examday
- Only answer questions about information on the front of the paper.
- Do not give any advice to candidates about the content of the question paper.
- If a candidate needs to leave the room temporarily, make sure they are accompanied by an invigilator.
- If a candidate leaves the room, without intending to come back, make sure they are kept under Full Centre Supervision until the Key Time has passed and that you collect their question paper and answer script.
- Do not remove any question papers from the room.

5. At the end of the exam (candidates are still seated)

To make sure all Cambridge candidates have the same exam experience, there are a number of tasks you need to complete at the end of the exam:

- I have read aloud the instructions in the What to say to candidates in an exam document.
- I have checked and signed the attendance register.
- I have collected and accounted for all question papers, answer scripts and unused stationery.
- I have checked the question papers and answer sheets (if any) to make sure that:
 - the candidates have written their name, candidate number and centre number on all their answer sheets or question papers

- candidates have numbered their answers correctly
- candidates have fastened any supplementary sheets of paper to the back of their answer booklet or question paper.
- I have told candidates they can leave the room, and that if the Key Time has not passed they are now under Full Centre Supervision.

6. At the end of the exam (after candidates have left the room)

- I have arranged the answer scripts in the order candidates appear on the attendance register.
- I have packed the scripts and relevant attendance register into the grey script packet envelopes provided, attached the relevant bar-coded label and sealed the packet.
- Where there is more than one bar-coded label I have packed the attendance register and scripts for the range of candidate numbers on the labels into separate grey script packet envelopes.

Calculators and dictionaries

Part 5 of the *Cambridge Handbook* details our regulations on dictionaries. For up to date information on calculators, please check the additional materials database

Running exams with access arrangements

See our Good Practice Guide to help you prepare for exams that involve candidates using access arrangements and candidates with disabilities. The guide is available to download at

www.cambridgeinternational.org/examday

Key Times and Full Centre Supervision

Key Times

- The Key Time is a single point in time, defined by the location and country of a centre, stipulated by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision.
- If the Key Time is before or after the exam, keep candidates under Full Centre Supervision from the Key Time or until it passes.
- If a candidate finishes early and wants to leave the room before the Key Time, they need to be kept under Full Centre Supervision until the Key Time passes.

Full Centre Supervision

Full Centre Supervision is a specific type of supervision for exam candidates. If candidates are not in their exam at the Key Time they must be under Full Centre Supervision. This means that they must be supervised by teachers or invigilators and that they cannot have access to any form of external communication, for example, a mobile phone or the internet.

Full Centre Supervision can be in the exam room or any other suitable room.

- There should be enough invigilators/supervisors to make sure all candidates are following Full Centre Supervision requirements.
- Candidates can have access to books and revision notes during Full Centre Supervision.
- Candidates can talk to each other, as long as they do not disturb other candidates.
- Candidates must not communicate with anyone who is not under Full Centre Supervision.
- If a candidate needs to leave the room during Full Centre Supervision they must be accompanied by an invigilator.

Multiple-choice and practical exams

Multiple choice

We provide answer sheets for multiple-choice exams. Invigilation arrangements are slightly different for multiple-choice exams. The differences are detailed below.

- Multiple-choice answer sheets are provided for each candidate.
- Desks should be arranged at least 1.25 metres apart, in all directions, so that candidates cannot see the work of others.
- You should distribute answer sheets before the exam.
- Ask candidates to check their pre-printed details and sign in the space provided to show they are correct.
- Tell candidates who do not have personalised multiple-choice answer sheets to enter their details on the supplementary sheets, writing their names in block capital letters.
- You can download supplementary sheets from www.cambridgeinternational.org/examday
- Read the instructions on the front of the answer sheet to make sure that candidates use the answer sheet properly.
- For each absent candidate fill in the appropriate lozenge on their answer sheet, using a pencil, and include the answer sheet in the return despatch.
- At the end of the exam arrange all the sheets in candidate number order.

Science practicals

Invigilation arrangements are slightly different for science practical exams. The differences are detailed below.

- Make sure you have access to the confidential instructions – they may include some specific administrative instructions.
- Candidates are allowed to use calculators but these must not be in a case.
- Remind candidates they should only use pencils for graphs and diagrams.
- There must be a subject specialist in the exam room to help you with any technical issues. This is usually the supervisor who is responsible for setting up the exam.
- Equipment and chemicals must be arranged to limit the need for candidates to move around.
- During the exam candidates will need to move around and the supervisor may need to give spoken instructions. Please make sure this does not compromise the security or integrity of the exam in any way.
- Only communicate with candidates on administrative and safety issues.
- In some cases, you can give practical assistance to candidates (this will be detailed on the front of the question paper or in the confidential instructions). Keep a note if you give any assistance to candidates.
- If a candidate experiences any difficulties during the exam, communicate directly with them. If it is something that affects all the candidates, you may make an announcement as long as the security or integrity of the exam is not compromised. The supervisor should make a note of this in their report.
- If a candidate appears to be having problems with faulty equipment, inform the supervisor. They will determine if there is a problem with the equipment. If the problem is with the equipment this should be replaced or fixed as soon as possible. Any issues should be recorded in the supervisor's report.
- You can give more materials to candidates if they need them. The supervisor is allowed to increase the quantity of each substance used in the exam by 25 per cent.
- The supervisor's report must be signed by a subject specialist. A copy of the report must be sent to Cambridge with the scripts.

If for some reason you do not have all the required materials for a science practical exam, please contact Cambridge immediately.

ICT practicals

We send instructions on invigilating Cambridge IGCSE® and Cambridge International AS & A Level Applied ICT practical tests to centres at least a month before the tests start. Look out for them on CIE Direct and in the *Cambridge Exams Officer eNewsletter*.