



CAMBRIDGE
International Examinations

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Introduction to invigilating Cambridge exams





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Welcome

This presentation will give you the information you need to successfully invigilate a series of Cambridge exams. It covers:

- ▶ your role
- ▶ your responsibilities
- ▶ access arrangements
- ▶ Key Times and Full Centre Supervision
- ▶ what you do before, during and at the end of exams
- ▶ practical tests and multiple choice papers.

Your role

As an invigilator you will:

- ▶ give all of your candidates the same exam experience
- ▶ ensure the security of each exam – before, during and at the end
- ▶ prevent possible malpractice
- ▶ help organise candidates at the start and end of the exam
- ▶ provide the correct information and material for each exam.

Number of invigilators

Written exam	1 invigilator to 30 candidates
Practical exam	1 invigilator to 15 candidates For ICT practical tests, at least two invigilators must be present. This requirement is not dependent on the number of candidates you have.
Full Centre Supervision	1 supervisor to 30 candidates

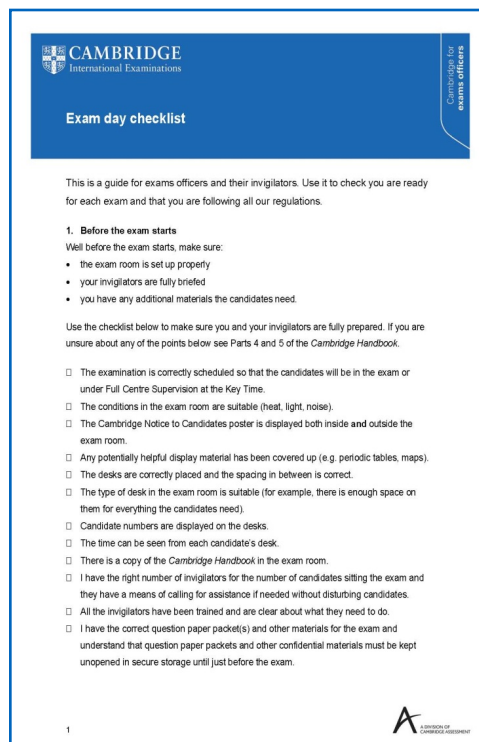
Your responsibilities

- ▶ Be clear about the times and days you are working.
- ▶ Arrive on time.
- ▶ Carry identification.
- ▶ Dress smartly and wear soft-soled shoes.
- ▶ Be familiar with Parts 4 and 5 of the *Cambridge Handbook*.



Exam day checklist

- ▶ Cambridge provides an *Exam Day Checklist* that includes guidance for preparing and conducting Cambridge exams.
- ▶ It is available in the 'Exam day' section of the exams officers area of the Cambridge website at www.cie.org.uk/examday



The thumbnail shows a document titled 'Exam day checklist' from Cambridge International Examinations. It is a guide for exams officers and their invigilators. The document includes a section '1. Before the exam starts' with a list of items to check: the exam room is set up properly, invigilators are fully briefed, and additional materials are available. It also includes a list of 14 checklist items for the exam room, such as scheduling, conditions, notice display, display material, desk setup, candidate numbers, time visibility, handbook availability, invigilator numbers, training, question paper packets, and secure storage.

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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
Well 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 examination 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).
- ☐ The Cambridge Notice to Candidates poster is displayed both inside and outside the exam room.
- ☐ Any potentially helpful display material 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 them for everything the candidates need).
- ☐ Candidate numbers are displayed on the desks.
- ☐ The time can be seen from each candidate's desk.
- ☐ There is a copy of the *Cambridge Handbook* in the exam room.
- ☐ 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 and understand that question paper packets and other confidential materials must be kept unopened in secure storage until just before the exam.

1

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Key Times and Full Centre Supervision

Key Times

- ▶ The Key Time is a 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 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.

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.
- ▶ Candidates can be kept under Full Centre Supervision in the exam room or any other suitable room.
- ▶ 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 or anyone who has already sat the exam.
- ▶ If a candidate leaves the room they must be accompanied by a supervisor (the correct ratios of supervisors to candidates must still be in place in the Full Centre Supervision room).

Test your knowledge – Key Time scenarios

Scenario 1

You have a Cambridge IGCSE French listening exam that is 45 minutes long and should be held in the morning. You plan to start it at 09.00. Your Key Time is 10.00. Which of the statements apply?

- A. At the Key Time, candidates are taking their exam. They can leave the room at the end of the exam. They do not need further supervision.
- B. The Key Time falls before the start of the exam. Keep the candidates under Full Centre Supervision from the Key Time until the start of the exam. They can leave the room at the end of the exam. They do not need any further supervision.
- C. The exam finishes before the Key Time. Supervise candidates as they leave the exam room and keep them under Full Centre Supervision until the Key Time passes.

Test your knowledge – Key Time scenarios

Scenario 2

You have a Cambridge International A Level Literature exam that is two hours long and is scheduled to be held in the morning, you want it to start at 09.00. Your Key Time is 10.00. Which of the statements apply?

- A. At the Key Time, candidates are taking their exam. They can leave the room at the end of the exam. They do not need further supervision.
- B. The Key Time falls before the start of the exam. Keep the candidates under Full Centre Supervision from the Key Time until the start of the exam. They can leave the room at the end of the exam. They do not need any further supervision.
- C. The exam finishes before the Key Time. Supervise candidates as they leave the exam room and keep them under Full Centre Supervision until the Key Time passes.

Test your knowledge – Key Time scenarios

Scenario 3

You have a Cambridge International A Level Further Mathematics exam that is three hours long and is scheduled to be held in the afternoon. You plan to start it at 15.00. Your Key Time is 14.00. Which of the statements apply.

- A. At the Key Time, candidates are taking their exam. They can leave the room at the end of the exam. They do not need further supervision.
- B. The Key Time falls before the start of the exam. Keep the candidates under Full Centre Supervision from the Key Time until the start of the exam. They can leave the room at the end of the exam. They do not need any further supervision.
- C. The exam finishes before the Key Time. Supervise candidates as they leave the exam room and keep them under Full Centre Supervision until the Key Time passes.

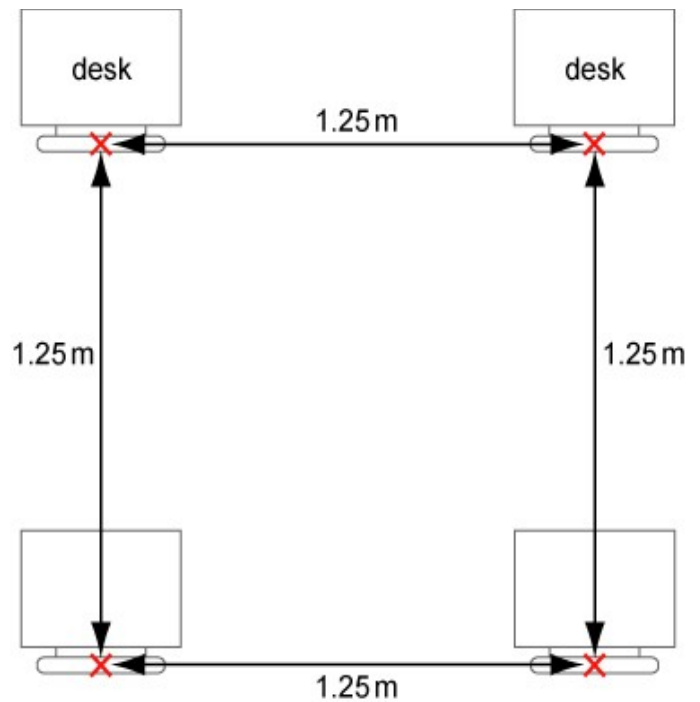
Before the exam – preparing the room

To give all candidates the same experience

each room needs to be set up in exactly the

same way:

- ▶ desks 1.25M apart in all directions
- ▶ no helpful display material visible
- ▶ a clock that all candidates can see
- ▶ appropriate heating, lighting, and ventilation
- ▶ noise levels outside the exam room at a minimum
- ▶ display the Centre number, start and finish time and the Notice to Candidates and Candidate Warning posters so all candidates can see



What is wrong with this exam room?



Before the exam – check you are ready

- ▶ Is the exam room set up correctly?
- ▶ Do you have the right question papers and candidate materials?
- ▶ Do you have the attendance register?
- ▶ Is there the right number of invigilators?
- ▶ Do you have a tested method of calling for assistance?
- ▶ Is your mobile phone switched off?
- ▶ Do you have the [Exam Day Checklist](#) ready to complete?
- ▶ Do you have the read-aloud document for the start and end of the exam called [What to say to candidates in an exam](#)?

Before the exam – when candidates enter the room

- ▶ Tell them that the exam is in progress as soon as they enter the room.
- ▶ Seat them using the seating plan provided.
- ▶ Complete the attendance register and tell the exams officer if any candidates are not there.
- ▶ Check the identification of each candidate.
- ▶ Remove any unauthorised materials from candidates and place the unauthorised materials outside the examination room.

Before the exam – when candidates are seated

- ▶ Make sure candidates are seated according to your seating plan.
- ▶ Check that they have the items they need for the exam.
- ▶ If any of the question paper packets are damaged or open you must complete and return 'Before the Exams – Form 3'.
- ▶ Two members of staff must check that they have the correct question paper packets before opening them in front of the candidates.
- ▶ Place one question paper per candidate upwards on each desk.
- ▶ Read aloud the specific instructions from the [What to say to candidates in an exam](#) document.

During the exam

- ▶ During the exam all invigilators must remain alert, move around the room and supervise the candidates to make sure they do not cheat or distract other candidates.
- ▶ Do not try and complete other tasks at the same time.
- ▶ Respond as quickly as possible when a candidate raises their hand for help:
 - ▶ only answer questions about information on the front of the paper
 - ▶ do not give any advice to the candidate about the content of the question paper – check with the exams officer if you are not sure.
- ▶ Look out for any malpractice or candidates looking unwell. Be particularly vigilant for candidates who may be trying to use hidden electronic communications devices such as smart watches or earpieces.
- ▶ If a candidate is disruptive remove them from the room while you resolve the issue. Do not forget to maintain the required number of invigilators.

During the exam – late arrivals

- ▶ If a candidate arrives late tell them that the exam board may not be able to accept their work.
- ▶ You may allow the candidate the full time for the exam.
- ▶ Mark the finishing time on the completed script.
- ▶ Indicate on the script their answers written after the official end of the exam.
- ▶ Record the reason the candidate was late, the time they arrived, started and finished their exam. The exams officer will need this information for completing the **‘Exam Day – Form 3’** form for Cambridge.

Late Arrivals

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Exam series	<input type="text"/>		
Syllabus code	<input type="text"/>	Syllabus title	<input type="text"/>
Component code	<input type="text"/>	Component title	<input type="text"/>

Scheduled date and session for component				AM/PM	Time candidate arrived (local time)			
D	M	Y	Y		H	M	SS	
Key Time for exam				GMT/UTC	LOCAL	Start time for exam (local time)		
						HH : MM	Duration of exam	
						HH : MM	HH : MM	

Reasons for candidate arriving late

Was the candidate supervised in the time between the Key Time for the exam and their late arrival? Give details below.

Did the candidate have any contact with others or access to external communication (telephone, text, internet, email) in the time between the Key Time for the exam and their late arrival? Give details below.

Signed (Head of Centre)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Name	<input type="text"/>		

If you submit this form electronically please tick the check box as an alternative to signing the form.

Returning this form

Return this form to info@cie.org.uk. Please include your Centre number and the form name and number (found at the top right-hand corner of the form) in the email subject line. Save a copy of the form for your own records.



During the exam – emergency situations

- ▶ If there is an emergency, for example, a fire alarm:
 - ▶ evacuate the room
 - ▶ leave the scripts and question papers in the exam room
 - ▶ tell the candidates to leave the room calmly and in silence
 - ▶ once the room is empty lock the door if possible
 - ▶ on your return, if possible, indicate on the scripts the point where the emergency occurred and note the length of the interruption
 - ▶ allow the candidates the full time for the exam
 - ▶ record the details of the situation and report this to Cambridge as soon as possible (include details of whether anyone might have had access to the question papers and scripts)
 - ▶ apply for Special Consideration if you think candidates have been disadvantaged and this may be appropriate
 - ▶ Remember - health and safety is the most important thing!

During the exam – malpractice

- ▶ Malpractice are those actions that may threaten the integrity of Cambridge examinations and certification.
- ▶ Look out for signs of suspected malpractice during the exam.
- ▶ Under exam conditions candidates are not allowed to:
 - ▶ use any unauthorised materials
 - ▶ copy or attempt to copy another person's work
 - ▶ impersonate another person
 - ▶ include inappropriate or offensive material in scripts
 - ▶ talk to other candidates.
- ▶ Unauthorised materials include:
 - ▶ mobile phones/smart phones/computers/smartwatches
 - ▶ calculator cases
 - ▶ notes
 - ▶ mp3 players or iPods
 - ▶ any food or drink in packaging with labels.

During the exam – malpractice

- ▶ If you suspect a candidate of malpractice:
 - ▶ warn them that they may be excluded from the exam
 - ▶ record what has happened and keep the evidence
 - ▶ call for help if necessary
 - ▶ inform the exams officer so they can report the incident to Cambridge using '[Exam Day – Form 9](#)'.

Malpractice

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>

Exam series	<input type="text"/>
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Syllabus code	<input type="text"/>	Component code	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
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Candidate statement(s) attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Invigilator statement attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Head of Centre statement attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please tick the appropriate box

<input type="checkbox"/> Copying	<input type="checkbox"/> Collusion	<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Unauthorised material
<input type="checkbox"/> Disruptive behaviour	<input type="checkbox"/> Mobile phone	<input type="checkbox"/> Offensive language	<input type="checkbox"/> Other

Centre report (see guidance notes for details of what should be recorded in this box)

Signed (Head of Centre)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
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Name	<input type="text"/>
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If you submit this form electronically please tick the check box as an alternative to signing the form.

Returning this form

Return this form to info@cie.org.uk. Please include your Centre number and the name and number of the form (found at the top right-hand corner of the form) in the email subject line. Save a copy for your own records.

At the end of the exam

- ▶ Read aloud the specific instructions from the [What to say to candidates in an exam](#) document.
- ▶ Candidates must stay seated until you have collected, and accounted for, all the question papers, scripts and any additional continuation sheets.
- ▶ If the Key Time has passed candidates can leave the room when you have collected all the exam materials.
- ▶ If the Key Time has not passed candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.
- ▶ Dismiss the candidates row by row, in silence.

At the end of the exam – sorting and packing scripts

- ▶ Sort the scripts into the order shown on the attendance register.
- ▶ Do not leave scripts unattended at any time.
- ▶ Do not read or allow anyone else to read any of the scripts.
- ▶ Collect any unused stationery or equipment.
- ▶ Hand the scripts and attendance registers immediately to the exams officer for despatch.
- ▶ The exams officer must place them immediately in the return envelope and seal the envelope.

Multiple choice papers

- ▶ 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.
- ▶ Read aloud the specific instructions from the [What to say to candidates in an exam](#) document for multiple-choice exams.
- ▶ 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 order.
- ▶ You can download supplementary answer sheets from www.cie.org.uk/exams officers

Additional guidance and information

Available from the 'Exam day' section of the exams officers area of the Cambridge website at www.cie.org.uk/examsOfficers

Document	What is it for?
Exam day checklist	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.
What to say to candidates in an exam	To make sure all Cambridge candidates have the same exam experience you must read aloud our instructions at the start and end of the exam. This guide tells you exactly what to say and when.
Information for candidates	A two page information sheet for candidates outlining their responsibilities covering coursework, Full Centre Supervision and the exam.
Instructions for scribes	Outlines what scribes can and cannot do during an exam.
Instructions for readers	Outlines what readers can and cannot do during an exam.
Good Practice Guide - Running exams with	To help you prepare for exams that involve candidates using access arrangements and candidates with disabilities.



Test your knowledge – Quick Quiz

- ▶ **1. What is correct minimum distance between desks in the examination room?**
- ▶ **2. What is the correct ratio of invigilators to candidates?**
- ▶ **3. What are some of the key features of Full Centre Supervision?**
- ▶ **4. What should you do if you suspect that a candidate is committing malpractice?**



Test your knowledge – Quick Quiz

- ▶ **5. Which of the following are unauthorised materials?**
 - ▶ **Mobile phone**
 - ▶ **Bag**
 - ▶ **Transparent pencil case**
 - ▶ **Ruler**
 - ▶ **Calculator in a case**
 - ▶ **Fluffy toy mascot**
 - ▶ **Clear plastic bottle of water**

And finally...

Always:

- ▶ remain calm and vigilant
- ▶ prepare in advance – be aware of the Cambridge invigilation regulations
- ▶ keep a written record of any relevant circumstances – who/what/when
- ▶ maintain the right ratio of invigilators to candidates
- ▶ have a briefing with your exams officer before each exam.

Never make assumptions – if in doubt ask your exams officer.



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