

5 Exam day

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5.1 At the beginning of the exam

You must make sure that candidates take their exams in the correct timetabled session. You are allowed to start the exams at any time within the sessions but must make sure you follow our Key Time and Full Centre Supervision regulations. See sections 4.6.1 and 4.6.2 for details.

If you are unable to meet these requirements you must apply for a timetable deviation. See section 1.2.3 of this handbook.

You are responsible for informing candidates of exam times.



Extra guidance

We have a range of extra guidance materials to support exams officers before and during exams, including online video tutorials, invigilator training materials and 'how to' guides. They are available at:

- www.cambridgeinternational.org/beforetheexams
- www.cambridgeinternational.org/examday

We also have a video to help students understand what to expect on exam day. The video is in the 'Parents and students' section of our website at www.cambridgeinternational.org/parentsandstudents

5.1.1 Identifying candidates

The Head of Centre must make sure that procedures are in place to enable invigilators to carry out thorough identity checks. Private candidates not known to the centre must present evidence of their identity (for example, an ID photocard or passport). Each time they attend a session you must check that they are the same person who was entered for the exam. **NEW** Identity checks must not disturb any candidates who are already taking their exam.

5.1.2 Candidate numbers

You must inform all candidates of their centre number and candidate number before the exam. **NEW** You must also make sure a candidate's number or desk index number is clearly displayed on their exam desk.

5.1.3 Attendance registers

The attendance register is a formal record of all the candidates registered to take each exam. We send you pre-printed attendance registers before the exams. Use them to record whether the candidates listed are present or absent. Follow the instructions for returning attendance registers in section 5.4.1. If you have candidate(s) taking an exam in a different room from the main exam room, whether in a separate exam room at your centre or at an alternative venue, do not submit a separate attendance register for them. Mark them as 'present' on the main attendance register and return their scripts in the same packet as the other candidates taking the exam.

If you do not complete the attendance registers properly this can lead to problems and delay the release of results to candidates.

NEW You should keep a copy of all completed attendance registers. We may ask to see these at any time until the end of the enquiry about results period.

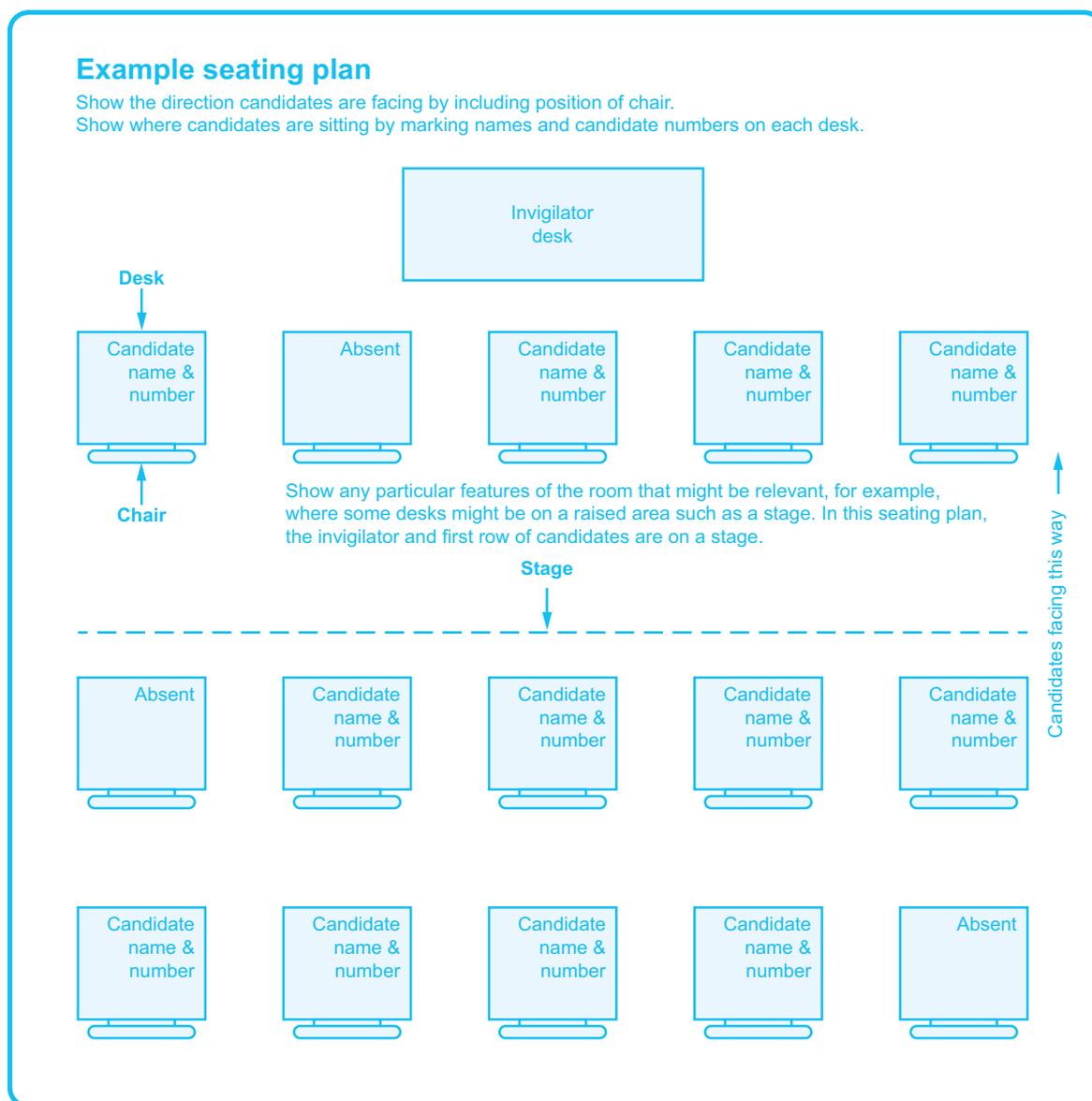
Extra guidance



Watch our video for guidance on completing attendance registers. It is available at www.cambridgeinternational.org/examday

5.1.4 Seating plan

You must produce a seating plan for each exam. A seating plan is a diagram that outlines how the exam room is set up. It shows the position of the tables in the room, the position of each chair and which candidate is seated where. It must also show the position of the invigilator's desk and the direction the candidates are facing.



You must keep signed records of the seating plan for each exam session. We may ask to see the seating plan at any time up until we issue certificates.

5.1.5 Unauthorised entries

If a candidate arrives for an exam they have not been entered for, you can allow them to take the exam providing that:

- The candidate is able to take all the components required for the syllabus option they wish to enter. This means you must have enough spare question papers so the candidate can sit all the components required for the syllabus option at the appropriate time, not just the specific exam.
- You add them to the attendance register for each component they take that they were not previously entered for. Once they have completed all the

components required for the entry, complete *Exam Day – Form 12* and return it to us or to your Cambridge Associate without delay.

We will then mark the candidate's scripts, enter them for the entry option and issue a grade in the syllabus. You will be charged a very late entry fee for any unauthorised entries. See section 2.4

If you do not have enough spare question papers for each of the relevant components, email info@cambridgeinternational.org immediately and we may be able to send you extra question papers. Each request will be considered on a case-by-case basis. We reserve the right to decline any request received after the late entry deadline if it is not possible for us to despatch the extra question papers in time for the exam. In this case you must tell the candidate they cannot sit the exam as they have not been entered for it. You must not photocopy question papers.

You will be charged a very late entry fee for any unauthorised entries or for any extra question papers we send you. See the fees list in the 'My Messages' section of [CIE Direct](#) for details. It may not be possible for us to release results for these entries at the same time as other results.

After marking, if we find any candidates who have not been entered for a syllabus but who have sufficient marks to make up a valid entry option, we will make an entry for the candidates on your behalf and raise an invoice that will be subject to very late entry fees, as described above.

If for any reason the candidate did not take enough syllabus components to make a valid entry option we will not enter them for that syllabus. However, we may send you an invoice to cover the administrative and marking costs.

Administrative forms



Form available from www.cambridgeinternational.org/forms

- Reporting an Unauthorised Entry: Exam Day – Form 12

5.1.6 Stationery, materials and other equipment

Our additional exam materials database is updated before each series. For components where candidates need additional materials, use the database (www.cambridgeinternational.org/database) to check:

- which additional materials you need to provide
- which exam materials we provide

- whether candidates should answer directly on the question paper, on multiple-choice answer sheets or in an answer booklet provided as an insert in the question paper.

For exams where candidates answer in an answer booklet a small number of candidates may need continuation booklets if they run out of space. Continuation booklets are sent in your pre-exam despatch. If you run out of continuation booklets, give your candidates A4 lined paper. For exams where candidates answer on the question paper give your candidates A4 lined paper if they run out of space.

The invigilator must make sure that only specified items are given to candidates.

For multiple-choice tests individual pre-printed answer sheets are provided for each candidate. The invigilator must make sure that each answer sheet is given to the correct candidate and that the sheets relate to the subject and the component being examined.

Candidates must:

- provide their own pens, pencils, ink, drawing instruments (including rulers) and erasers
- write their answers legibly in permanent, non-erasable black or dark blue ink
- use soft pencils (type B or HB is recommended) for multiple-choice tests
- use pencils or pens in other colours for diagrams and maps only if indicated on the question paper.

During the exam candidates must not use:

- red or green ink
- correcting fluid or tape
- highlighter pens on answer sheets, answer booklets or in the answer sections of combined question and answer booklets.

Candidates may use highlighter pens on question papers or question sections of combined question and answer booklets.

5.1.6.1 Calculators

Candidates may use calculators in exams unless the relevant syllabus and the front of the question paper state that calculators are prohibited. If the syllabus or the front of the question paper do not state that calculators are prohibited or do not mention calculators, candidates can use a calculator if they want to.

Invigilators should check a sample of the candidates' calculators before the start of the exam to make sure they comply with the regulations below.

- A** We may, in consultation with the relevant Cambridge Associate, issue specific local regulations for the use of calculators. Where this happens, the local regulations will override the regulations below.

For exams where calculators are allowed, you must tell candidates the following:

- (a) The calculator must be of a suitable size for use during an exam.
- (b) The power supply for the calculator is the responsibility of the candidate and must be integral to the calculator. The candidate can bring a spare set of batteries into the exam in transparent packaging.
- (c) The working condition of the calculator is the responsibility of the candidate.
- (d) The calculator must be silent, with a visual display only.
- (e) We will not consider a calculator fault as justifying special consideration for the candidate.
- (f) Candidates must not have calculator cases (unless they cannot be removed), instruction leaflets or any instructions or formulae printed on the lid or cover of a calculator, or similar. Any cover or case that the candidate cannot remove must be securely covered.
- (g) Candidates must not borrow calculators from other candidates during the exam for any reason, although the invigilator can provide a candidate with a replacement calculator if the centre has one available.
- (h) Candidates must clear any information and/or programs stored in the calculator's memory before and after the exam; retrieval of prepared information and/or programs during the exam, or removal of question paper content from the exam room, is malpractice.
- (i) Candidates can use programmable calculators. However, calculators with any of the following facilities are not allowed, unless stated otherwise in the syllabus:
 - graphic display
 - data banks
 - dictionaries
 - language translators
 - retrieval or manipulation of text or formulae
 - QWERTY keyboards
 - built-in symbolic algebraic manipulations (output must be numeric not algebraic)
 - symbolic differentiation or integration (output must be numeric not algebraic)
 - capability of any remote communication.

We regard the use of any such calculator as malpractice. We do not recommend any particular brand of calculator.

5.1.6.2 Dictionaries

Electronic dictionaries are not allowed in any exam; this includes tablets and e-readers.

Cambridge O Level, Cambridge International AS & A Level and Cambridge Pre-U

Dictionaries are not allowed in these exams, except where specifically permitted by the syllabus.

Cambridge IGCSE

Simple translation dictionaries are allowed, except in language exams or where they are specifically prohibited in the syllabus. 'Simple translation dictionary' means a dictionary that only translates the word and does not give a translation of the meaning or definition of the word.

Chk Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

Simple translation dictionaries are allowed in science and mathematics tests. They are not allowed in English and English as a second language tests.

5.1.6.3 Science papers

- (a) The following materials must be available to candidates in all science papers:
 - ruler (300 mm)
 - protractor.We do not list these materials on science question papers.
- (b) You can provide candidates with graph paper if they ask for it.
- (c) Candidates are permitted to use calculators in all science papers.

5.1.6.4 Mathematical tables

Candidates can only use mathematical or statistical tables that are permitted by the syllabus or included in the additional materials section of the question paper. You must provide these for the duration of the exam.

5.1.7 Authorised and unauthorised materials

It is essential that you make sure candidates do not bring any unauthorised materials into the exam room.

5.1.7.1 Authorised materials

Candidates can only take articles, instruments or materials into the exam room which are expressly permitted in the instructions on the question paper, in the additional exam materials database or in the syllabus booklet.

The Head of Centre can decide whether to allow candidates to bring food and drink into the exam room. If they decide to allow this they must make sure it is

done in accordance with our regulations on packaging and labelling (see below) and that other candidates are not disturbed.

5.1.7.2 Unauthorised materials

Unauthorised materials are those that potentially enable candidates to conceal or access information in the exam room. Having unauthorised materials in the exam room is a breach of regulations and may result in cancellation of exam grades. You and your invigilators must be alert to candidates attempting to bring unauthorised materials into the exam room and must report all instances to us.

Unauthorised materials include:

- bags
- calculator cases
- instruction leaflets
- non-transparent pencil cases
- any packaging with images or text on it (candidates should put food, drink, batteries or any other equipment in transparent, plain packaging)
- computers of any sort
- any recording device
- electronic or radio communication devices
- e-readers
- mobile telephones
- tablet computers
- cameras
- Bluetooth headsets
- **NEW** smart watches or any watch capable of electronic storage or communication. Other watches can be worn at your discretion. If you allow watches, and it is not practical to check them before the exam, candidates can place their watches on their desk so invigilators can check them as they move around the exam room
- any other electronic device that enables external communication or the storage and retrieval of data.

This list does not include every possible item that would be considered 'unauthorised'. You should use your judgement for any items not on the list above by asking yourself whether the item potentially enables a candidate to conceal or access information in the exam room.

All electronic items, including mobile phones and Bluetooth devices, must be switched off and left outside the exam room. Other types of unauthorised material must either be left outside or handed to the invigilator before the exam begins. Materials handed to the invigilator must be placed out of reach and sight of the candidates.

Important information



The invigilator is responsible for reporting any grounds for suspicion about the security of question papers or the conduct of any exam to the Head of Centre. The Head of Centre or Cambridge Associate must notify us of this immediately.

5.1.8 Starting the exam

An exam is in progress from the time the candidates enter the room until all the scripts have been collected.

- When 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 candidates.
- If you have more than one room of candidates or a large number of candidates it may be easier to place the question papers facing upwards on the desks before the candidates enter the room. If you do this, question papers must not be left unattended at any time. You must make sure that candidates do not open the question paper until they are instructed to do so by the invigilator.
- To make sure all Cambridge International candidates have the same exam experience you must read aloud a specific set of instructions before they are allowed to start working. The instructions are in our *What to Say to Candidates in an Exam* document, which is available at www.cambridgeinternational.org/examday. If you wish to use your own script instead you must make sure the content of our document is included and communicated to make sure candidates understand exactly what is expected of them. **NEW** All instructions must be read aloud in English. They can then be repeated in another relevant language as long as the content and meaning are exactly the same.
- Tell candidates to write their name, candidate number and centre number on any work they want to hand in.

5.1.8.1 Opening the wrong question paper packet in error

If you open the wrong question paper packet in error, do not give the question papers to the candidates. Inform the Head of Centre, and complete and return *Exam Day – Form 11* immediately.

NEW Follow the steps below in the presence of the Head of Centre:

- Do not reseal the packet. Take photographs of the opened packet.

- Put the opened packet in a large envelope.
- Write 'question papers', the syllabus and component code, and the date and time of the correct exam on the envelope.
- Seal the envelope.
- Sign over the seal to show you have both witnessed the packet being resealed.
- Put a clear piece of tape over your signatures to protect them. Do not use masking tape.
- Take a photograph of the signatures and the new seal.
- Return the sealed envelope to secure storage.

On the form you must explain:

- why and how the packet was opened in error
- who opened it and when they opened it
- who has had access to the packet since it has been opened.
- who has had access to the question paper since it has been opened.

You should conduct the correct exam once the process has been completed. Full Centre Supervision may be required during this time.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Question Paper Packet Opened in Error: Exam Day – Form 11

5.1.9 Late arrival of candidates

- If a candidate is late for an exam and arrives after the Key Time, we may disqualify the candidate from that exam.
- If a candidate arrives late but before the Key Time you may allow them to enter the exam room and sit the exam. You do not need to notify us.
- If a candidate arrives after the Key Time but before the end of the exam, you can allow them to enter the room and sit the exam. You need to tell us if this happens by filling in *Exam Day – Form 3*. You must warn the candidate that we may not accept their script.
- If any candidates arrive after the Key Time the following rules apply:
 - Send the answer script in the normal way.
 - The Head of Centre or exams officer must fill in *Exam Day – Form 3* and return it as quickly as possible. **A** Associate Centres should submit forms through their Cambridge Associate.

- When deciding whether to accept any of the work of a candidate who arrives late, we carefully consider whether the exam security was maintained, especially in relation to the time when candidates entered the exam room, and the Key Time.
- You may, at your discretion, allow the full time for the exam for a candidate who arrives after the scheduled start time but before the exam has finished. See section 5.1.9.3.
- The regulations in this section also apply to timetabled listening components. If a candidate arrives late, you can allow them to sit the exam by following one of these arrangements:
 - Supervise the candidate until the other candidates have finished the exam and left the room. You can then start the CD from the beginning for the candidate who arrived late.
 - If you have a spare CD, the candidate can take the exam in a separate room with a separate invigilator.
- NEW** You must read aloud the instructions in the *What to Say to Candidates in an Exam* document to the candidate, which is available at www.cambridgeinternational.org/examday. You must do this outside the exam room to avoid disturbing other candidates.
- A candidate who arrives after the other candidates have been released from the exam room must be dealt with as absent and you should not allow them to take the exam. You must tell the candidate that we may issue a 'NO RESULT' for the syllabus in question.

Important information



If a candidate is not present at the start of an exam, you may want to contact their parents/guardians/carers to see if the candidate is able to attend. If they are, ask the parents/guardians/carers to keep the candidate under supervision at all times without access to external forms of communication until the candidate is met by a member of centre staff. The parent/guardian/carer and the candidate should sign a statement using *Preparation – Form 7* to confirm the supervision arrangements that were put in place. We will consider these statements from the parent/guardian/carer, the candidate and the centre.

5.1.9.1 Reasons we may consider acceptable for late arrival

Examples of acceptable reasons include sudden illness or transport difficulties beyond the candidate's control.

5.1.9.2 Unacceptable reasons for late arrival

Examples of reasons which are not acceptable include oversleeping or misreading the timetable.

5.1.9.3 Late arrivals and the security of the assessment

In cases where the candidate is late with good reason and we are satisfied that there has been no breach of exam security (for example, you can guarantee supervision from the Key Time), we will accept the work completed by the candidate.

If a candidate is late because of negligence or oversight, you must be able to guarantee supervision from the Key Time and you must submit *Preparation – Form 7* to us. If we are satisfied the security of the assessment has not been put at risk we may accept the work completed by the candidate.

5.1.9.4 Late arrival for a period of Full Centre Supervision

- (a) If a candidate arrives late for a period of Full Centre Supervision before an exam, but after the Key Time, the candidate must not have contact or communicate with any other candidates already under Full Centre Supervision.
- (b) When deciding whether to accept the work of a candidate who arrived late for a period of Full Centre Supervision, we carefully consider whether the security of the exam was maintained, especially in relation to the Key Time.
- (c) Whenever a candidate is admitted late into a period of Full Centre Supervision the following rules apply:
 - You must send us the answer script in the normal way.
 - The Head of Centre must fill in *Exam Day – Form 3* and return it as quickly as possible.

Administrative forms



Forms available from
www.cambridgeinternational.org/forms

- Late Arrivals: Exam Day – Form 3
- Candidate Supervision Declaration: Preparation – Form 7

NEW 5.1.9.5 Late arrivals for windowed speaking tests

You do not need to report late arrivals for windowed speaking tests to us. If a candidate is late for their speaking test, you may, at your discretion, allow them to take the test or mark them as absent. If you allow them to take the test at a later time, you must follow the regulations in section 3.4.9.

NEW 5.1.9.6 Late arrivals for ICT practical tests

If a candidate is late for their ICT practical test, you may, at your discretion, allow them to take the test or mark them as absent. If you allow them to take the test you must tell us by completing *Exam Day – Form 3*.

5.1.9.7 Appeals against late arrival decisions

We will tell you the outcome of reported cases of late arrivals in writing.

To appeal against the outcome please refer to the section of this handbook called 'Cambridge International Appeals Regulations and Guidance'.

5.2 During the exam

5.2.1 Supervising the candidates

Invigilators must supervise the candidates throughout the whole exam and give full attention to this duty at all times. They must not read through any question papers. For more information about invigilator requirements see section 4.6.

5.2.2 Practical exams

During a practical exam, some movement by candidates and spoken instructions may be necessary. Invigilators must limit this to what is essential to achieve the objectives of the exam without compromising security.

5.2.3 Five-minute warning

You must let candidates know when there are five minutes of the exam remaining. The invigilator must read aloud the 'Five-minute warning' section from our *What to Say to Candidates in an Exam* document. The document is available to download from www.cambridgeinternational.org/examday

In listening exams, you should give a five-minute warning if it does not disturb candidates.

5.2.4 Leaving the room while the exam is in progress

A candidate who leaves the exam room temporarily must be accompanied by a member of staff. Do not give candidates extra time to complete their exam, unless special consideration is applied for (for example, illness), then you can allow the candidate extra time to compensate for their temporary absence.

If this happens during a timetabled listening component, you can allow the candidate to listen to the material they have missed after the other candidates have left. The candidate can only hear the material the same number of times as the other candidates.

If a candidate has finished their exam early and wants to leave the exam room and not return, the following regulations apply:

- **NEW** Before any candidate leaves the exam room, you must collect their answer script and question paper. See section 5.3.1.
- Candidates cannot leave the exam room before the Key Time has passed.
- After the Key Time: the candidate can leave the exam room and does not need to be under Full Centre Supervision.

If you prefer you can keep the candidate in the exam room until the end of the exam but they must remain under exam conditions. See section 5.3.4 for

information about leaving the exam room at the end of the exam.

5.2.5 Irregular conduct

- (a) Wherever possible, the invigilator must remove and keep any unauthorised materials discovered in the possession of a candidate in the exam.
- (b) The Head of Centre is responsible for making sure we are told about all cases of irregularity or misconduct in connection with the exam as soon as possible. The Head of Centre can expel a candidate from the exam room, but they should only do so when it is felt to be essential or when the presence of a candidate would cause disruption to others. If a candidate is expelled, you cannot apply for special consideration.
- (c) Any irregular conduct or infringement of our regulations may lead to disqualification of the candidate. The decision to disqualify a candidate rests with us. See section 5.6

5.2.6 Emergencies

In an emergency the safety of candidates and staff is the most important thing. If it is safe and practical to do so, the invigilators should take the following steps to make sure the exam remains secure:

- Evacuate the exam room.
- Make sure candidates are fully supervised while they are out of the exam room, so there can be no collusion or external communication.
- Make sure that all question papers and answer scripts are left in the exam room and that the room is secured.
- After the candidates have returned to the exam room and before the exam is resumed, indicate on the candidates' work, if possible, the point at which the interruption occurred.
- Note the time and length of the interruption.
- Allow candidates the full working time for the exam.
- If there are only a small number of candidates, consider taking the candidates, with question papers and scripts, to another room to finish the exam.
- Send us a full report of the incident and the action taken immediately.

5.3 At the end of the exam

At the end of the exam, to make sure all candidates have the same exam experience, the invigilator should read aloud the 'Finishing the examination' section of our *What to Say to Candidates in an Exam* document. The document is available to download from www.cambridgeinternational.org/examday

If you wish to use your own script instead you must make sure the content of our document is included and communicated to make sure candidates understand exactly what is expected of them.

Where invigilators allow candidates who arrive late the full working time to take their exam (see section 5.1.9), they should tell the candidates who arrived late to stop writing after the extra time allowed.

5.3.1 Collecting answer scripts

- (a) All answer scripts, question papers and any other exam material must be collected and accounted for before candidates are allowed to leave the room.
- (b) Any sheets of paper candidates want to hand in to be marked should be fastened together with treasury tags or string. Do not use staples or paper clips.
- (c) Invigilators must:
 - sort answer scripts into the order shown on the attendance register (candidate number order)
 - check that all answer scripts are present and that candidates have used correct centre and candidate numbers
 - immediately after collation, hand the answer scripts to the person responsible for their despatch. This person must place them immediately in the script packet and seal it in the exam room.
- (d) If the same exam is taking place in different rooms, invigilators from the smaller rooms should place the scripts in an envelope (which does not need to be sealed) and take the scripts to be collated with the scripts from the other rooms. Alternatively a nominated invigilator can go to the different rooms, collect the scripts, place them in an envelope (which does not need to be sealed) and take them to be collated with the scripts from the other rooms.
- (e) Answer scripts must be placed in secure storage until they are despatched to Cambridge International.
- (f) Answer scripts are confidential between the candidate and Cambridge International. They may not be read or photocopied by any person before sending, unless we request this.
- (g) Scripts must not be removed from the exam room by candidates or unauthorised persons. If this happens, you must tell us by emailing info@cambridgeinternational.org. The candidate should be warned that we may not accept the script.

5.3.2 Collecting question papers

- (a) You must store all empty question paper packets securely until results have been issued for the series. We may need them for investigations into suspected malpractice.
- (b) Before candidates can leave, you must check that the number of question papers at the end of the exam matches the number handed out at the start of the exam.

5.3.3 The 24-hour security rule

Practical tests for Cambridge International AS & A Level Information Technology (9626)

You must collect all question papers at the end of the test and store them securely until the date specified in the instructions we send you in the *Cambridge Exams Officer eNewsletter*.

Practical tests for Cambridge IGCSE ICT (0417)

For ICT practical tests the question papers the candidates have used must be returned with the candidates' work. Any unused question papers must be kept in secure conditions until the date specified in the instructions we send you in the *Cambridge Exams Officer eNewsletter*. See section 5.7.4.2.

Question papers for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint and Cambridge International speaking tests

NEW  You must store all unused question papers for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint qualifications and all Cambridge International speaking tests until at least 24 hours have passed after the end of the test window.

All other qualifications

You must collect all unused question papers at the end of the exam and store them securely until at least 24 hours have passed after the end of the exam or Key Time, whichever is later. After 24 hours have passed, you can return papers to candidates/centre staff at your discretion.

5.3.4 Leaving the room

- (a) Candidates must remain under exam conditions and in the exam room until they are told otherwise by the invigilator.
- (b) You must collect and account for all answer scripts, question papers and any other exam material before candidates leave the room.
- (c) If an exam ends before the Key Time, candidates must be kept under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a required period of Full Centre Supervision, you must inform us and we will consider this as possible malpractice.
- (d) Whether or not they leave the exam room early, candidates must not remove any question papers or transcribed content of question papers. This includes writing questions on statements of entry, inserting question content into calculators etc. This is not an exhaustive list. You must apply the 24-hour rule for the security of question papers and their contents. See section 5.3.3.