



CAMBRIDGE

Invigilating Cambridge International Education exams

A training presentation for invigilators

Contents

- Invigilator role and responsibilities
- Key concepts
- Before the exam
- Dealing with the unexpected
- During the exam
- At the end of the exam

Invigilator role and responsibilities

What is an invigilator?

Invigilators are the people in the exam room responsible for the conduct of an exam.

Why we need invigilators

Invigilators are important for many reasons:

You:

- give candidates a fair and consistent exam experience across the world
- make sure exams are conducted the same way every time, regardless of where or when they are happening
- identify and prevent security breaches of exam material
- stop administrative errors which have the potential to disadvantage candidates.

Your responsibilities as an invigilator

As an invigilator you must:

- **PREPARE** before the exam
- **CONTROL** during the exam
- **COLLECT** after the exam

Key concepts

Who is in an exam

Exams officer

The person with specific responsibility for administering Cambridge International Education exams

Supervisor

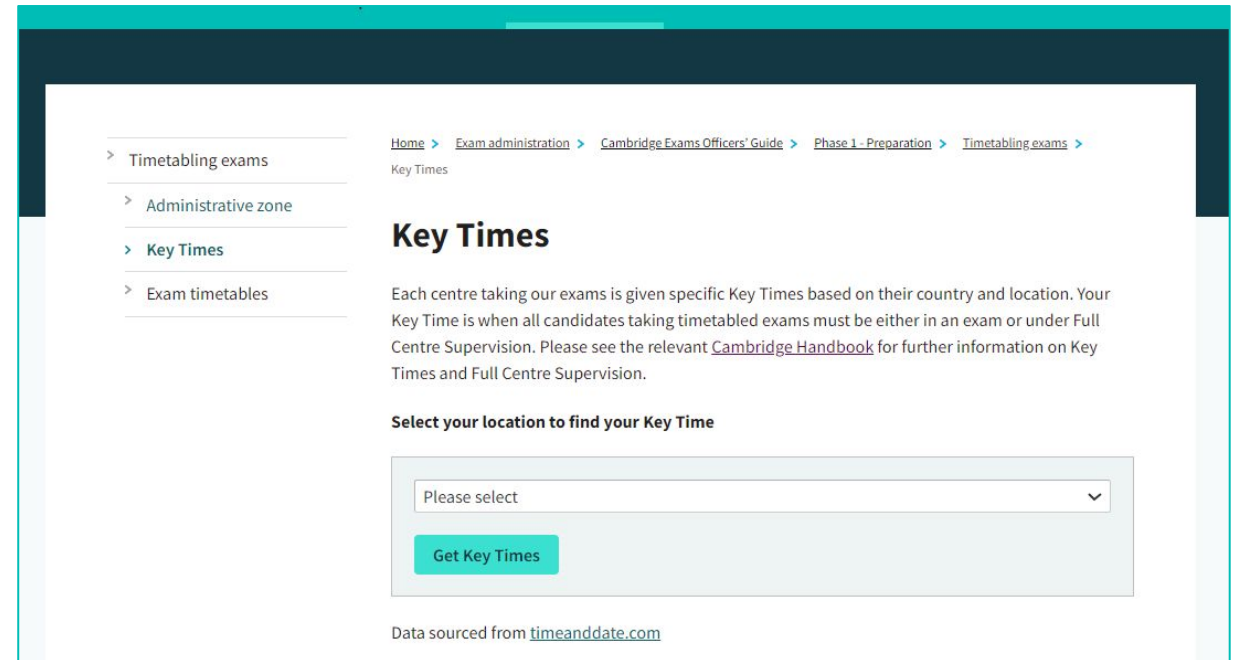
The person with specific responsibility for the conduct of exams having access to the safe where to keep exam papers

Invigilator

The person in the exam room responsible for the conduct of an exam

Key Times – What are they?

- Key Times are a defined point in a timetabled session when candidates must be in the exam or under Full Centre Supervision.
- Cambridge specifies the Key Times.
- Our Key Times are based on our centre's location.



The screenshot shows a web page titled "Key Times" from the Cambridge Exams Officers' Guide. The page has a dark teal header and a light blue sidebar. The sidebar contains a navigation menu with the following items: "Timetabling exams", "Administrative zone", "Key Times" (highlighted), and "Exam timetables". The main content area has a breadcrumb trail: "Home > Exam administration > Cambridge Exams Officers' Guide > Phase 1 - Preparation > Timetabling exams > Key Times". Below the breadcrumb is the heading "Key Times" and a paragraph explaining that each centre is given specific Key Times based on their country and location, and that candidates must be in the exam or under Full Centre Supervision. Below this is a section titled "Select your location to find your Key Time" with a dropdown menu showing "Please select" and a teal "Get Key Times" button. At the bottom, it says "Data sourced from timeanddate.com".

Key Times – Why are they important?

- Key Times are important because they prevent confidential exam information being shared:
 - with our candidates before their exams, or
 - by our candidates after their exams.



Before the exam

Centre-specific information: our tips

PRIMA DELL'ESAME

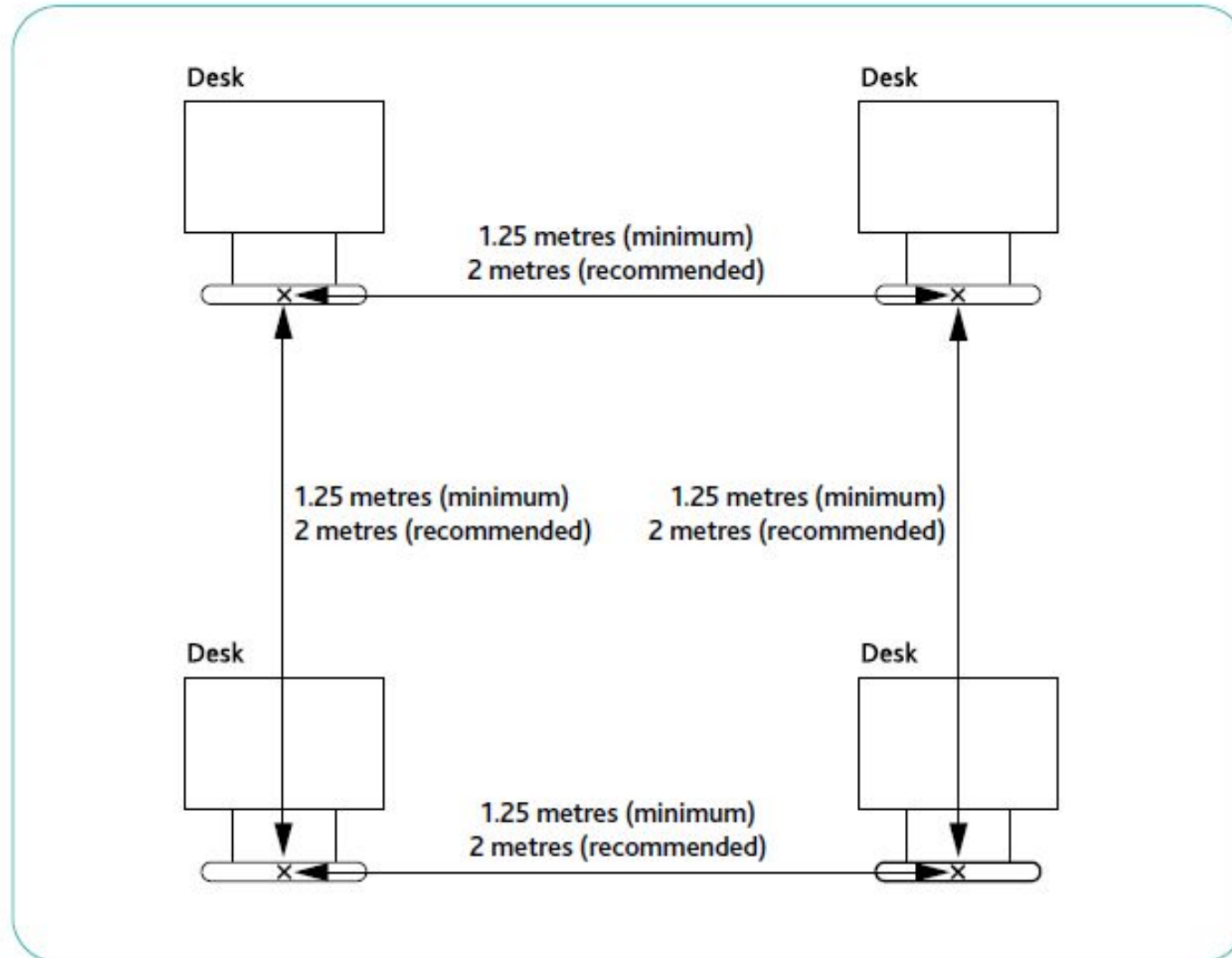
- Approntare l'aula come segue:
 - Controllare numero di banchi corrispondenti ai candidati
 - Controllare distanza banchi (125 cm da candidato a candidato in tutte le direzioni)
 - Collocare sui banchi i cartoncini identificativi dei candidati
 - Controllare che siano presenti o attaccare 2 posters (*Notice to Candidates* e *Candidate Warning*)
 - Controllare non ci siano altri poster/materiale che possa interferire con l'esame
 - Appendere orologio

Centre-specific information: our tips

PRIMA DELL'ESAME

- Approntare l'aula come segue:
 - Scrivere sulla lavagna le seguenti informazioni:
 - **centre n° IT 358**;
 - **syllabus** (esempio: 0511 English as a second Language);
 - **component** (esempio: /22);
 - **time** (esempio: 1h15m);
 - **starting time**
 - **ending time**
 - collocare sulla cattedra il materiale per invigilator (*What to Say to Candidates* e *Cambridge Handbook*)

Preparing the room



What is wrong with this exam room?

See if you can find eight things wrong with this room.



answers

What is wrong with this exam room?

See if you can find eight things wrong with this room.

Answers

- Incomplete information on the board.
- There is potentially helpful display material on the wall.
- The Notice to Candidates and Candidate Warning posters are not displayed.
- Bright sunlight is coming through the windows, which may cause candidates difficulty.
- The desks are not set up according to Cambridge regulations.
- There is rubbish on the floor and the room is generally untidy (two circles).
- There is no clock.
- The desks have shelves underneath – while Cambridge regulations do not exclude the use of these desks, we would recommend that alternatives are used if available. If not, invigilators must be very vigilant and make sure candidates are not storing unauthorised items on the shelves.

What you need in the exam room

Key Times and Full Centre Supervision 2024

This document is the Key Times and Full Centre Supervision section of the Cambridge Handbook 2024. It contains key regulations that must be followed when conducting exams.

How and where should I use this document?

You must print and place a copy of this document in your main exam room, and any other exam rooms in the March, June, and November 2024 exam series. This does not replace the main Cambridge Handbook and you must make sure you understand and follow our full regulations.

This document is to be used by the Exams Officer and invigilators in the exam room.

The section numbers and headings in this document match those in the full Cambridge Handbook.

Why do I need to print this document and place a copy in each exam room?

The full Cambridge Handbook is now available in digital form only, we no longer send you a printed copy. However, you must still have a copy of the following in your main exam room and every other exam room (you no longer need to have a copy of the full handbook in your main exam room):

- sections 4 and 5 of the Cambridge Handbook (an

Key Times and Full Centre Supervision

This document explains Key Times and Full Centre Supervision and why it is essential they are followed to maintain the integrity of our assessments.

What are Key Times?

Key Times are a defined point in a timetabled session when candidates must be in the exam or under Full Centre Supervision. Candidates must take their exams in the correct timetabled session. You can start the exam any time within the session, but you must follow our Key Time and Full Centre Supervision regulations. Key Times do not apply for windowed exams. For example, speaking tests, Art & Design exams and Cambridge Checkpoint tests.

Why are Key Times important?

Key Times are important because they prevent confidential exam information being shared with your candidates before their exam. Key Times also prevent your candidates from sharing confidential exam information with other candidates.

Cambridge Handbook 2024 section 4 and 5 (abridged)

What is this document?

This document is an abridged (shortened) version of sections 4 and 5 of the Cambridge Handbook 2024. It contains the key regulations that must be followed when conducting exams.

How and where should I use this document?

You must print and place a copy of this document in your main exam room, and any other exam rooms in the March, June and November 2024 exam series. This does not replace the main Cambridge Handbook and you must make sure you understand and follow our full regulations.

This abridged version of sections 4 and 5 is for reference purposes only, to be used by the exams officer and invigilators in the exam room.

The section numbers and headings in this document match those in the full Cambridge Handbook. However, because this is an abridged version of sections 4 and 5, section numbers and headings are not sequential.

There is a 'key to icons' in the main Cambridge Handbook. This explains what each icon means. We have used the same icons in this document.

Why do I need to print this document and place a copy in each exam room?

The full Cambridge Handbook is now available in digital

Phase 4 Before the exams

4.2 Pre-exam and question paper despatches

Continuation booklets

We send continuation booklets in your pre-exam despatch for candidates who run out of space in the answer booklets. You can print a supplementary answer booklet for any candidates who run out of space in the continuation booklet. These are available on our website: www.cambridgeinternational.org/forms under 'Exam day'.

4.2.2 Additional exam materials list

For any exam where candidates need extra materials, use our additional exam materials list (www.cambridgeinternational.org/database) to find out:

- which extra 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 we provide as an insert in the question paper.

The list also contains information about using dictionaries, and the standard materials candidates need for every exam. The 'Additional materials' section on the front covers of question papers says: 'You will need:'. This lists what the candidate needs, and includes items we provide

What you need in the exam room

WARNING



NO unauthorised materials in the exam room. For example:

NO mobile phones

NO smartwatches

NO technology with communication or storage

NO unauthorised notes or revision materials

If you have unauthorised materials you could be

DISQUALIFIED

Notice to candidates

You must:

- be on time for all exams and any periods of Full Centre Supervision
- follow the invigilator's instructions
- leave all used and unused exam materials in the exam room.

You must not:

- have any unauthorised materials with you
- communicate with, try to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are not sure, speak to an invigilator.

**If you break any of the rules you could be
DISQUALIFIED**

What you need in the exam room

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.

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.

There are three sets of instructions depending on how candidates record their answers:

- answering on the question paper.
- answering on answer sheets or in booklet.
- answering on multiple choice answer sheets.

Click on the relevant image below to take you to the right instructions page.

Before each exam check the *Additional Exam Materials List* at cambridgeinternational.org/beforetheexam

- whether candidates need any extra materials for the exam, for example, a calculator.
- how candidates must record their answers, for example, directly on the question paper.

Make sure you have read and understand our regulations for running exams as set out in Part 5 of the *Cambridge Handbook*.

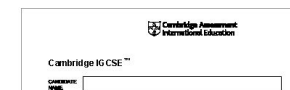
Extra guidance

Our *Exam Day Checklist* will help you check you are ready for each exam and that you are following our regulations. You can download the checklist from the 'Exam day' area of cambridgeinternational.org/examday

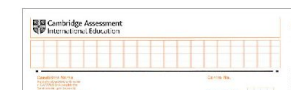
Answering on the
question paper



Answering on answer
sheets or in a booklet



Answering on multiple choice
answer sheets



Candidates

- Before candidates enter:
 - check the exam room is set up properly
 - check you have everything prepared.
- When candidates enter:
 - Make sure they don't have unauthorised materials and items
 - complete the attendance register
 - Complete the seating plan
- When candidates are seated:
 - make sure they are sitting in the correct place
 - make sure they have all the items they need.

Starting the exam

- Before opening the question paper packets, check:
 - ✓ that the blue question paper packet is not damaged
 - ✓ that they have the correct blue question paper packet

Starting the exam

- When these checks have been completed you can open the transparent bag and hand out the question papers. Contact the supervisor **immediately** if there are any problems.
- Read the instructions for starting the exam in the 'What to Say to Candidates in an Exam' document.
- Tell candidates to write their name, candidate number and centre number on any work they want to hand in.
- Start the exam.

During the exam

During the exam

- Remain alert and move around to see all candidates.
- Do not try and complete other tasks while in the exam room.
- Look out for malpractice.
- Respond to requests to leave the room.
- Do not give advice to candidates on the content of the exam.
- Remove disruptive candidates.
- Maintain the required number of invigilators in the room.
- Call for help if necessary.
- Remember to read the 5 minutes to end and end of the exam announcements

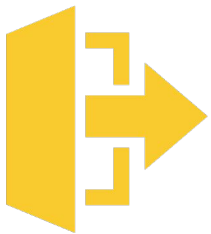
Candidates leaving the room



Candidates are allowed to go to the washroom during the exam.

An invigilator of the appropriate gender must accompany them.

Invigilator numbers must be maintained in the exam room – call for extra support if necessary.



A candidate can choose to finish the exam early and not return.

Collect all exam material from them before they leave.

Keep candidates under Full Centre Supervision if the Key Time has not passed.

Dealing with the unexpected

Emergency situations

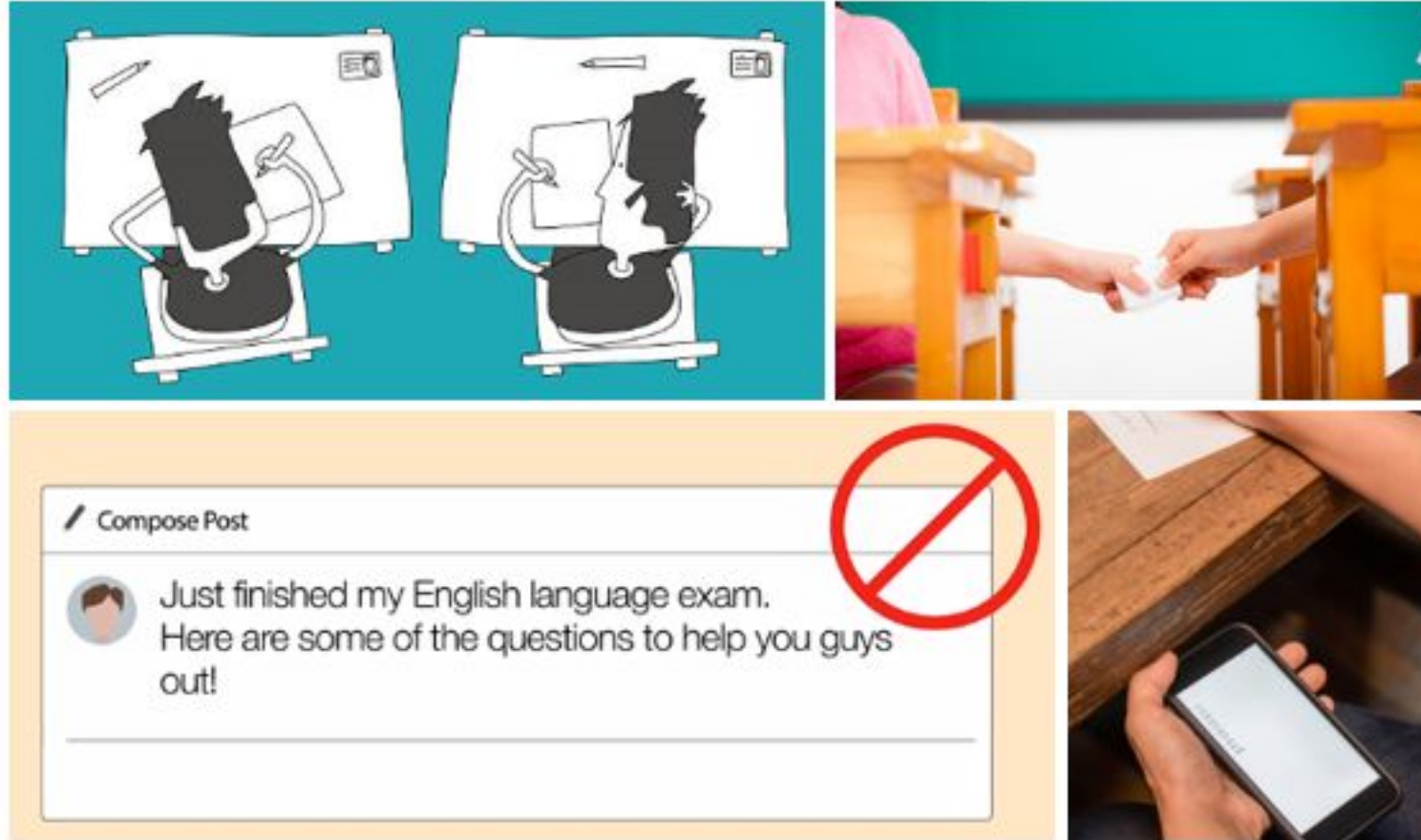
- If there is an emergency during an exam, the safety of candidates and staff is the most important thing.
- In an evacuation, if it is safe to do so:
 - make sure all question papers and answer scripts are left in the exam room
 - secure the exam room
 - supervise candidates so they cannot communicate with anyone or access information.
- Keep a record and report what has happened to the exams officer.

Malpractice

- Malpractice is any action that breaks Cambridge International Education regulations and potentially threatens the integrity of their exams and certificates. Malpractice can happen before, during or after timetabled exams or other assessments.
- Malpractice can be:
 - intentional and aim to give an unfair advantage in an exam or assessment
 - caused by people being careless, forgetful or unaware of the regulations
 - beyond anyone's control and be a result of circumstance.

Call for help and report everything to the supervisor and exam officer

Malpractice



At the end of the exam

At the end of the exam



Collect the answer scripts and question papers, and check they are all accounted for.



If the Key Time has passed allow candidates to leave.



If the Key Time has not passed keep candidates under Full Centre Supervision.



Make sure candidates do not disturb other candidates still taking exams.



Candidates must not remove any question papers or question paper content from the exam room.

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.
- Collect the identification cards
- Hand the scripts and attendance registers to the supervisor immediately for despatch.



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Any questions?





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Thank you for
listening!

www.cambridgeinternational.org