

## Section 4: Before the exams continued

### 4.6 Invigilator requirements

- (a) Invigilators are the people in the exam room responsible for the conduct of an exam. They:
- make sure the exam follows our regulations so that candidates have the opportunity to show what they know and can do
  - keep the exam secure before, during and afterwards
  - prevent and report suspected malpractice
  - prevent administrative errors.
- (b) The Head of Centre must use trained and experienced adults as invigilators. The Head of Centre must decide who is suitable.
- (c) The Head of Centre **must** make sure that all invigilators know what is expected of them and are fully briefed and trained. You must keep a record of this training until you receive certificates.
- (d) You must have a copy of sections 4 and 5, and the 'Key Times and Full Centre Supervision' section, of this handbook in each exam room. We have produced an abridged version of sections 4 and 5 for centres to print out, which is available from [www.cambridgeinternational.org/eoguide](http://www.cambridgeinternational.org/eoguide)
- (e) Invigilators must:
- understand the regulations in sections 4 and 5 of this Cambridge Handbook
  - understand our Key Times and Full Centre Supervision regulations; see the 'Key Times and Full Centre Supervision' section
  - be familiar with the Notice to Candidates and Candidate Warning poster
  - understand any specific regulations relating to the subjects being examined
  - give their full attention to the conduct of the exam and move around the room
  - tell the Head of Centre if they suspect malpractice; see section 5.6.
- (f) Invigilators must not do any other task not related to the exam (for example, marking) in the exam room.
- (g) Apart from one device to ask for help, invigilators must not have access to any other form of communication while in the exam room.

- (h) You must keep signed records of the following:
- invigilator training records
  - invigilators or supervisors used for each exam or period of Full Centre Supervision
  - actual start and finish times of your exams
  - start and finish times of any periods of Full Centre Supervision
  - any changes to invigilators during each exam or period of Full Centre Supervision.

We may ask to see these records at any time until you receive certificates.

#### (i) Invigilator numbers

- (i) You must have at least one invigilator for every 30 candidates. All candidates in the exam room must be visible to one or more invigilators at all times.
- (ii) Invigilators must be able to ask for help easily, without leaving the exam room or disturbing candidates. Invigilators can have a mobile phone in the exam room for this purpose only. They must keep the phone on silent mode and away from candidates.
- (iii) A teacher who has prepared the candidates for the exam must not be the only invigilator at any time. You must make sure appropriate invigilators are available to take any candidates to the washroom, if needed. Where there is one invigilator, you must make sure they can contact an appropriate member of staff without leaving the exam room or disturbing candidates.
- (iv) For practical tests, you must have at least two invigilators in each room at all times. The ratio of invigilators to candidates in the exam room must not drop below 1 to 20 at any point during the exam. At least one invigilator should be a subject specialist.

For practical tests for the following syllabuses, see section 5.7.4:

- Cambridge IGCSE ICT (0417) and (9–1) 0983
- Cambridge International AS & A Level Information Technology (9626)
- Cambridge International AS & A Level Computer Science (9618).

For all our art & design syllabuses, you must have at least one invigilator for every 30 candidates.

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- (v) For practical exams where we require a supervisor, the supervisor must not be counted as an invigilator.
- (vi) For listening exams, a member of staff who understands the language of the test should be there to deal with any technical problems. Do not count them as an invigilator.
- (vii) In exams where questions or passages must be read to candidates, an invigilator must be there as well as the reader.
- (viii) You can change invigilators during an exam, as long as the number of invigilators in the room does not fall below the required number. You must keep a record of any invigilator changes during the exam.
- (ix) Invigilators can be supervisors for Full Centre Supervision.

### (j) Invigilator suitability

- (i) The Head of Centre cannot let anyone who has an interest in a candidate invigilate an exam by themselves. If the Head of Centre decides to use a candidate's parents/guardians/carers or relatives, they must send us Entries – Form 1 before the exams. See section 2.1.5.
- (ii) A reader, scribe or practical assistant cannot also be an invigilator for the same exam.



### Extra guidance

You are responsible for training your invigilators before the exam, even if they are experienced. Download our training presentation 'Invigilating Cambridge exams' from [www.cambridgeinternational.org/training-invigilators](http://www.cambridgeinternational.org/training-invigilators). You can adapt it to train your invigilators or simply read it to refresh your own memory.

# Section 5: Exam day

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### 5.1 At the beginning of the exam

Candidates must take their exams in the correct timetabled session. You must schedule exams within the appropriate timetable session in compliance with the relevant Key Time. See the 'Key Times and Full Centre Supervision' section and section 1.2.2.

If you cannot meet these requirements you must apply for a timetable deviation. See section 1.2.3.

You are responsible for giving candidates their exam times.

### Extra guidance

We offer free training to all exams officers which focuses on our regulations and how to administer exams. This is available via the Online Learning Area: [www.cambridgeinternational.org/learningarea](http://www.cambridgeinternational.org/learningarea). See the Cambridge Exams Officer eNewsletter and section 1.1.14 of this handbook for more information. We have a range of support for exams officers before and during exams, including online video tutorials, invigilator training materials and 'how to' guides at:

- [www.cambridgeinternational.org/beforetheexams](http://www.cambridgeinternational.org/beforetheexams)
- [www.cambridgeinternational.org/examday](http://www.cambridgeinternational.org/examday)

We also have a video to help students understand what to expect on exam day. The video is in the 'Exam administration' section of our website at [www.cambridgeinternational.org/what-to-expect-on-exams-day](http://www.cambridgeinternational.org/what-to-expect-on-exams-day)

### 5.1.1 Identifying candidates

The Head of Centre must make sure invigilators can check each candidate's identity. Identity checks must be respectful of religious customs and comply with relevant local laws.

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Private candidates your centre does not know must prove their identity, for example with 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. Identity checks must not disturb any candidates who are already taking their exam.

### 5.1.2 Candidate numbers

You must give all candidates their centre number and candidate number before the exam. You must also clearly display each candidate's number or index number on their exam desk.

### 5.1.3 Attendance registers

The attendance register records 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.

If you do not receive the attendance register for an exam, use the supplementary attendance register, which is available to download and print from our website ([www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms)). Follow the instructions for returning attendance registers in section 5.4.1. If you have candidate(s) taking an exam in a separate exam room at your centre or at a different venue, do not send us a separate attendance register. Mark them as 'present' on the main attendance register and return their scripts in the same packet as the other candidates taking the exam.

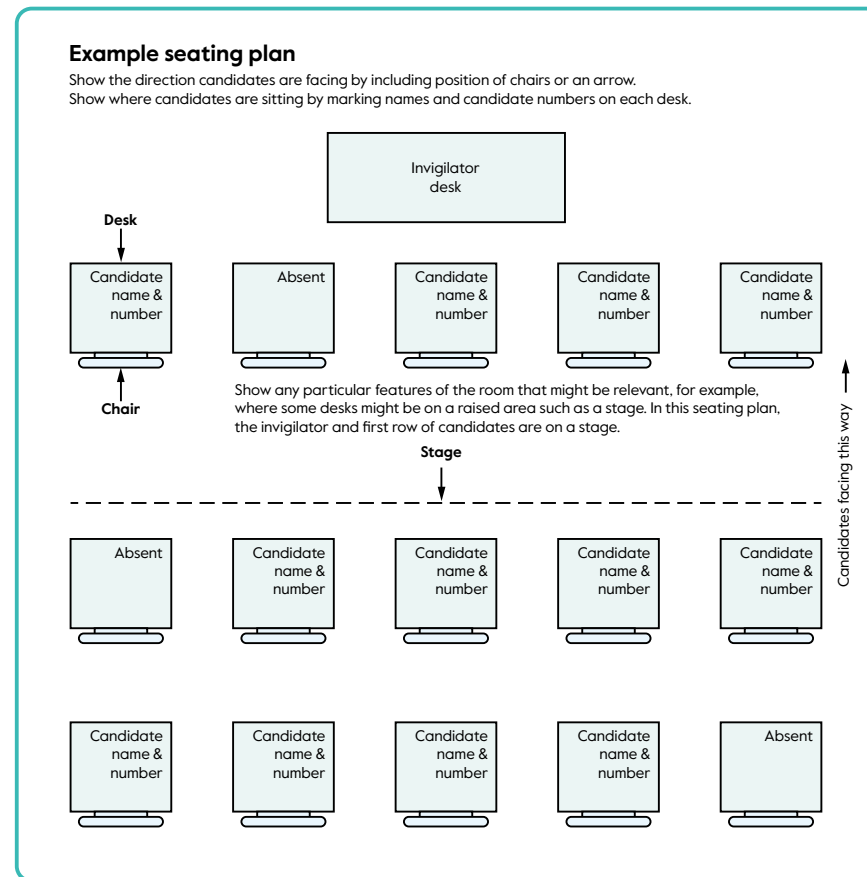
If you do not fill in the attendance registers properly this can delay candidates' results.

Keep a copy of all completed attendance registers and store them securely. We may ask to see them at any time until you receive certificates.



#### Extra guidance

Watch our video for guidance on completing attendance registers at [www.cambridgeinternational.org/examday](http://www.cambridgeinternational.org/examday)



### 5.1.4 Additional exam rooms

If you are unable to fit all the candidates sitting a certain component into one exam room, you can use one or more additional exam rooms. You do not need to tell us. You must set up any additional exam rooms in the same way as your main exam room. See sections 5.1.5, 5.1.9 and 5.3.1(f) for further information.

### 5.1.5 Seating plan

Before each exam, you must produce a seating plan to show how the exam room is set up. It shows the position of each table and chair, and where each candidate sat.

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It must also show the position of the invigilator's desk and the direction the candidates faced. During each exam, you must check your seating plan is accurate and update it if necessary. Seating plans must not be produced after the exam has finished.

You must keep signed records of the seating plan for each exam session. We may ask to see the seating plan and invigilation records at any time until you receive certificates.

### 5.1.6 Unauthorised entries

If a candidate arrives for an exam they have not been entered for, they can take the exam as long as:

- they can take all the components needed for the syllabus option. This means you must have enough spare question papers so the candidate can sit all the components at the right time, not just the specific exam. You must not photocopy question papers. If you do not have enough spare question papers, you should not allow the candidate to sit the exam
- you add them to the attendance register for each component they take. Once they have finished all the components for the entry, send Exam Day – Form 12 to us or to your Cambridge Associate straight away
- you can identify the candidate; see section 5.1.1.

We will then mark the candidate's scripts, enter them for the entry option and give a grade. We will charge a very late entry fee. See section 2.4.

See the fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees list to you.

It may not be possible for us to release results for these entries at the same time as other results.

If we find any candidates who have not been entered for a syllabus but who have enough marks to make up a valid entry option, we will enter the candidates for you. We will charge very late entry fees, as described above.

If 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

Forms available from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms)

- Supplementary Multiple-Choice Answer Sheet: Exam Day – Form 2a
- Reporting an Unauthorised Entry: Exam Day – Form 12
- Supplementary Answer Booklet: Exam Day – Form 13

### 5.1.7 Stationery, materials and other equipment

We update our additional exam materials list before each series.

For components where candidates need extra materials, use the list ([www.cambridgeinternational.org/database](http://www.cambridgeinternational.org/database)) to check:

- 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 '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 such as an answer booklet, an insert or a map. It also includes the **extra** exam materials that you need to provide to the candidate **as well as** the standard materials that candidates need. **NEW** It is your responsibility to make sure all texts and materials you provide to candidates are lawfully acquired and used in accordance with the relevant intellectual property laws.

Calculators are **no longer** listed as extra exam materials for the mathematics components. See section 5.1.7.1 for guidance about using calculators and what types of calculator can be used.

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. Where we have not provided continuation booklets, give your candidates additional sheets of A4 lined paper if needed.

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The invigilator must only give specified items to candidates.

For multiple-choice tests we provide individual pre-printed answer sheets for each candidate. The invigilator must make sure that each answer sheet is given to the correct candidate and that it is for the right subject and component.

If you do not receive these in time for the exam, electronic copies of supplementary multiple-choice answer sheets are available to download and print from our website. For modern foreign language exams there are different answer sheets for different syllabuses. See

[www.cambridgeinternational.org/multiple-choice](http://www.cambridgeinternational.org/multiple-choice)

Candidates must:

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

During the exam candidates must not use:

- red or green ink
- correction fluid or correction 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.

### 5.1.7.1 Calculators

Unless the syllabus or the front of the question paper say candidates cannot use calculators, candidates can use a calculator if they want to.

See page 2 of the additional exam materials list

[www.cambridgeinternational.org/database](http://www.cambridgeinternational.org/database) for a list of mathematics components where calculators are **not** allowed.

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

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

- (a) The size of the calculator must be suitable for an exam.
- (b) The candidate is responsible for the calculator's power supply and it must be built into the calculator. They can bring a spare set of batteries into the exam in transparent packaging.
- (c) The candidate is responsible for making sure the calculator works.
- (d) The calculator must be silent, with a visual display only.
- (e) We will not give the candidate special consideration for a calculator fault.
- (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. An invigilator should check any cover or case that the candidate cannot remove to make sure it does not contain any unauthorised information.
- (g) Candidates must not borrow calculators from other candidates during the exam for any reason. However, the invigilator can provide a replacement calculator if the centre has one.
- (h) Candidates must clear any information and/or programs stored in the calculator's memory before and after the exam. Retrieving prepared information and/or programs during the exam, or removing question paper content from the exam room, is malpractice.
- (i) Candidates can use programmable calculators. However, we do not allow calculators with any of the following facilities, unless the syllabus says otherwise:
  - graphic display
  - data banks
  - dictionaries
  - language translators
  - retrieval or manipulation of text or formulae
  - QWERTY keyboards
  - built-in symbolic algebraic functions (output must be numeric not algebraic)

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- symbolic differentiation or integration (output must be numeric not algebraic)
- remote communication.

Using any of these is malpractice. We do not recommend any particular brand of calculator.

### 5.1.7.2 Dictionaries

We do not allow electronic dictionaries in any exam. This includes tablets and e-readers.

#### Cambridge O Level and Cambridge International AS & A Level

We do not allow dictionaries unless the syllabus says candidates can use them.

#### Cambridge IGCSE and Cambridge IGCSE (9–1)

We allow simple translation dictionaries, except in language exams or where the syllabus says candidates cannot use them. 'Simple translation dictionary' means a dictionary that only translates the word and not the meaning or definition of the word.

#### Cambridge Primary Checkpoint and Lower Secondary Checkpoint

We allow simple translation dictionaries in science and mathematics tests. We do not allow them in English and English as a second language tests.

### 5.1.7.3 Science papers

(a) Candidates must have the following materials in all science papers:

- ruler (300mm)
- protractor.

We do not list them on science question papers.

(b) You can give candidates graph paper if they ask for it.

(c) Candidates can use calculators in all science papers.

### 5.1.7.4 Mathematical tables

Candidates can only use mathematical or statistical tables that the syllabus allows or that are included in the 'Additional materials' section of the question paper. Candidates must have them for the whole exam.

### 5.1.7.5 Geography papers

Where a map is part of a question paper, candidates can use string and/or a magnifying glass if they want to.

## 5.1.8 Authorised and unauthorised materials

### 5.1.8.1 Authorised materials

- (a) In addition to stationery, materials and equipment in section 5.1.7, candidates can only take materials into the exam room if the instructions on the question paper, in the additional exam materials list or in the syllabus booklet say they are allowed.
- (b) 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 candidates follow our regulations on packaging and labelling (see below) and that other candidates are not disturbed.
- (c) The Head of Centre can decide whether to allow candidates to bring standard wrist watches into the exam room. If you allow this, invigilators must make sure candidates place the watches on their desk and that invigilators can see them.

### 5.1.8.2 Unauthorised materials

(a) Unauthorised materials are those that potentially enable or assist candidates to compromise the integrity of the assessment by:

- concealing information that may be relevant to the assessment
- sharing information about the assessment
- accessing information that may be relevant to the assessment.

**NEW** Unauthorised materials also include those that put the health and safety of others at risk. The following are examples of unauthorised materials:

- electronic devices with data storage and/or communication capabilities by any method. For example, mobile phones, cameras, e-readers, Bluetooth headsets, tablet or laptop computers and 'smart wear' such as smart glasses and smart watches
- revision notes of any kind
- calculator cases
- non-transparent pencil cases

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- any packaging with images or text on it (candidates should put food or drink in plain packaging)
- **NEW** weapons of any kind.

This list does not include every possible item.

Use your judgement by asking yourself whether the item potentially allows a candidate to hide or access information in the exam room or areas accessed by a candidate during an exam, including washrooms.

- (b) Candidates must switch off all electronic devices and leave them outside the exam room. They must leave other types of unauthorised material outside the exam room or give them to the invigilator before the exam begins. Invigilators must put the materials where candidates cannot see or reach them.
- (c) 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.
- (d) Having unauthorised materials in the exam room is a breach of our regulations and you must inform us using the relevant suspected malpractice form. See section 5.6 for further details.
- (e) You must contact us if candidates need medical monitoring devices in the exam room.

### Important information



The invigilator must report any problems with question paper security or exam conduct to the Head of Centre. The Head of Centre or Cambridge Associate must tell us about this straight away.

### 5.1.9 Starting the exam

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

- You must collect the blue question paper packets from the secure storage as close to the start of the exam as possible. Once these have been removed from secure storage they must not be left unattended at any time.

- When the candidates are seated, two members of staff must check they have **the correct blue question paper packet before opening it**.
- Before opening the packet, two staff members must check it is undamaged. They must also check the details on the label are correct. This includes checking the centre number, exam date, session, subject title, syllabus and component number are correct.
- When the blue question paper packet is opened, the front cover of the question paper will be visible through the transparent inner bag. Two members of staff must check again that the subject and component are correct. They should also check to make sure that the inner packet has not been opened and is undamaged before opening it.
- When these checks have been completed, the inner transparent bag can be opened and the question papers handed out to the candidates.
- If you find you do not have enough question papers, you must contact us immediately. If this is due to unauthorised entries and you do not have enough question papers, you should not allow the additional candidates to sit the exam. You must not photocopy, photograph or share any of the contents of the confidential exam material to make copies. This may be considered centre staff malpractice.
- 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, do not leave question papers unattended at any time. You must make sure that candidates do not open the question paper until the invigilator says they can do this (see section 4.6).
- You must read out a set of instructions before candidates are allowed to start working. The instructions are in our What to Say to Candidates in an Exam document. You can download it from [www.cambridgeinternational.org/examday](http://www.cambridgeinternational.org/examday). If you use your own script instead you must include the content of our document. You must read out all instructions in English. You can then repeat them in another language as long as the content and meaning are exactly the same.

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- Tell candidates to write their name, candidate number and centre number on any work they want to hand in. For listening tests, make sure candidates are given time to do this before the invigilator plays the audio file.
- You must tell candidates about any erratum notices.
- Unauthorised people who do not have a designated role in running the exam must not enter the exam room and must not have access to confidential materials in the exam room.

### 5.1.9.1 Opening the wrong question paper packet

If you open the wrong blue question paper packet by mistake, do not open the transparent inner bag and do not give the question papers to the candidates. Tell your Head of Centre and send us Exam Day – Form 11 straight away.

The Head of Centre must watch while you do the following:

- Do not reseal the blue packet. Take photographs of it.
- Put the opened blue packet in a large envelope.
- Write 'question papers', the syllabus and component code, and the date and time of the exam on the envelope.
- Seal the envelope.
- You must both sign over the seal to show you have 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
- 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.

Candidates may need Full Centre Supervision while you do this. You can then start the correct exam.

If you open the wrong blue question paper packet by mistake and then also open the transparent inner bag, you must follow the steps above.



### Administrative forms

Form available from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms)

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

### 5.1.10 Late arrivals

A candidate is a 'late arrival' if they arrive after one or both of the options below:

- after an exam has started
- after a period of Full Centre Supervision has started.

#### 5.1.10.1 Candidate arrives late but before the Key Time

- (a) You can decide whether to allow the candidate to take the exam. If they take it allow the full time.
- (b) If the exam has already finished and other candidates who have taken the exam are under Full Centre Supervision, do not allow the late candidate to communicate with them.
- (c) If you allow the candidate to take the exam you must follow our regulations in this section.
- (d) If you do not allow the candidate to take the exam mark them as absent on the attendance register.
- (e) You do not need to tell us about this late arrival.

#### 5.1.10.2 Candidate arrives late, after the Key Time but during the exam or a period of Full Centre Supervision

- (a) If the exam is still in progress, you can decide whether to allow the candidate to take the exam. If they take it allow the full time.
- (b) If a candidate arrives late for a period of Full Centre Supervision before an exam, but it is after the Key Time, you can decide whether to allow them to take the exam. Do not allow them to communicate with candidates already under Full Centre Supervision. You must supervise the late candidate separately in line with our regulations. See the 'Key Times and Full Centre Supervision' section.

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- (c) If you allow the candidate to take the exam you must follow our regulations in this section.
- (d) If the candidate arrives after the Key Time and you allow them to take the exam you must tell them that:
- you are reporting their late arrival to us (as in section 5.1.10.2(e))
  - we will mark their answer script
  - we may not accept their script however, and they may get 'NO RESULT' in the syllabus.
- If you allow the candidate to take the exam you must report this to us on the same day.
- (e) To report the late arrival email Exam Day – Form 3 to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). Include your centre number and 'Late Arrival' in the subject line. If you do not do this it may be malpractice. See section 5.6.



### Administrative forms

Form available from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms)

- Late Arrivals: Exam Day – Form 3

### 5.1.10.3 Candidate arrives late, after the Key Time, after the exam has finished

- (a) Do not allow the candidate to take the exam. Mark the candidate as absent on the attendance register.
- (b) You do not need to tell us about this late arrival.

### 5.1.10.4 Candidate arrives late for a timetabled listening exam

Follow the relevant regulations in sections 5.1.10.1 to 5.1.10.3. If you decide to allow the candidate to sit the exam you must also do one of the following:

- Keep the candidate under Full Centre Supervision until the other candidates have finished the exam and left the room. Do not allow the late candidate to communicate with other candidates who have already taken the exam or who are under Full Centre Supervision. You must supervise the late candidate

separately in line with our regulations. Please see the 'Key Times and Full Centre Supervision' section. You can then start the audio file from the beginning for the late candidate.

- If you have a spare audio file for the exam, the candidate can take the exam in a separate room with a separate invigilator. This room must meet our regulations in section 4.5.

### 5.1.10.5 Candidate arrives late for an assessment where we do not apply Key Time regulations (windowed exams) within the exam window

- (a) You do not need to report late arrivals for windowed exams to us.
- (b) You can decide whether to allow the late candidate to take the assessment or mark them as absent.
- (c) For windowed speaking tests, if you allow the candidate to take the test, you must also follow the regulations in section 3.4.9.



### 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 can attend. If they can, ask the parents/guardians/carers to supervise the candidate at all times. They must not communicate with anyone until a member of centre staff meets them.

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### 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 at all times. They must not read through any question papers. See section 4.6.

#### 5.2.2 Practical exams

During a practical exam, candidates may need to move around and invigilators may need to tell them what to do. **NEW** Invigilators must limit this to what is essential and must not help or assist candidates with answers.

#### 5.2.3 Leaving the room while the exam is in progress

If candidates need to use the washroom during the exam, they must be accompanied by a member of staff. This can be an invigilator as long as the ratio of invigilators to candidates is maintained.

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:

- Before any candidate leaves the exam room, you must collect their answer script and question paper. See section 5.3.1.
- Candidates can be allowed to leave the exam room but must be kept under Full Centre Supervision until the Key Time has passed. See section 5.3.2.
- 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 you must keep them under exam conditions. See section 5.3.2.

#### 5.2.4 Irregular conduct

- (a) Wherever possible, the invigilator must remove and keep any unauthorised materials they find in the exam.

- (b) The Head of Centre must tell us as soon as possible if our regulations have not been followed. They can tell a candidate to leave the exam room, but only if it is essential or if the candidate would disrupt others. If you tell a candidate to leave the room you cannot apply for special consideration.
- (c) A candidate may be disqualified if our regulations are not followed. Only we can decide this. See section 5.6.

#### 5.2.5 Emergencies

In an emergency the safety of candidates and staff is the most important thing. If it is safe and practical, invigilators should do the following to keep the exam secure:

- If necessary evacuate the exam room.
- Fully supervise candidates so they cannot communicate with anyone or access information.
- Make sure 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 restarts, mark on the candidates' work where the interruption happened, if possible.
- 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, you could take them to another room to finish the exam. Also take the question papers and scripts.
- Send us a full report of the incident and what you did straight away by emailing [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) with 'Exam Day Emergency – (centre number)' in the subject line.

#### 5.2.6 Five-minute warning

You must tell candidates when there are five minutes of the exam left. The invigilator must read out the 'Five-minute warning' section from our What to Say to Candidates in an Exam document. You can download it from [www.cambridgeinternational.org/examday](http://www.cambridgeinternational.org/examday). If you use your own script instead you must include the content of our document. You must read out all instructions in English.

## Section 5: Exam day continued

You can then repeat them in another language as long as the content and meaning are exactly the same.

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



### Important information

**Multiple-choice answer sheets for foreign language and English (as an additional language and as a second language) listening and reading exams**

Candidates taking the following syllabuses and components will submit their answers on a multiple-choice answer sheet. They will not submit them on the question paper. **This will include the listening and reading components for some syllabuses.**

- Cambridge IGCSE:
  - English (as an Additional Language) (0472/01) and (9–1) (0772/01)
  - English as a Second Language (Speaking Endorsement) (0510/02) and (9–1) (0993/02)
  - English as a Second Language (0511/02) and (9–1) (0991/02)
  - French (0520/01) and (9–1) (7156/01)
  - German (0525/01) and (9–1) (7159/01)
  - Spanish (0530/01) and (9–1) (7160/01)
  - Italian (0535/01) and (9–1) (7164/01)
  - Arabic (0544/01)
  - Malay (0546/01)
  - Mandarin Chinese (0547/01).
- Cambridge IGCSE Core:
  - English as a Second Language (0465/02).
- Cambridge O Level:
  - French (5020/01)
  - German (5025/01)
  - Spanish (5030/01).



### Important information (continued)

- Cambridge International AS Level:
  - Spanish (8022/01, 02)
  - **NEW German Language (8027/01, 02)**
  - **NEW French Language (8028/01, 02)**
  - Chinese Language (8238/01, 02).
- Cambridge International A Level:
  - Spanish Language & Literature (9844/01)
  - Chinese Language & Literature (9868/01)
  - **NEW German Language & Literature (9897/01)**
  - **NEW French Language & Literature (9898/01).**

**Important:** At the end of the **listening** test, candidates have six minutes to transfer their answers from the question paper onto the multiple-choice answer sheet.

There is more information about multiple-choice answer sheets on our website, including a sample which you can share with your teaching colleagues, candidates and invigilators so they know what to expect on exam day: [www.cambridgeinternational.org/multiple-choice](http://www.cambridgeinternational.org/multiple-choice)

For candidates taking Cambridge IGCSE Arabic (0544/01), the answer options on the question paper are listed from right to left on the page. However, the answer options on the generic multiple-choice answer sheet are listed from left to right. Make sure your candidates are aware of this before the exam, and that they understand how to complete the multiple-choice answer sheet correctly.

You should not return the question papers to us. The multiple-choice answer sheets must be returned in the script packet envelope provided. See section 5.4 for instructions on packing and sending scripts.

Where component '01' is mentioned, it includes all variants of component '01' where applicable. For example, 11, 12, 13.

**Where component '02' is mentioned, it includes all variants of component '02' where applicable. For example, 21, 22, 23.**

For more information and to see a sample multiple-choice answer sheet go to [www.cambridgeinternational.org/multiple-choice](http://www.cambridgeinternational.org/multiple-choice)

## Section 5: Exam day continued

### 5.3 At the end of the exam

At the end of the exam the invigilator should read out the 'Finishing the examination' section of our What to Say to Candidates in an Exam document. You can download it from [www.cambridgeinternational.org/examday](http://www.cambridgeinternational.org/examday)

If you want to use your own script instead you must make sure it includes the content of our document.

If candidates arrive late and the invigilator allows the full time to take the exam (see section 5.1.10), they should stop writing after the extra time.

#### 5.3.1 The end of the exam

- (a) Candidates must stay under exam conditions and in the exam room until the invigilator says they can leave.
- (b) If an exam ends before the Key Time, you must keep candidates under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a period of Full Centre Supervision you must tell us as it may be malpractice.
- (c) You must collect all exam materials at the end of the exam. Before you allow candidates to leave the room, you must check that the number of question papers and any other exam material at the end of the exam matches the number handed out at the start.
- (d) Use treasury tags or string to fasten together any continuation booklets or sheets of paper candidates want to hand in to be marked. Do not use staples or paper clips.
- (e) Invigilators must:
  - sort answer scripts into the order on the attendance register (candidate number order). **NEW** Scripts for absent candidates must not be included
  - check they have all the answer scripts and that candidates have used correct centre and candidate numbers
  - place answer scripts and any relevant access arrangement cover sheets in the script packet straight away and seal it in the exam room. The answer scripts must then immediately be given to the person responsible for sending them to us.

- (f) If the same exam is taking place in different rooms, invigilators from the smaller rooms should place the scripts in an envelope. This does not need to be sealed. They should take the scripts to be collated with the scripts from the other rooms. Or, one invigilator can collect the scripts from the different rooms. The answer scripts must be sealed in the script packet in one of the exam rooms.
- (g) You must store answer scripts in your secure storage until you send them to us.
- (h) Answer scripts are confidential between us and the candidate. Nobody is allowed to read or photocopy them before you send them to us, unless we ask you to do this.
- (i) Nobody is allowed to remove scripts from the exam room if they do not have permission. If this happens, you must email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) straight away. Warn the candidate that we may not accept their script.

#### 5.3.2 The 24-hour security rule

Candidates must not remove any question papers or question paper content from the exam room. This includes writing questions on statements of entry, typing question content into calculators, etc. This is not a complete list. You must apply the 24-hour rule to keep question papers and their contents secure.

All unused question papers, answer booklets and any other confidential exam material must be stored in your approved secure storage until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if you want to.

You must store all empty question paper packets in your approved secure storage until you receive certificates. We may need them to investigate suspected malpractice.

#### Practical tests for Cambridge International AS & A Level Information Technology (9626) and Cambridge International AS & A Level Computer Science (9618)

You must collect all question papers at the end of the test. Store them securely until 24 hours after the end of the test window. After this time you can dispose of the question papers or you can return them to candidates/centre staff.