



Checklist for invigilators

The exam room

- Check the walls do not have any display materials that could help candidates during the exam.
- Make sure all candidates in the room can see:
 - the time during the exam (clock)
 - a *Notice to Candidates* poster
 - the Centre number and start and finish time of the exam.
- There should be a copy of the current *Cambridge Handbook*, subject-specific instructions where necessary and a seating plan in the exam room.

Identifying candidates

- Make sure you can identify every candidate in the exam room.
- Check and verify private candidates' photo identification.

Before the exam (once the candidates are seated)

- Tell candidates they are now under exam conditions. Point out the *Notice to Candidates* poster.
- Open the question paper packets in the exam room. Check the front of the question paper for instructions about authorised materials, for example dictionaries and calculators.
- Tell candidates to give you any unauthorised materials and to switch off and hand in any mobile phones or other communication devices.
- Give out the question papers but tell candidates not to open them.
- Instruct candidates to write their name, candidate number and Centre number on the front of their answer booklets, answer sheets or question paper (if they are answering directly onto it).
- Read out the instructions on the front of the question paper and any erratum notices.
- Remind candidates to write in blue or black ink. UK candidates should write in black ink only.
- Tell candidates how much time they have and that you will give them a 5-minute warning before the end of the exam.
- Tell them to turn over their question papers and begin.

During the exam

- Complete the attendance register. If any candidates are not on the attendance register add their names to the bottom of the register.
- Refer to Part 5 of the *Cambridge Handbook* if a candidate arrives late or if anything unexpected happens.
- If you identify any malpractice during the exam inform the exams officer straight away.
- Be vigilant and move around the room. Watch the candidates at all times to make sure they do not cheat or distract other candidates.
- Only answer questions about information on the front of the paper.
- Do not give any advice to candidates – check with the exams officer if you are not sure.
- If a candidate needs to leave the room temporarily make sure they are accompanied by a member of staff.
- If a candidate leaves the room, without intending to come back, make sure they are taken to another room and kept under Full Centre Supervision until the Key Time has passed.
- Make sure no question papers are removed from the room.
- Tell candidates when 5 minutes remain.
- Inform candidates to stop writing at the end of the exam.



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

- Check and sign the attendance register.
- Tell candidates to check:
 - they have written their name, candidate number and Centre number on all their answer sheets
 - their answers are numbered correctly
 - they have fastened any supplementary sheets of paper to the back of their answer booklet, following the instructions on the front of the question paper.
- Collect all question papers, answer scripts and unused stationery.
- Tell candidates they can leave the room.
- Arrange the answer scripts in the order candidates appear on the attendance register.
- Give the scripts and attendance register to the exams officer.

Calculators and dictionaries

See Part 5 of the *Cambridge Handbook* for our regulations on using calculators and dictionaries.

Running exams with access arrangements

See our *Good Practice Guide* to help you prepare for exams that involve candidates using access arrangements and candidates with disabilities. The guide is available to download from www.cie.org.uk/examsofficers

Key Times and Full Centre Supervision

Key Time

The Key Time is a time, local to each country, for example 14.00, when all candidates must either be in an exam or under Full Centre Supervision.

- If the Key Time is before or after the exam keep candidates under Full Centre Supervision until the Key Time has passed – your exams officer may need you to help with this.
- If a candidate finishes early and wants to leave the room before the Key Time, they need to be kept under Full Centre Supervision until the Key Time passes.
- You need to know the Key Time for each exam you invigilate. Please check with your exams officer whether the Key Time is before, during or after the exam.

Full Centre Supervision

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

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

You can view an online tutorial on Key Times and Full Centre Supervision on the Cambridge website at www.cie.org.uk/examsofficers

Multiple-choice papers

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

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

Science practicals

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

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

ICT practicals

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