

4.6 Invigilator requirements

NEW This section sets out our regulations for invigilators.

- (a) Invigilators are the people in the exam room responsible for the conduct of an exam. They make sure exams are conducted according to our regulations and have a key role in making sure the integrity of the exam is maintained.

Invigilators:

- make sure candidates have the opportunity to demonstrate what they know and can do
 - make sure the security of the exam is maintained before, during and after an exam
 - prevent and report suspected malpractice
 - prevent administrative errors.
- (b) The Head of Centre must make sure suitably trained and experienced adults carry out invigilation.
- (c) The Head of Centre can decide who is suitable to be an invigilator; however, they cannot let any person who has an interest in a candidate invigilate an exam by themselves. If the Head of Centre decides to use parents/guardians/carers or relatives of a candidate, they must complete and return *Entries – Form 1* before they invigilate any exams. See section 2.1.5.
- (d) The Head of Centre **must** make sure that all invigilators know what is expected of them and are fully briefed and trained before carrying out invigilation. You must keep a record of the training given to invigilators until we issue certificates.
- (e) Invigilators must:
- be familiar with the regulations in Parts 4 and 5 of this handbook
 - be familiar with the contents of the Notice to Candidates and Candidate Warning poster
 - understand any specific regulations relating to the subjects being examined
 - give their full attention to the proper conduct of the exam by being present, mobile and attentive throughout the exam
 - inform the Head of Centre if they suspect malpractice, as detailed in section 5.6.
- (f) Invigilators must not perform any other task not related to the exam (for example, marking) in the exam room.
- (g) You must have a copy of the full handbook in the main exam room and a copy of Parts 4 and 5 in any other exam rooms.

(h) Invigilator numbers:

- (i) At least one invigilator must be present for every 30 candidates. You must make arrangements so that the invigilators can observe each candidate in the exam room at all times.
- (ii) For practical tests there must be one invigilator for every 20 candidates. A teacher of the subject should also be present. For practical tests for the following syllabuses please refer to section 5.7.4:
- Cambridge IGCSE ICT (0417)
 - Cambridge International AS & A Level Information Technology (9626).
- For all our Art & Design syllabuses, at least one invigilator must be present for every 30 candidates.
- (iii) When only one invigilator is present, they must be able to ask for assistance easily, without leaving the exam room or disturbing candidates. To do this, invigilators can use a mobile phone; however, an invigilator is only allowed a mobile phone in the exam room for this specific reason. The mobile phone must be kept on silent mode and **must not be accessible to candidates.**
- (iv) A teacher who has prepared the candidates for the exam must not be the only invigilator at any time.
- (v) A change of invigilators during an exam is allowed, as long as the number of invigilators in the room does not fall below the required number. You must keep a record of any changes in invigilators during the exam.
- (vi) Where there are both male and female candidates, you must make sure both male and female invigilators are available to take candidates to the washroom, if required. Where there is a sole invigilator, you must make sure the invigilator can contact a male and female member of staff without leaving the exam room or causing a disturbance to the candidates.
- (vii) For listening exams a member of staff who speaks the language of the test should be present to deal with any technical difficulties. This member of staff must not be counted as an invigilator.
- (viii) For practical tests, the supervisor must be counted as an invigilator.
- (ix) In exams where questions or passages must be read to candidates it is essential an invigilator is present as well as the reader.
- (x) A reader, scribe or practical assistant must not be counted as an invigilator.

- (i) Apart from a single device to ask for assistance, invigilators must not have access to any other form of external communication while in the exam room.
- (j) You must keep signed records of the following:
- actual start and finish times of your exams
 - periods of Full Centre Supervision
 - invigilators used to conduct each exam
 - any changes to invigilators during each exam
 - invigilator training records.

We may ask to see these records at any time until certificates are issued.

Extra guidance



You are responsible for conducting a training session with your invigilators before the exam, even if they are experienced. Download our PowerPoint presentation 'Invigilating Cambridge exams' from www.cambridgeinternational.org/beforetheexams. You can adapt it to train your invigilators or simply read it to refresh your own memory.

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 the 'Key Times and Full Centre Supervision' section and section 1.2.2 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. 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. 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.

You should keep a copy of all completed attendance registers. We may ask to see these at any time until we issue certificates.

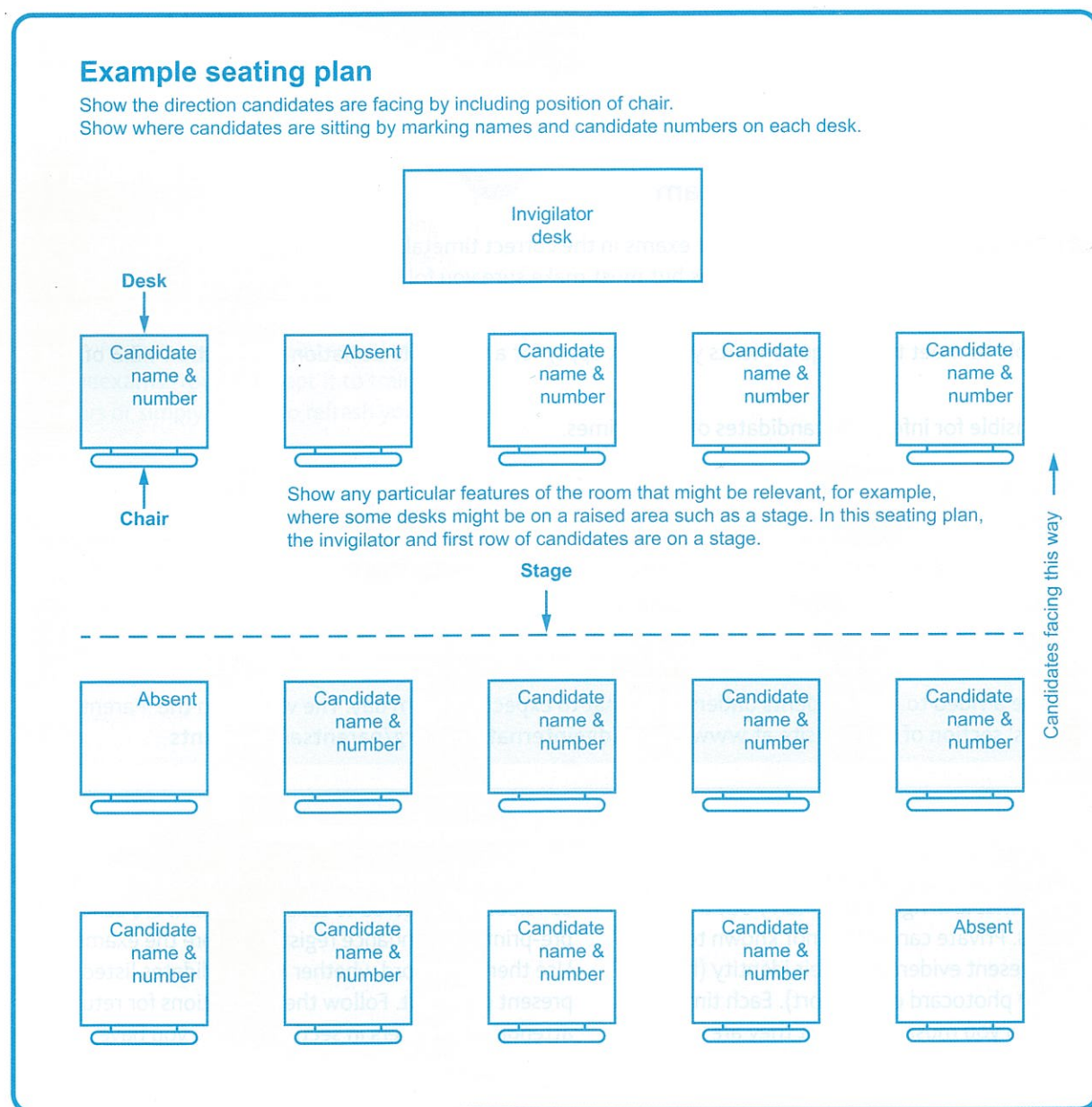
Extra guidance

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 list 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.

- 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:

- The calculator must be of a suitable size for use during an exam.
- 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.
- The working condition of the calculator is the responsibility of the candidate.
- The calculator must be silent, with a visual display only.
- We will not consider a calculator fault as justifying special consideration for the candidate.
- 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 should be checked by an invigilator to ensure that it does not contain any unauthorised information.
- 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.
- 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.
- 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.

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.

5.1.6.5 Geography papers

Where a map is used as part of a question paper, the use of string and/or a magnifying glass is permitted but not essential.

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 list 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 be considered malpractice. 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
- smart watches or any watch capable of electronic storage or communication.  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 them on their desk and that they are visible to invigilators in 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 blue question paper packet before opening it**.
- The front cover of the question paper will be visible through the transparent inner bag. Two members of staff must check again that they have the correct question papers before opening the transparent packet 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 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. 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 blue question paper packet in error, do not give the question papers to the candidates. Tell your Head of Centre, and complete and return *Exam Day – Form 11* immediately.

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

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

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

Administrative forms

Form available from
www.cambridgeinternational.org/forms

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

5.1.9 Late arrivals

A candidate is a 'late arrival' if they arrive:

- after an exam has started; and/or
- after a period of Full Centre Supervision has started.

Depending on the circumstances, follow the regulations in this section.

5.1.9.1 Candidate arrives late and it is before the Key Time

- (a) It is at your discretion whether you allow the candidate to sit the exam. If you decide to allow the candidate to sit the exam, then you should allow them the full time.
- (b) **NEW** If the exam has already finished and other candidates who have sat the exam are under Full Centre Supervision, the late candidate must not be allowed to communicate with them in any way.
- (c) If you allow the candidate to sit the exam you must follow our regulations outlined in section 5.
- (d) If you do not allow the candidate to sit the exam you should mark them as absent on the attendance register.
- (e) You do not need to tell us about this late arrival.

5.1.9.2 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, it is at your discretion whether you allow the late candidate to sit the exam. If you decide to allow the candidate to sit the exam, then you should allow them 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, it is at your discretion whether you allow the late candidate to sit the exam. The late candidate must not be allowed to communicate in any way with any other candidates already under Full Centre Supervision. The late candidate must be supervised separately in accordance with our regulations. See the 'Key Times and Full Centre Supervision' section for more information.
- (c) If you allow the late candidate to sit the exam you must follow our regulations outlined in section 5.
- (d) If the candidate arrives after the Key Time has passed and you allow the candidate to sit the exam you must tell the candidate that:
 - you are reporting their late arrival to us (as outlined in section 5.1.9.2 (e))
 - their answer script will be marked by us; however
 - we may not accept their script as valid and therefore they may get 'NO RESULT' in the relevant syllabus.

If you allow the candidate to sit the exam you must report this to us on the same day.

- (e) To report the late arrival to us complete *Exam Day – Form 3* and send it to info@cambridgeinternational.org. Include your centre number and 'Late Arrival' in the subject line. If you do not do this, it may be considered centre staff malpractice. See section 5.6 for more information.

Administrative forms

Forms available from
www.cambridgeinternational.org/forms

- Late Arrivals: Exam Day – Form 3

5.1.9.3 Candidate arrives late, after the Key Time, after the exam has finished

- (a) The late arrival must not be allowed to sit the exam. Mark the candidate as absent on the attendance register.
- (b) You do not need to tell us about this late arrival.

5.1.9.4 Candidate arrives late for a timetabled listening exam

Follow the relevant regulations outlined in sections 5.1.9.1–5.1.9.3. If you decide to allow the candidate to sit the exam you must also follow one of these arrangements:

- Keep the candidate under Full Centre Supervision until the other candidates have finished the exam and left the room. The late candidate must not be allowed to communicate in any way with any other candidates who have already sat the exam or who are under Full Centre Supervision. The late candidate must be supervised separately in accordance with our regulations. Please see the 'Key Times and Full Centre Supervision' section for more information. You can then start the CD from the beginning for the late candidate.
- If you have a spare CD for the exam, the candidate can take the exam in a separate room with a separate invigilator. This room must meet our regulations outlined in section 4.5.

5.1.9.5 Candidate arrives late for an assessment where Key Time regulations are not applied (windowed exams) within the exam window

- (a) You do not need to report late arrivals for windowed exams to us.
- (b) It is at your discretion whether you 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 outlined in section 3.4.8.

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.

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:

- 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

- Wherever possible, the invigilator must remove and keep any unauthorised materials discovered in the possession of a candidate in the exam.
- 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.
- 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

- All answer scripts, question papers and any other exam material must be collected and accounted for before candidates are allowed to leave the room.
- 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.
- 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.
- 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.
- Answer scripts must be placed in secure storage until they are despatched to us.
- Answer scripts are confidential between the candidate and Cambridge International. They must not be read or photocopied by any person before sending, unless we request this.
- Scripts must not be removed from the exam room by candidates or unauthorised persons. If this happens, you must tell us immediately by emailing info@cambridgeinternational.org. The candidate should be warned we may not accept their script.

5.3.2 Collecting question papers

- You must store all empty question paper packets securely until certificates are issued. We may need them for investigations into suspected malpractice.
- 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 in your secure storage area 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 48 hours after the exam date. See section 5.7.4.2.

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

You must securely store all unused question papers for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint qualifications and all Cambridge 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 in your secure storage area 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.

5.4 Packing and despatching scripts

You are responsible for packing scripts using the correct packaging and bar-coded labels.

Send us your scripts as soon as possible after each exam. If you cannot send them daily, you must despatch all your scripts at least once a week.

Chk You must make sure Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint scripts reach us by the deadlines shown in section 5.4.2.

Keep your scripts in a secure place before sending them. Remember that candidates' answer scripts are confidential and should not be read or photocopied by anyone before you send them to us.

For packing and despatching internally assessed samples see section 3.6. For instructions on submitting Cambridge Global Perspectives work, see section 3.7.

5.4.1 Packing scripts

We provide materials for packing, labelling and despatching scripts: attendance registers, script packets, bar-coded labels and labels for courier despatches.

Please follow these steps when packing scripts.

- 1 Invigilators need to complete and sign the attendance register. Add the details of any candidates not printed on the attendance register to the bottom. If you need a blank copy of an attendance register use *Exam Day – Form 1*.
- 2 Check each script against the attendance register to make sure there is a script for every candidate marked as present.
- 3 If a candidate has used a scribe, word processor, practical assistant or transcript, attach the relevant cover sheet to the front of the script using a treasury tag or string, not paperclips or staples. Download the cover sheets from www.cambridgeinternational.org/forms
- 4 Place the scripts and the corresponding attendance register in a script packet. Do not put any other material in the script packet, except if you are including a cover sheet for one or more candidates (see point 3, above). Requests for special consideration should be made using either the 'Special consideration' area of **CIE Direct** or *Exam Day – Form 7*.
- 5 Pack the scripts for different components in separate packets so they match the syllabus and component number printed on the label. Seal the script packets and attach the correct bar-coded labels to each packet. These labels identify the contents of each script packet. The labels are in timetable date order with the labels for non-timetabled components printed first.

Remember:

- If one packet is not large enough, you can use two or more packets. Put the bar-coded label on the first packet and number each of the packets

(for example, 1 of 4, 2 of 4). Show the candidate number range on each packet; you do not need to split the attendance register. Place the register for the candidate range stated on the bar-coded label in the first packet. You can then tape the packets together that relate to the bar-coded label. If you have lots of entries for an exam, you may receive more than one label. If you do, pack the scripts so they match the candidate number range on the label. Split the attendance register so it matches the candidate number range stated on the bar-coded label.

- You will receive labels which are pre-printed with candidate number ranges. The scripts you include in each packet must match the candidate number range on the label you attach to the outside of each packet.
- **Chk** For each component of Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint, you will receive one label for every 120 candidates. If you have more than 120 scripts, pack the first 120 scripts in one packet with the first label and the remaining scripts in another packet with the second label. Split the attendance register so it matches the scripts in each packet.
- If all the candidates for a component are absent, you still need to complete and enclose the attendance register in the script packet, attach the bar-coded label and return it to us.
- Do not use any bar-coded labels from previous exam series.
- Do not write anything on the bar-coded label or cover it with tape, other labels or anything that would conceal or damage the barcode.
- **NEW** If you do not have a bar-coded label write the following information on the packet: centre number, syllabus number, component number, number of scripts and candidate number range.