



**Cambridge Assessment
International Education**

Invigilating Cambridge exams 2021

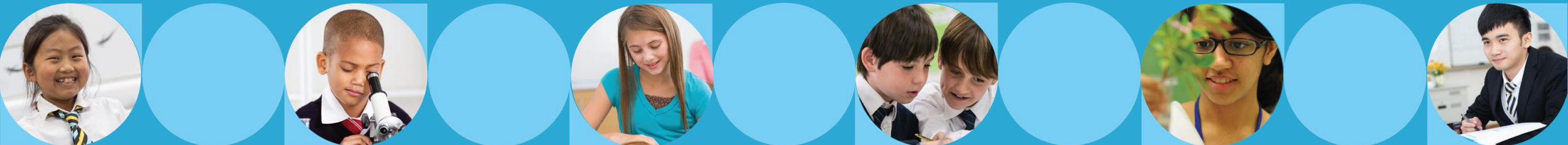
A training presentation for exams officers to train invigilators

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June 2021 Exam Session



Contents slide

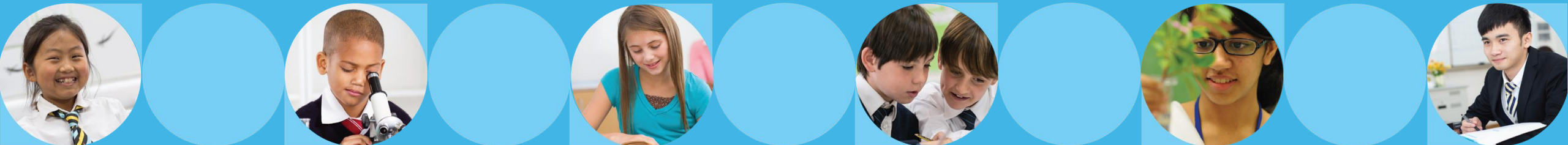
- ▶ Your role and responsibilities.
- ▶ Cambridge International's key concepts.
- ▶ How to invigilate Cambridge exams.

Covid-19 pandemic

- ▶ This training relates to our usual regulations and guidance for administering Cambridge exams. It does not include any changes to our processes which we have made because of the Covid-19 pandemic.
- ▶ Your exams officer will keep you up to date with any information about delivering our exams in your centre and provide you with any supplementary guidance we may produce.
- ▶ You must follow our regulations and your local government arrangements on social distancing when running exams. If you have any questions please ask your Exams Officer(s) or Program Coordinator.

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Invigilator role and responsibilities



What is an invigilator?

- ▶ Invigilators are the people in the exam room responsible for the conduct of an exam.
- ▶ You:
 - ▶ make sure the exam follows our regulations
 - ▶ keep the exam secure before, during and afterwards
 - ▶ prevent and report suspected malpractice
 - ▶ prevent administrative errors.

Why we need invigilators

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

Your responsibility as an invigilator

- ▶ As an invigilator you must:
 - ▶ understand the regulations in sections 4 and 5 of the *Cambridge Handbook*
 - ▶ understand the Key Time and Full Centre Supervision regulations
 - ▶ be familiar with the Notice to Candidates and Candidate Warning poster
 - ▶ understand any specific regulations relating to the subjects being examined
 - ▶ give your full attention to the conduct of the exam and move around the room
 - ▶ tell the Head of Centre if you suspect malpractice
 - ▶ follow any additional rules relating to social distancing during the Covid-19 pandemic.

Number of invigilators

Exams including art & design	At least 1 invigilator to 30 candidates
Practical tests including ICT tests and science practicals	At least 1 invigilator to 20 candidates Minimum of 2 invigilators even if under 20 candidates At least one invigilator should be a subject specialist
Full Centre Supervision	At least 1 supervisor to 30 candidates
Separate invigilation	For candidates with specific needs in a separate room: 1 invigilator to 1 candidate

What you need in the exam room

Cambridge Handbook 2021

Regulations and guidance for administering Cambridge exams

Includes:

- Cambridge IGCSE™
- Cambridge O Level
- Cambridge International AS & A Level
- Cambridge Primary Checkpoint and Lower Secondary Checkpoint.

Valid for exams in 2021

Key Times and Full Centre Supervision

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

What are Key Times?

Key Times are a defined point in a timetabled session when candidates must be in the exam or under Full Centre Supervision. Candidates must take their exams in the correct timetabled session. You can start the exam any time within the session, but you must follow our Key Time and Full Centre Supervision regulations.

Why are Key Times important?

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

What are my Key Times?

Your Key Times are based on your centre's location. You must visit our website before each exam series (www.cambridgeinternational.org/keytimes) so that you know your Key Times.

Who is responsible for implementing Key Times?

The Head of Centre must make sure that all staff involved in the administration of our exams understand and can correctly implement Key Times and Full Centre Supervision. You must keep records of your exam timetable, including any periods of Full Centre Supervision. We may ask to see these at any time until we have issued certificates.

How do I use Key Times?

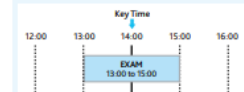
You can choose when your exams start within the timetabled session; however, you must make sure your candidates are in the exam or under Full Centre Supervision at the Key Time.

- We timetable all our exams in morning and afternoon sessions (and an evening session for administrative zones 4 and 5).
- You have a Key Time for each session.

Examples

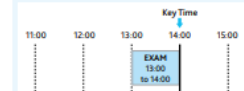
These are examples only, and are not necessarily the same as the Key Times for your centre. We have used the same Key Time in each example to show the different ways you can structure your exams around your Key Times.

Example 1: The Key Time is in the middle of the exam. The exam starts at 13:00 and finishes at 15:00.



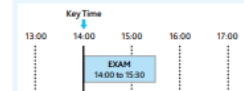
Candidates are in the exam at the Key Time, therefore they do not need to be under Full Centre Supervision before or after the exam. When the exam finishes, candidates can leave the exam room.

Example 2: The Key Time is at the end of the exam. The exam starts at 13:00 and finishes at 14:00.



Candidates must not leave the exam before the Key Time. If an exam ends at the Key Time, candidates can leave the exam room shortly after, as soon as the Key Time has passed. They do not need to be under Full Centre Supervision before or after the exam.

Example 3: The Key Time is at the start of the exam. The exam starts at 14:00 and finishes at 15:30.



Candidates are in the exam at the Key Time and do not need to be under Full Centre Supervision either before or after the exam. When the exam finishes, candidates can leave the exam room.

Key Times and Full Centre Supervision
1. Preparation
2. Entries
3. Coursework and moderation
4. Before the exams
5. Exam day
6. Results and certificates
7. Appeals, Regulations and guidance

4 Before the exams

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4.1 Forecast grades

You must submit forecast grades for all your candidates.

A forecast grade is the grade the teacher expects a candidate to achieve for each syllabus they are entered for. It is not the teacher's assessment of the quality of the candidate's work during the course, or of their effort.

Where the candidate has already partly completed a qualification in an earlier series (for example, a Cambridge International AS Level), the forecast grade should relate to the overall qualification, including the part already assessed.

We use forecast grades to:

- decide syllabus grade thresholds
- help adjust marks if you have applied for special consideration
- carry out checks before we release results.

If you do not submit forecast grades you will disadvantage your candidates. We cannot apply these quality assurance processes without them.

Cambridge Primary Checkpoint and Lower Secondary Checkpoint

You do not need to submit forecast grades for Cambridge Primary Checkpoint and Lower Secondary Checkpoint.

The 'Administer Exams' section of Direct will ask you to submit forecast grades. You can ignore this message or submit a forecast grade of 'X' (meaning 'no forecast grade') for your candidates if you prefer.

4.1.1 How to submit forecast grades

There are two ways you can submit forecast grades: through Direct or using our Forecast Grade Form.

Direct For Cambridge IGCSE (9–1) forecast grades you must use Direct. Whichever method you choose, submit them before or by the relevant deadline.

Direct

You can submit your forecast grades through Direct as soon as your entries have been processed.

After 20 minutes of inactivity you will be automatically logged out of Direct.

- 1 Go to your 'Dashboard' in the 'Administer Exams' section and click on the 'Forecast grades' link in the relevant series. You will see a list by syllabus of all the candidates you need to submit forecast grades for. Or you can submit your forecast grades all together using the 'Import Grades' area of Direct.

- 2 Choose the correct forecast grade for each syllabus and candidate.
- 3 If you cannot forecast a grade for a candidate, for example a private candidate, or an ICE or AICE group award, enter 'X' in the 'Forecast Grade' column (meaning 'no forecast grade').

4 Before you submit them, run a report to check all the grades you have entered. Click 'Download CSV' in the 'Forecast grades' tab. It is important that you do this, because once you have submitted a grade you cannot change it through Direct.

5 To change a forecast grade you have already submitted email info@cambridgeinternational.org

- 6 Associate Centres should submit their forecast grades to their Cambridge Associate and let them know the grades are ready to approve and submit to us.

5 Exam day

In this section

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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 section 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 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
- 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/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. 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. 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. 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

What you need in the exam room

WARNING



NO unauthorised materials in the exam room. For example:

NO mobile phones

NO smartwatches

NO technology with communication or storage

NO unauthorised notes or revision materials

If you have unauthorised materials you could be

DISQUALIFIED

This poster must be displayed both inside and outside each exam room and be visible to all candidates

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Version 3

Notice to Candidates

You must:

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

You must not:

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

If you are in any doubt speak to an invigilator.

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

This poster must be displayed both inside and outside each exam room and be visible to all candidates



Version 3

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What to say to candidates in an exam

To make sure all Cambridge candidates have the same exam experience you must read aloud our instructions at the start and end of the exam. This guide tells you exactly what to say and when.

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

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

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

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

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

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

Extra guidance

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

Answering on the
question paper



Answering on answer
sheets or in a booklet



Answering on multiple choice
answer sheets



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Exam day checklist

Exams officers

This is a guide for exams officers and their invigilators. Use it to check you are ready for each exam and that you are following all our regulations.

1. Before the exam starts

Make sure:

- the exam room is set up properly
- your invigilators are fully briefed
- you have any additional materials the candidates need.

Use the checklist below to make sure you and your invigilators are fully prepared. If you are unsure about any of the points below see Parts 4 and 5 of the *Cambridge Handbook*.

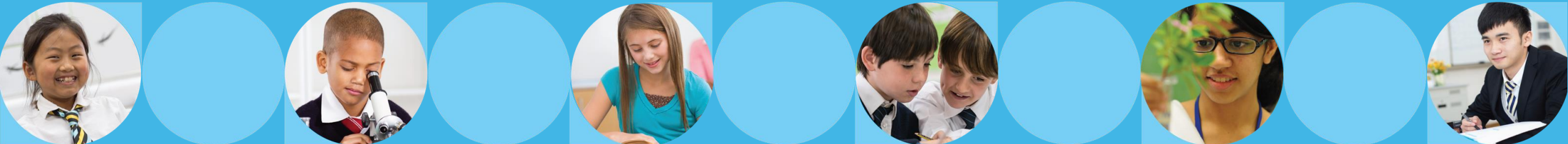
- The exam is correctly scheduled so that the candidates will be in the exam or under Full Centre Supervision at the Key Time.
- The conditions in the exam room are suitable (heat, light, noise, cleanliness).
- The *Notice to Candidates* and *Candidate Warning posters* are displayed both inside and outside the exam room.
- Any display material which might be helpful to candidates has been covered up (e.g. periodic tables, maps).
- The desks are correctly placed and the spacing in between is correct.
- The type of desk in the exam room is suitable (for example, there is enough space on the desks for everything the candidates need).
- Candidate numbers are displayed on the desks.
- A clock can be seen from each candidate's desk.
- There is a copy of the *Cambridge Handbook* in the main exam room and a copy of parts 4 and 5 of the *Handbook* in all other exam rooms.
- I have the right number of invigilators for the number of candidates sitting the exam and they have a means of calling for assistance if needed without disturbing candidates.
- All the invigilators have been trained and are clear about what they need to do.
- I have the correct question paper packet(s) and other materials for the exam
- Question paper packets and other confidential materials are kept unopened in secure storage until just before the exam.

Exam day checklist

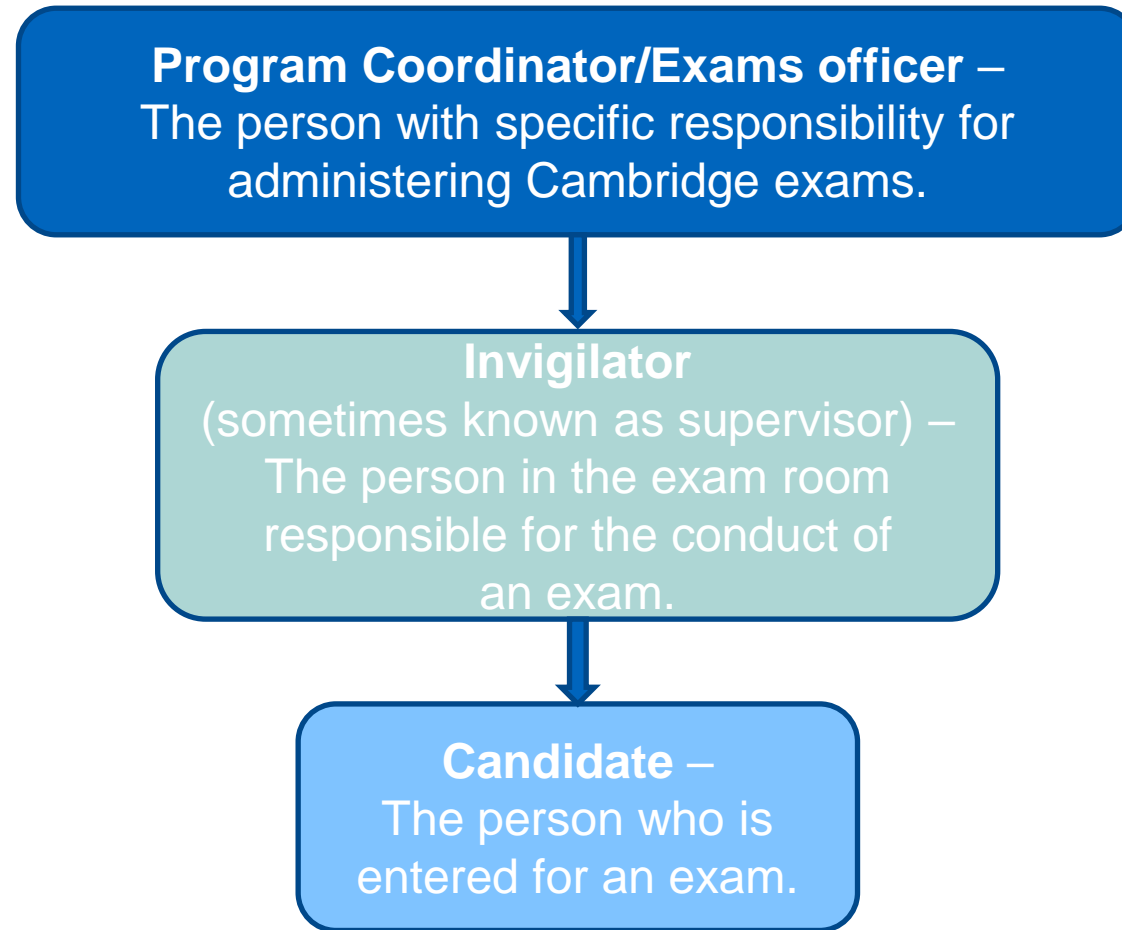
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Cambridge International key concepts



Who is who in an exam



Candidates with access arrangements

- ▶ Extra time
 - ▶ Small Group/Individual Setting
 - ▶ Modified papers
 - ▶ Word processors
-
- ▶ The exams officer and centre will tell you if there are any candidates using access arrangements in an exam.

Key Times

- ▶ Key Times are a defined point in a timetabled session when candidates must be in the exam or under Full Centre Supervision.
- ▶ Cambridge International specifies the Key Times.
- ▶ Our Key Times are based on our centre's location.
 - ▶ **SAHS Key Times: AM Exam = 9:00am, PM Exam = 1:00pm**
- ▶ Key Times are important because they prevent confidential exam information being shared:
 - ▶ with our candidates before their exams, or
 - ▶ by our candidates after their exams.
- ▶ Everyone involved in administering and conducting exams must understand and correctly implement Key Times and Full Centre Supervision.

Full Centre Supervision

Candidates can:

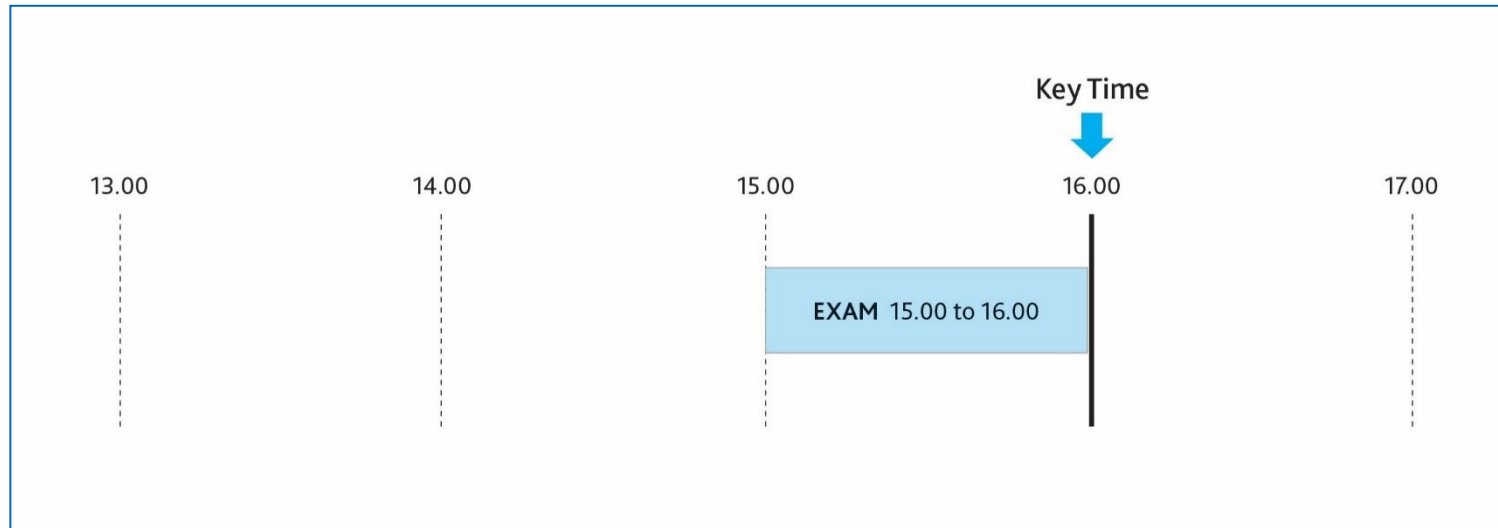
- ▶ be kept under Full Centre Supervision in the exam room or any other suitable room
- ▶ have access to books and revision notes during Full Centre Supervision
- ▶ talk to each other, as long as they do not disturb other candidates.

Candidates must not:

- ▶ communicate with anyone who is not under Full Centre Supervision or anyone who has already sat the exam
- ▶ have access to any communication device with or without access to the internet.

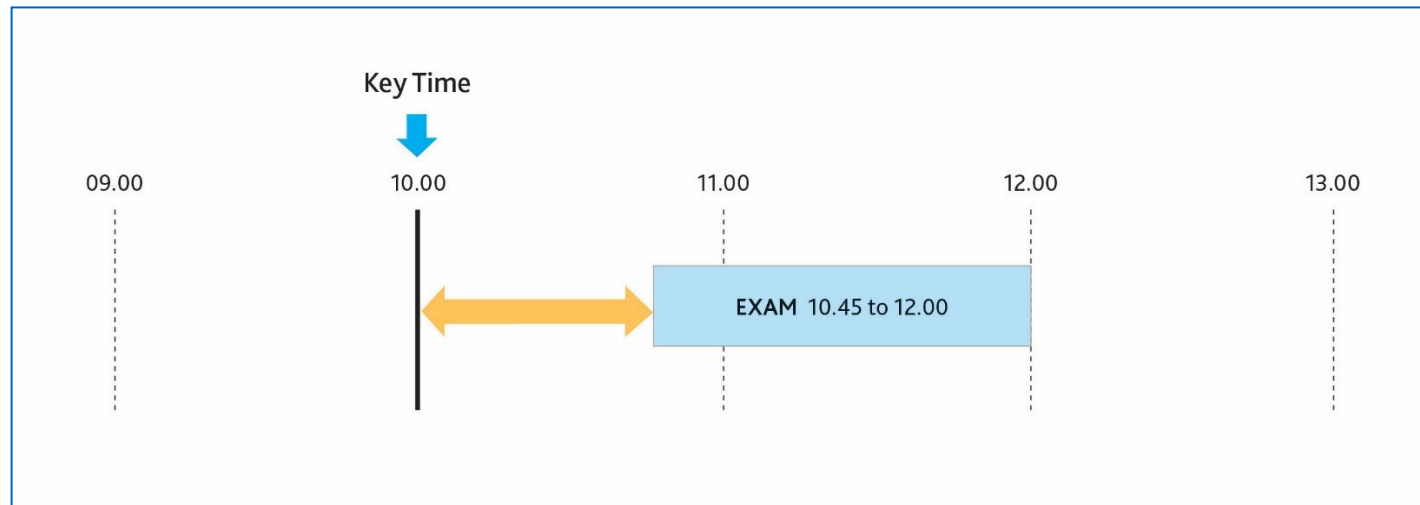
Key Time scenario 1

Is Full Centre Supervision required in this scenario?



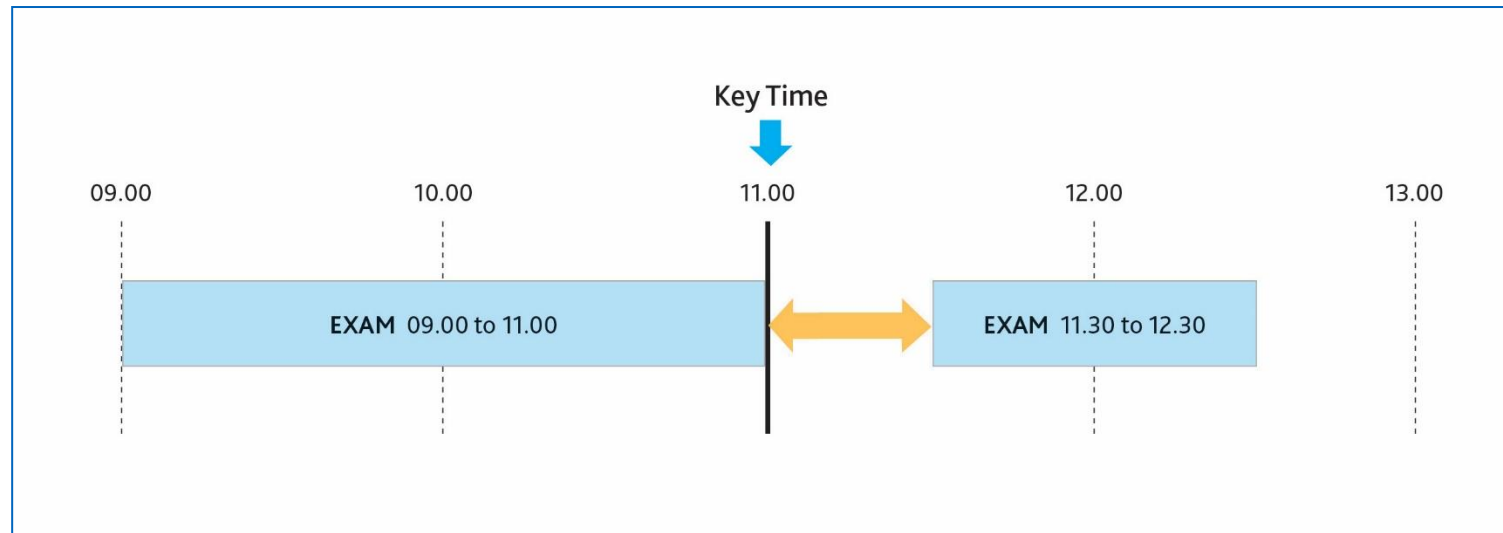
Key Time scenario 2

Is Full Centre Supervision required in this scenario?



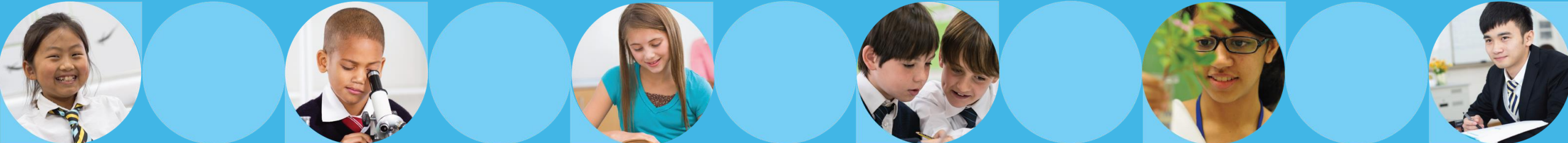
Key Time scenario 3

Is Full Centre Supervision required in this scenario?



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Dealing with the unexpected



Late arrivals

- ▶ Late before the Key Time:
 - ▶ You can decide to allow the candidate into the exam.
 - ▶ You do not need to tell the exams officer.
- ▶ Late after the Key Time:
 - ▶ You can decide to allow the candidate into the exam.
 - ▶ Warn them Cambridge International may not accept their script.
 - ▶ Record the reason for being late, plus arrival, start and finish times.
 - ▶ Tell the exams officer.
- ▶ Late after the exam has finished:
 - ▶ Do not allow the candidate to take the exam.
 - ▶ You do not need to tell the exams officer.

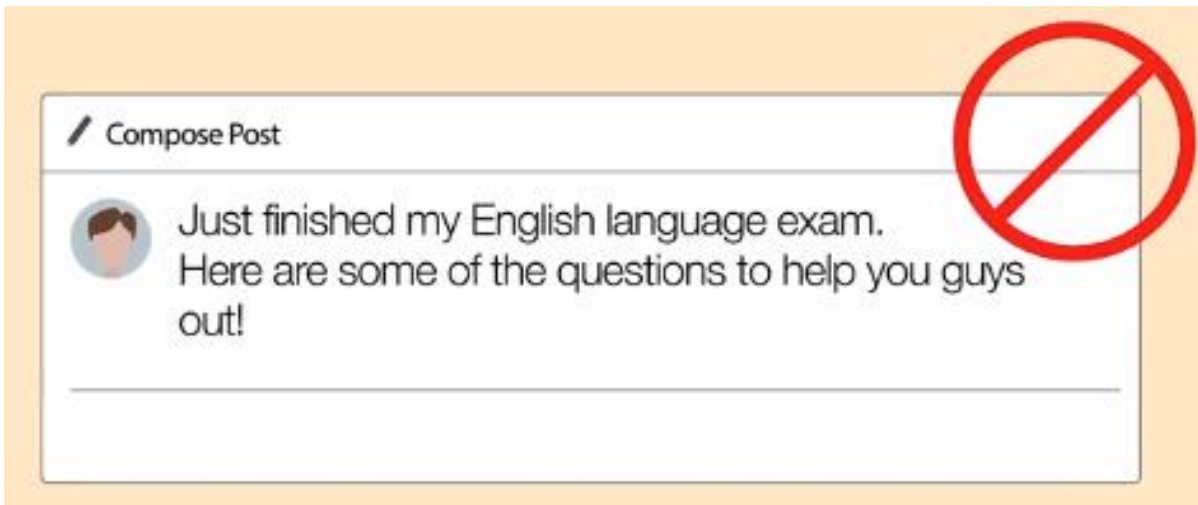
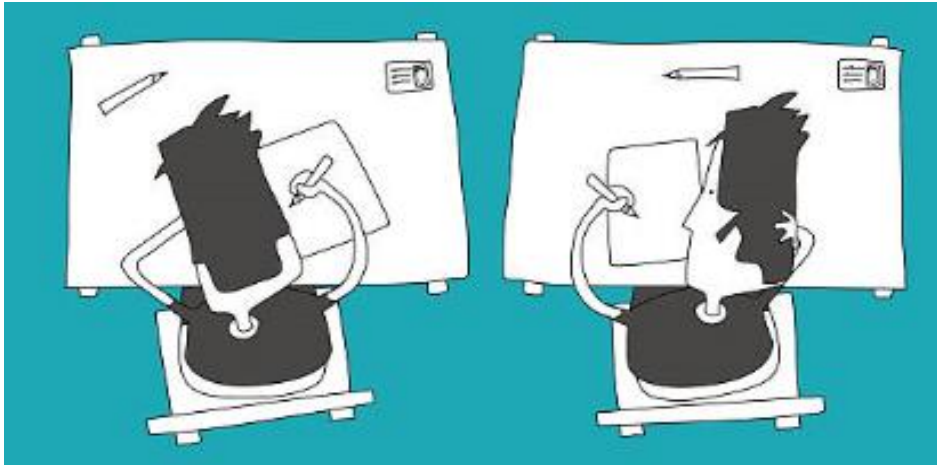
Emergency situations

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

Malpractice

- ▶ Malpractice is any action that breaks Cambridge regulations and potentially threatens the integrity of their exams and certification. Malpractice can happen before, during or after timetabled exams or other assessments.
- ▶ Malpractice can be:
 - ▶ intentional and aim to give an unfair advantage in an exam or assessment
 - ▶ caused through carelessness, forgetfulness or ignorance of the regulations.
- ▶ A variety of individuals could be involved in malpractice, for example:
 - ▶ candidates
 - ▶ centre staff
 - ▶ other third-party individuals.

Malpractice

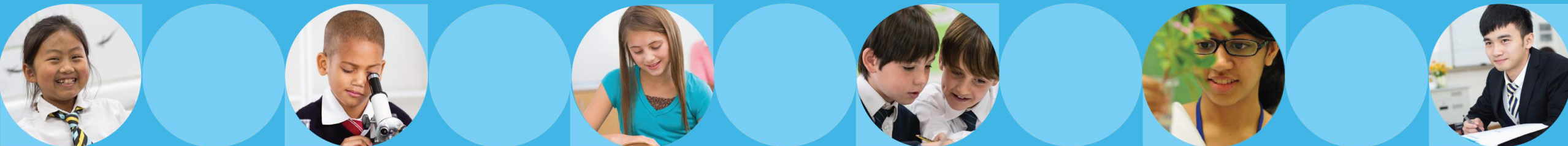


Special consideration

- ▶ Special consideration is a post-exam adjustment made to a candidate's mark, by Cambridge International, to make allowances for some adverse circumstances.
- ▶ Circumstances can include:
 - ▶ illness
 - ▶ bereavement
 - ▶ temporary injury.
- ▶ Talk to the Program Coordinator/exams officer if you think a candidate is eligible for special consideration.

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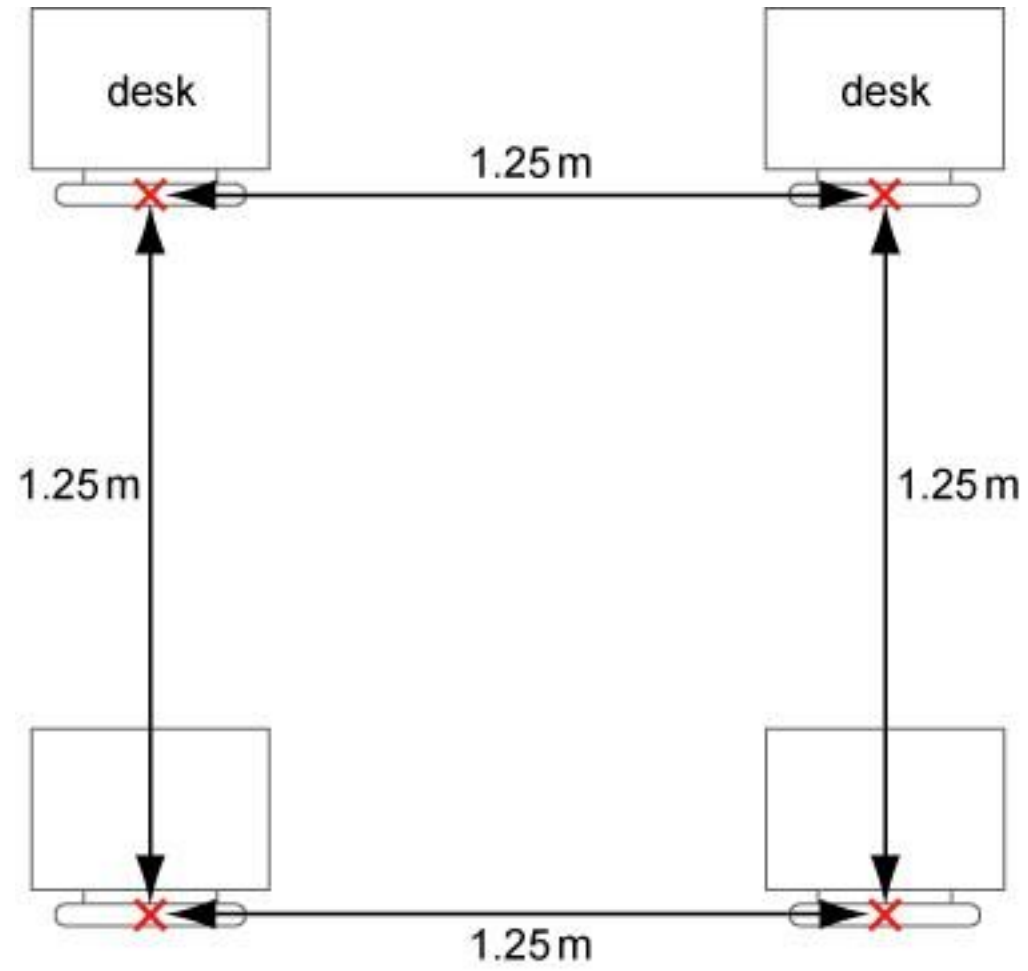
Before the exam



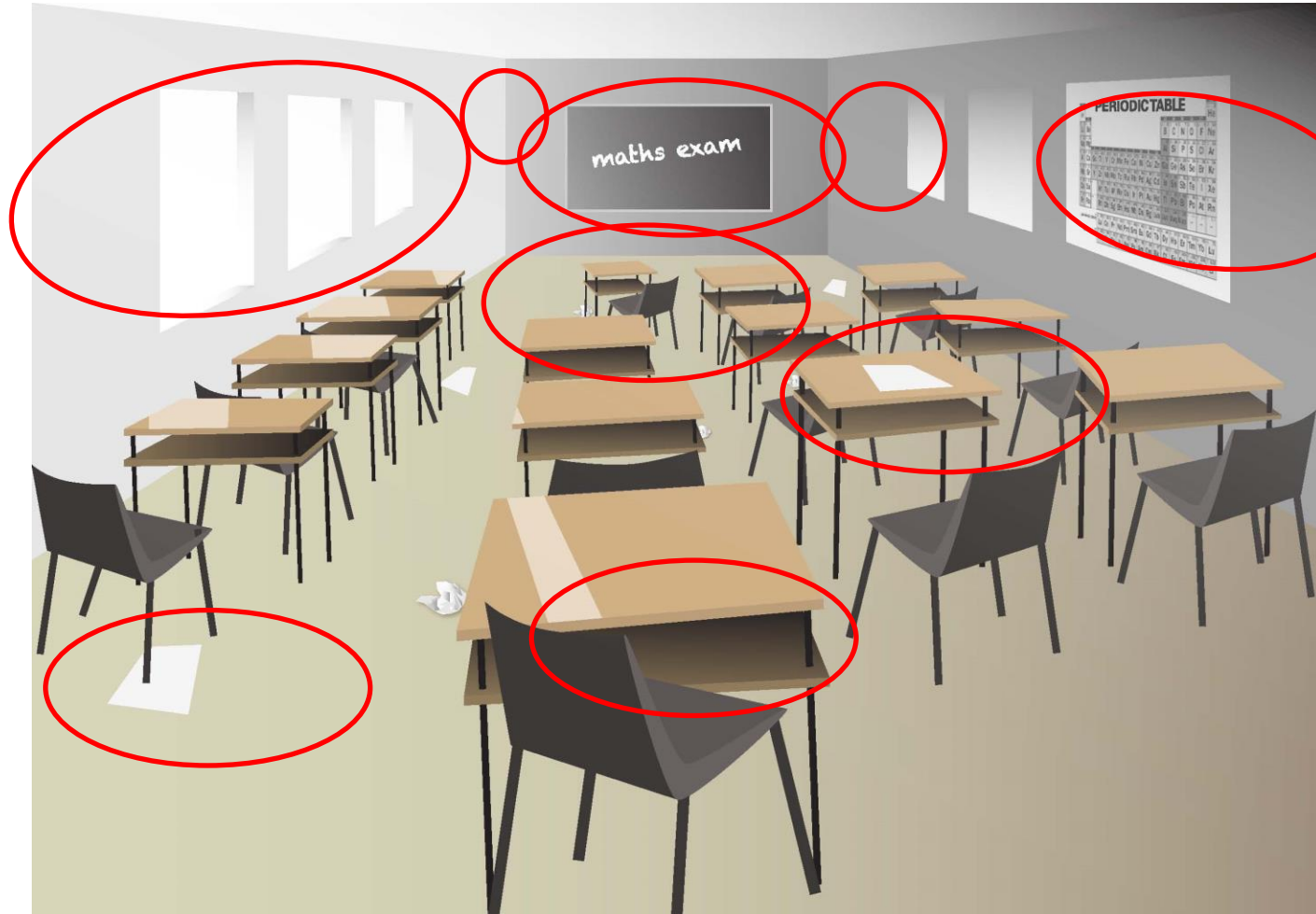
Centre-specific information

- Invigilator Script
 - This will be read by the “Head Invigilator” in the room – not the volunteer Invigilators
 - [Invigilator Script Master](#)
- Exam Room Set up
 - Please read and be familiar with duties expected of a volunteer to make sure the room is properly set up
 - [AICE Exam Procedures PDF](#)
 - Be familiar with how exam materials are gathered and organized for shipment to Cambridge
 - Volunteers may be asked to help with re-setting the room, cleaning desks, etc.

Preparing the room



What is wrong with this exam room?



Candidates

- ▶ Before candidates enter:
 - ▶ check the exam room is set up properly
 - ▶ check you have everything prepared.
- ▶ When candidates enter:
 - ▶ remove all unauthorised materials and items
 - ▶ complete the attendance register
 - ▶ check the identity of the candidates.
- ▶ When candidates are seated:
 - ▶ make sure they are sitting in the correct place
 - ▶ make sure they have all the items they need.

Starting the exam

- ▶ Two invigilators check they have the correct blue question paper packet before opening it.
- ▶ Check the label on the packet and the information in the transparent inner bag is correct – contact the exams officer immediately if you have the wrong question papers.
- ▶ Read the instructions for starting the exam in the *What to Say to Candidates in an Exam* document.
- ▶ Candidates will provide their name, candidate number and centre number by attaching their completed pre-printed label to any work turned in (instructions for this will be given by the Head Invigilator during the initial exam instructions).
- ▶ Volunteer Invigilators will help make sure candidates have attached a completed label to each page turned in (or on the front of each answer booklet used)
- ▶ Start the exam.

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During the exam



During the exam

- ▶ Remain alert and move around to see all candidates.
- ▶ A Volunteer's personal cell phone must be turned off or on silent during an exam, and not used for any purpose (even to check the time) until all candidates have been released.
- ▶ Do not try and complete other tasks while in the exam room.
- ▶ Look out for malpractice.
- ▶ Respond to requests to leave the room.
- ▶ Do not give advice to candidates on the content of the exam.
- ▶ Remove disruptive candidates.
- ▶ Maintain the required number of invigilators in the room.
- ▶ Call for help if necessary.

Calling for help

- Contact Head Invigilator in the exam room to report any issues
- Volunteer Invigilators will be asked to monitor restroom use (insuring that only one candidate at a time is in each restroom).
- Volunteer Invigilators may be asked to help in a different location if the need arises.
- Volunteer Invigilators may be asked to leave the room to find help if needed.

Candidates leaving the room

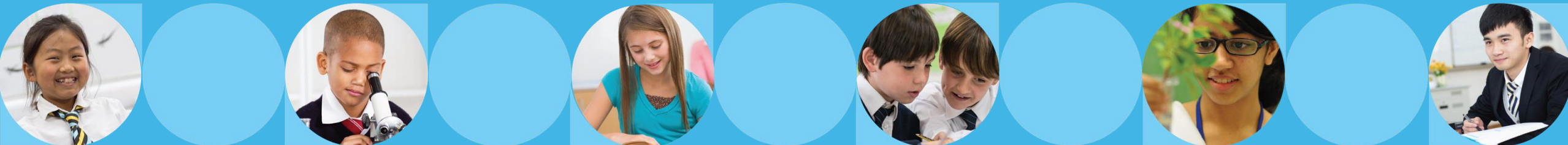
- ▶ Candidates are allowed to go to the washroom during the exam.
 - ▶ An invigilator of the appropriate gender must accompany them (to the door of the restroom only).
 - ▶ Invigilator numbers must be maintained in the exam room – call for extra support if necessary.
- ▶ A candidate may need to finish the exam early and not return in cases of illness, etc.. (Otherwise, all candidates must remain in the exam room until time is called and candidates are dismissed by row).
 - ▶ Collect all exam material from them before they leave.
 - ▶ Keep candidates under Full Centre Supervision if the Key Time has not passed.

Ending the exam

- ▶ Give candidates a ten-minute warning before the end of the exam – (Head Invigilator will do this, please refer to Invigilator Script).
- ▶ At the end of the exam the Head Invigilator will read the Invigilator Script material pertaining to dismissing the candidates.
- ▶ Volunteers will be asked to help collect exam answer scripts before ANY candidates are allowed to leave the room.
- ▶ Volunteers will also be asked to help collect exam booklets and any materials left on desks after candidates have been released.
- ▶ If there are candidates who are using extended time, candidates being released will be required to remain quiet, and ALL exam personnel will continue to observe exam conditions until all candidates have finished their exam.

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At the end of the exam



At the end of the exam

- ▶ Collect the answer scripts and question papers, and check they are all accounted for.
- ▶ If the Key Time has passed allow candidates to leave.
- ▶ If the Key Time has not passed keep candidates under Full Centre Supervision.
- ▶ Make sure candidates do not disturb other candidates still taking exams.
- ▶ Candidates must not remove any question papers or question paper content from the exam room.

Sorting and packing scripts

- ▶ Sort the scripts into the order shown on the attendance register.
- ▶ Do not leave scripts unattended at any time.
- ▶ Do not read or allow anyone else to read any of the scripts.
- ▶ Collect any unused stationery or equipment.
- ▶ Hand the scripts and attendance registers to the exams officer immediately for despatch.

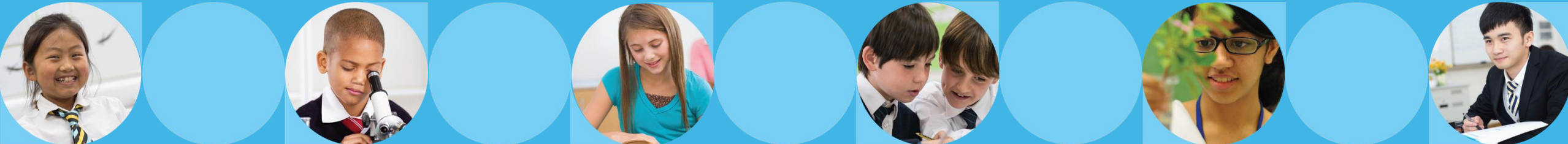
Reporting to the exams officer

- Report late candidates, malpractice, special consideration, etc. to the Head Invigilator in the exam room
- Volunteer Invigilators are expected to arrive to the exam room **on time**, at the time listed on the sign-up schedule.
- If a volunteer Invigilator is unable to help on a day they signed up for, **please try to find a trained replacement volunteer if possible** and report this to the Program Coordinator AS SOON AS POSSIBLE.
- Volunteer Invigilators will be asked to help set up the room for the next exam, organize the answer scripts so they are ready to ship to Cambridge, straighten desks & chairs, re-set candidate labels for the next exam, collect exam materials, sanitize desks/chairs as necessary, etc. so please be flexible!

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Any questions?

THANK YOU for volunteering to help with the Cambridge Exams – we couldn't do it without you!!





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Thank you for listening

www.cambridgeinternational.org/examsofficers

