



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 four sets of instructions depending on how candidates record their answers:

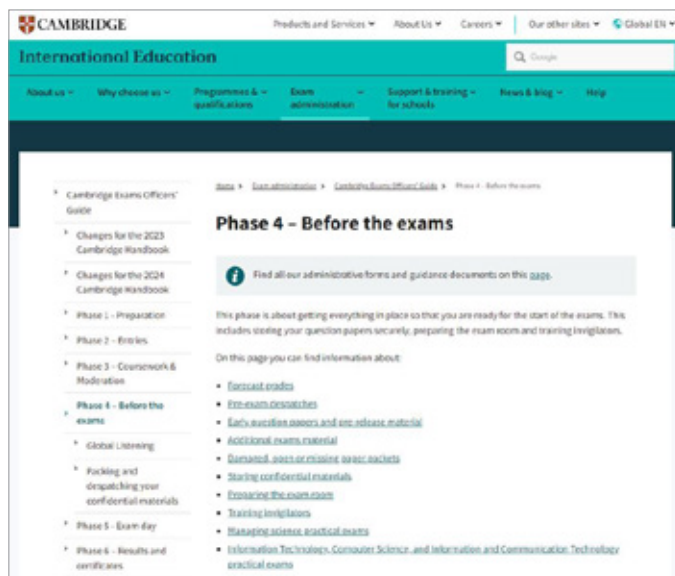
- Answering on the question paper (page 2).
- Answering on answer sheets or in a booklet (page 4).
- Answering on multiple-choice answer sheets – with five-minute warning (page 6).
- Answering on multiple-choice answer sheets – with six-minute transfer time (page 8).

Click on the relevant instruction above to take you to the right instructions page.

Before each exam check the *Additional Exam Materials List* at cambridgeinternational.org/beforetheexams to find out:

- 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 understood our regulations for running exams, as set out in section 5 of the Cambridge Handbook.



Extra guidance

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

What to say to candidates in an exam continued

Answering on the question paper

What to say to candidates – starting the exam

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must complete and return 'Before the Exams – Form 3'.
- When the candidates are seated, open the question paper packets in front of them and place one question paper per candidate upwards on each desk. 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.
- Read aloud the following instructions in order. Enter specific information into the blank fields provided, for example, the name of the exam. The text in square brackets is for your information and should **not** be read aloud.

Step	What to say
1	Do not open the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.
3	You are here to take: Name of exam _____ Syllabus code _____ Component code _____ You should have a question paper on your desk.
4	As well as the question paper you should have: <ul style="list-style-type: none"> • pens and/or pencils • detail any other relevant equipment that is listed in the Additional Exams Materials List, e.g. geometric instruments. <hr/> <hr/> <hr/>
5	You should now check the front of the exam paper to make sure you have the correct paper, and you should read through the instructions on the front, but do not open the question paper until you are told to do so. [You should pause here to allow candidates time to read the instructions]
6	<ul style="list-style-type: none"> • Write clearly in blue or black ink using a ballpoint pen [black ink only for centres in the UK]. • Do not use any kind of correcting fluid or tape. • Do any rough work on the question paper provided. Cross through it neatly so it can be seen.
7	Check your candidate details on the front of your desk are correct and then write the following on the front of the question paper <ul style="list-style-type: none"> • Your name • Candidate number [this should be on their desk] • Centre number [this should be clearly displayed to all candidates]
8	You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____ I will let you know when there are five minutes of the exam left. You may open your question papers and begin. [You must not give candidates any additional time to read through the question paper].

Answering on the question paper continued

What to say to candidates – five minute warning

- You must let your candidates know when there are five minutes of the exam remaining.

Step	What to say
1	You have five minutes left until the end of the exam.

What to say to candidates – finishing the exam

- At the end of the exam, read aloud the instructions below in order. The text in square brackets is for your information and should **not** be read aloud.
- Candidates must stay seated until you have collected, and accounted for, all the question papers and any extra continuation sheets.
- If the Key Time has passed, candidates can leave the room when you have collected all the question papers.
- If the Key Time has not passed, candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	The exam has finished, stop writing and put your pens down. You are still under exam conditions so please remain silent and seated at your desks.
2	Please: <ul style="list-style-type: none">• check you have entered all the necessary information on your question paper• check you have neatly crossed through any rough work• group together any continuation sheets in question number order and attach to your question paper using string or the treasury tag provided [they must not use paperclips or staples].
3	Stay seated and silent until you are told that you can leave the room.

What to say to candidates in an exam continued

Answering on answer sheets or in a booklet

What to say to candidates – starting the exam

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must complete and return 'Before the Exams – Form 3'.
- When the candidates are seated, open the question paper packets in front of them and place one question paper per candidate upwards on each desk. 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.
- Read aloud the following instructions in order. Enter specific information into the blank fields provided, for example, the name of the exam. The text in square brackets is for your information only and should **not** be read aloud.

Step	What to say
1	Do not open the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.
3	You are here to take: Name of exam _____ Syllabus code _____ Component code _____ You should have a question paper on your desk.
4	As well as the question paper you should have: <ul style="list-style-type: none"> • an answer booklet or answer sheets • pens and/or pencils • detail any other relevant equipment that is listed in the Additional Exams Materials List, e.g. geometric instruments _____ _____
5	You should now check the front of the exam paper to make sure you have the correct paper, and you should read through the instructions on the front, but do not open the question paper until you are told to do so. [You should pause here to allow candidates time to read the instructions].
6	<ul style="list-style-type: none"> • Write clearly in blue or black ink using a ballpoint pen [black ink only for centres in the UK]. • Do not use any kind of correcting fluid or tape. • Do not use highlighters on your answer booklets or answer sheets. • Do any rough work on the answer booklets or answer sheets provided. Cross through it neatly so it can be seen.
7	Check your candidate details on the front of your desk are correct and then write the following on the front of the answer booklet or answer sheets: <ul style="list-style-type: none"> • Your name • Candidate number [this should be on their desk] • Centre number [this should be clearly displayed to all candidates] • Syllabus and component number as detailed on the front of the question paper.
8	You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____ I will let you know when there are five minutes of the exam left. You may open your question papers and begin. [You must not give candidates any additional time to read through the question paper].

Answering on answer sheets or in a booklet continued

What to say to candidates – five minute warning

- You must let your candidates know when there are five minutes of the exam remaining.

Step	What to say
1	You have five minutes left until the end of the exam.

What to say to candidates – finishing the exam

- At the end of the exam, read aloud the instructions below in order. The text in square brackets is for your information and should **not** be read aloud.
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets or booklets and question papers.
- If the Key Time has passed, candidates can leave the room when you have collected all the answer sheets or booklets and question papers.
- If the Key Time has not passed, candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	The exam has finished, stop writing and put your pens down. You are still under exam conditions so please remain silent and stay seated at your desks.
2	Please: <ul style="list-style-type: none">• check you have entered all the necessary information on your answer booklet or answer sheets• make sure your answers are clearly and correctly numbered• check you have neatly crossed through any rough work• group together any loose answer sheets (including rough work) in question number order and attach them to your answer booklet or attach them together. Use string or the treasury tags provided. [They must not use paperclips or staples].
3	Stay seated and silent until you are told that you can leave the room.

Answering on multiple-choice answer sheets – with five minute warning

There are two sets of instructions for multiple-choice answer sheets depending on how candidates record their answers:

- Multiple-choice answer sheets with five minute warning (see below)
- Multiple choice answer sheets with six minute transfer time (see page 8).

You can check which instructions to use on the relevant syllabus document or at

www.cambridgeinternational.org/multiple-choice

What to say to candidates – starting the exam

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.

- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must complete and return 'Before the Exams – Form 3'.
- When the candidates are seated, open the question paper packets in front of them and place one question paper per candidate upwards on each desk. 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.
- Make sure that each multiple-choice answer sheet is given to the correct candidate and that it is for the right subject and component.
- Read aloud the following instructions in order. Enter specific information into the blank fields provided, for example, the name of the exam. The text in square brackets is for your information only and should **not** be read aloud.

Step	What to say
1	Do not turn over the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.
3	You are here to take: Name of exam _____ Syllabus code _____ Component code _____ You should have a question paper and pre-printed multiple choice answer sheet on your desk.
4	As well as the question paper you should have: <ul style="list-style-type: none"> • pre-printed multiple answer sheet showing your candidate number. • a soft pencil (B or HB) and an eraser. • (detail any other relevant equipment that is listed in the Additional Exams Materials List). _____ _____ _____

Answering on multiple-choice answer sheets – with five minute warning continued

5	You should now check the front of the exam paper to make sure you have the correct paper, and you should read through the instructions on the front, but do not open the question paper until you are told to do so. [You should pause here to allow candidates time to read the instructions].
6	<ul style="list-style-type: none"> • Use a soft pencil (B or HB) to shade the letter you think is correct for each answer. • Rub out any answer you want to change. • Make sure the answer you select corresponds with the correct question number. • Do not use any kind of correcting fluid or tape. • Do not use highlighters on your answer sheets. • Do any rough work on the question paper.
7	Check your details on the pre-printed answer sheet and if they are correct sign in the space provided. If you are using a supplementary answer sheet, enter your details on the sheet, writing your name in block capital letters.
8	You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____ I will let you know when there are five minutes of the exam left. You may open your question papers and begin. [You must not give candidates any additional time to read through the question paper].

What to say to candidates – five minute warning

- You must let your candidates know when there are five minutes of the exam remaining.

Step	What to say
1	You have five minutes left until the end of the exam.

What to say to candidates – finishing the exam

- At the end of the exam, read aloud the instructions below in order.
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets and question papers.
- If the Key Time has passed, candidates can leave the room when you have collected all the answer sheets and question papers.
- If the Key Time has not passed, candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	The exam has finished, stop writing and put your pencils down. You are still under exam conditions so please remain silent and stay seated at your desks.
2	Please check you have entered all the necessary information on your answer sheet.
3	Stay seated and silent until you are told that you can leave the room.

Answering on multiple-choice answer sheets – with six minute transfer time

There are two sets of instructions for multiple-choice answer sheets depending on how candidates record their answers:

- Multiple-choice answer sheets with five minute warning (see page 6)
- Multiple choice answer sheets with six minute transfer time (see below).

You can check which instructions to use on the relevant syllabus document or at

www.cambridgeinternational.org/multiple-choice

What to say to candidates – starting the exam

- Make sure candidates are seated according to your seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must complete and return 'Before the Exams – Form 3'.

- When the candidates are seated, open the question paper packets in front of them and place one question paper per candidate upwards on each desk. 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.
- Make sure that each multiple-choice answer sheet is given to the correct candidate and that it is for the right subject and component.
- Read aloud the following instructions in order. Enter specific information into the blank fields provided, for example, the name of the exam. The text in square brackets is for your information only and should **not** be read aloud.

Step	What to say
1	Do not turn over the question paper until I instruct you to do so. You are now under exam conditions and must follow the rules detailed on the 'Notice to Candidates' posters you can see in the room. You must not communicate with, ask for help from, or give help to any other candidate in the exam room. If you have a question at any time you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any questions about the content of the question paper.
2	You are not allowed to have any unauthorised items in the exam room. If you have any unauthorised items, including mobile phones or any kind of electronic device you must hand them in now. If you do not hand them in your results may be cancelled.
3	You are here to take: Name of exam _____ Syllabus code _____ Component code _____ You should have a question paper and pre-printed multiple choice answer sheet on your desk.
4	As well as the question paper you should have: <ul style="list-style-type: none"> • pre-printed multiple answer sheet showing your candidate number. • a soft pencil (B or HB) and an eraser. • (detail any other relevant equipment that is listed in the Additional Exams Materials List). _____ _____ _____

What to say to candidates in an exam continued

Answering on multiple-choice answer sheets – with six minute transfer time continued

5	You should now check the front of the exam paper to make sure you have the correct paper, and you should read through the instructions on the front, but do not open the question paper until you are told to do so. [You should pause here to allow candidates time to read the instructions].
6	Write your answers on the question paper. At the end of the exam you will have 6 minutes to transfer your answers to the multiple choice answer sheet. <ul style="list-style-type: none">• Use a soft pencil (B or HB) to shade the letter you think is correct for each answer.• Rub out any answer you want to change.• Make sure the answer you select corresponds with the correct question number.• Do not use any kind of correcting fluid or tape.• Do not use highlighters on your answer sheets.• Do any rough work on the question paper.
7	Check your details on the pre-printed answer sheet and if they are correct sign in the space provided. If you are using a supplementary answer sheet, enter your details on the sheet, writing your name in block capital letters.
8	You have _____ minutes to complete this exam. The start time is _____ and the finish time is _____ You may open your question papers and begin. [You must not give candidates any additional time to read through the question paper].

What to say to candidates – during the six minute transfer time

- The invigilator should check that candidates are transferring their answers from the question paper to the multiple-choice answer sheet during the first two minutes of the six minute transfer time. If a candidate is not transferring their answers, remind them that they should use the time to transfer their answers.

What to say to candidates – finishing the exam

- After the six minutes for candidates to transfer their answers have passed and the recording has ended (if it is a listening exam), read aloud the instructions below in order.
- Candidates must stay seated until you have collected, and accounted for, all the answer sheets and question papers.
- If the Key Time has passed, candidates can leave the room when you have collected all the answer sheets and question papers.
- If the Key Time has not passed, candidates must be kept under Full Centre Supervision either in the exam room or in another suitable room.

Step	What to say
1	The exam has finished, stop writing and put your pencils down. You are still under exam conditions so please remain silent and stay seated at your desks.
2	Please check you have entered all the necessary information on your answer sheet.
3	Stay seated and silent until you are told that you can leave the room.

We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We are always looking to improve the accessibility of our documents. If you find any problems or think we're not meeting accessibility requirements, contact our team: info@cambridgeinternational.org

If you need this document in a different format contact us at info@cambridgeinternational.org telling us your name, email address and requirements and we will respond within 15 working days.