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English

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English Qualifications

Cambridge English Qualifications Digital for young learners Exam Day Booklet

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Where your world grows

Use this booklet for Cambridge English Qualifications Digital for young learners test sessions:

- Pre A1 Starters Digital
- A1 Movers Digital.

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Contact us

If you need help during Cambridge English Qualifications Digital for young learners test sessions, the Application Support Team provides test day support. Contact them by calling: +44(0)1223 803786.

Introduction

This booklet explains the exam day regulations. You must read it and follow all our instructions to keep the exam secure and give candidates a positive experience. This document is correct at the time of being published. We may change it at any time and we will tell you about any updates in *Centre News* and on the **Support Site**. The University of Cambridge owns the copyright on all materials we produce, such as documents, question papers, audio files, past paper packs and Speaking packs (© Cambridge University Press & Assessment). You must not copy or reproduce them without our permission in writing.

Throughout this booklet, 'You' means invigilators and supervisors, 'CEM' means Centre Exams Manager.

Candidate experience

You should do your best to make sure candidates have a positive experience on their exam day. Be friendly, polite and helpful. It is important that you provide a supportive environment for candidates. Answer any questions clearly and quickly, and try to solve their problems where possible.

Explain:

- where they can wait, where they can put their belongings during the test, where they can get refreshments and where the bathrooms are
- that they will not be allowed to have access to any electronic items during the assessment, including during breaks
- that they are allowed water in a bottle during the assessment, but they cannot have any other drink or food at their desks
- the schedule for the exam day (start/finish/break times)
- any emergency procedures for the venue.

You are responsible for the safety and welfare of children during the exam. Please see the **Safeguarding Policy article** on the Support Site for more information.

Getting ready to run a test

Technical checks before the exam day

To ensure the exam day runs smoothly, you can find a checklist on the **Support Site**. This checklist describes what needs to be done to ensure that tests will work on the exam day.

Ensuring candidates are familiar with the test format

It is strongly recommended that candidates are given the opportunity to complete an online sample test before the exam day. To avoid tiring the candidates, this should not be done on the exam day. Use the sample test to make sure candidates are at ease and familiar with the test format and to help things go smoothly on the exam day. You can find the online sample tests **here**.

Listening and Reading & Writing tests

Requirements for invigilators/supervisors

Centres should determine their own invigilator-to-candidate ratio, prioritising the safety of all candidates whilst ensuring proper supervision.

As this is a new digital assessment, it may help to have additional staff for preparation and for the start of the tests. If there is only one invigilator, they must be able to ask for help without leaving the candidates unsupervised, e.g. they can use a mobile phone with sound and vibration switched off. Someone must be able to arrive within two minutes.

Invigilators must not be friends or relatives of the candidates. An English teacher who has taught the candidates in the last 12 months cannot invigilate on their own. However, they can invigilate with other invigilators. They must not help the candidates.

Preparing the venue and exam room

Seating and room set-up

Ensure the candidate's desk is big enough. There should be space on the desk to move a mouse around. Desks must be positioned so that the invigilator is able to move around the room. Desks can be shared and be in any layout. However they are arranged, the layout needs to prevent candidates from seeing another candidate's screen.

Monitors can be positioned back-to-back or separated by dividers. If you use dividers, you must make sure that they are large enough on all sides to prevent candidates from seeing each other's screens. Alternatively, you could use privacy filters to make sure that candidates cannot see each other's screens. In all cases, you must always be able to see all candidates.

Candidates must sit at the same computer for all components unless there is a technology failure.

Other venue requirements

- **Exam room:** switch off any bells, disconnect any phones, make sure the temperature is comfortable and that the room is tidy and light
- **Directions to exam rooms:** make sure candidates can easily find the exam room
- **Notice to Candidate:** put the current version of the poster outside or inside the exam rooms and make sure that all candidates can see it
- **Material in English:** remove or cover posters, notes or notices in English (except for safety notices)
- Have a **designated area** inside or outside the exam room for items not allowed at desks.

You must store **electronic items** outside the exam room and have a procedure for returning them to candidates at the end of the day.

Materials required to run the tests

Cambridge English provides:	The centre must provide:
<ul style="list-style-type: none">• Digital web-based test• Attendance register (downloaded from Cambridge English for Centres)• 4-digit code for invigilators• Speaking mark sheets (downloaded from Cambridge English for Centres).	<ul style="list-style-type: none">• Candidate passwords (generated in Cambridge English for Centres)• Sufficient number of devices, including mice• Headphones• Printed template of <i>Special Considerations form/ Malpractice form</i>• Pens/pencils• Room plan.

Component order and timings

The table below gives the **maximum duration** for each component. Students will sit two digital components: Listening followed by Reading & Writing. The Speaking component is completed face-to-face and is not in a digital format.

Level	Listening	Reading & Writing	Speaking
Pre A1 Starters Digital	40 minutes	25 minutes	3–5 minutes
A1 Movers Digital	50 minutes	40 minutes	5–7 minutes

These component timings are based on the maximum amount of time taken by candidates in the pre-launch trials and may be subject to revision at a later date.

If a candidate has not completed the test at the end of the maximum duration, the invigilator should use the 'Skip' function to move the candidate to the end of the component. Full information on using the 'Skip' function can be found on the **Support Site**.

You will also need to consider:

- The Listening component includes the creation of the personalised avatar. Students might enjoy playing with the different customisation options so, if they are taking longer than a minute on this element, gently prompt them to start the test.
- How to inform the candidates how much time they have left during their tests. You could do this using a clock, stopwatch or timer, for example. If you use a clock or stopwatch, you will need to make sure that a start and finish time is displayed for candidates. A timer can be used to count down the time remaining for the test.
- How to inform the candidates when the test time has ended. Candidates wear headphones for both digital components—so both a verbal and a visual way to communicate with candidates may be needed.

The table below outlines the structure of each component to assist exam day staff in monitoring a candidate's progress.

Pre A1 Starters Listening		Pre A1 Starters Reading & Writing		A1 Movers Listening		A1 Movers Reading & Writing	
Content	Number of questions	Content	Number of questions	Content	Number of questions	Content	Number of questions
Minimal differences	2	Information posters	5	Story scene	5	Information posters	5
Story scene	5	Online messages	5	Note-taking	5	Online messages	5
Note-taking	5	Spelling	5	Multiple matching	5	Spellings with definitions	5
Interactive Dialogue	3	Factual text	5	Interactive dialogue	4	Information text	5
Picture	5	Comic story	5	Picture editing	6	Gap fill story	7
						Comic story	8

Scheduling and managing breaks

A break of at least 10 minutes is required between the Listening and the Reading & Writing components. This will allow the candidates a short rest and make the test administration easier for the centre.

Please plan how to manage the breaks and the staffing needed to supervise the candidates during the breaks. Inform the students of the schedule before the first component and tell them what they can and cannot do during their breaks. Think about designating specific areas to eat snacks, play or relax and how you will staff any areas used for breaks. Remind candidates to use the bathroom before they return from a break to start their next component.

The candidates should not use electronic devices during the breaks but can stretch their legs or go to the toilet if they need to. If a candidate needs to leave the room, the test can be paused by pressing 'Esc'. Clicking on the purple arrow button will resume the test.

Component	Pre A1 Starters Digital	A1 Movers Digital
Listening component	40 minutes	50 minutes
Break	10 minutes (minimum)	10 minutes (minimum)
Reading & Writing component	25 minutes	40 minutes
Face-to-face Speaking component	3 minutes	7 minutes

NOTE. If a candidate needs to stop the test and resume at a different time on the exam day, do the following: close the test, re-open it with the candidate's password and the test will resume. Please ensure that the Listening component and the Reading & Writing component are completed on the key assessment date.

Items allowed at desks

Candidates are allowed to have these items at their desks during the assessment:

- ✓ water in any bottle
- ✓ medicine
- ✓ tissues
- ✓ headphones
- ✓ blank paper
- ✓ pens/pencils
- ✓ coats or jackets on the back of chairs (pockets must be emptied).

Candidates are not allowed to have access to any other items.

Candidate IDs are **not** needed for young learners exams.

Multiple sessions

You can run multiple sessions of the test in one day. You must ensure that the subsequent group of candidates is supervised while waiting and must not have contact with candidates who have taken the tests earlier on the same day.

Whilst waiting for a later session to start, candidates must not have access to mobile phones or other electronic items. Before starting later test sessions, make sure that all materials from the previous session have been removed from desks and computers.

Instructions for invigilators

Setting up the room—before the session starts

All devices must be set up and ready for the candidates before the session begins. Ensure all devices are sufficiently charged for the candidates to complete their tests. Make sure all devices have headphones connected and are unmuted.

Go to the URL for the test on each device and complete the set-up detailed on the **Support Site**.

STEP 1: The start of the test and candidate instructions

Only candidates, supervisors and invigilators are allowed in the exam room. Technical staff are allowed in the room to help with technical issues.

Candidate instructions from this booklet can be translated—you do not have to read out the instructions in English. Add more information if you want but do not leave anything out. Make sure all candidates can understand the instructions and that you do not contradict any of our regulations.

Before you start the test

- Switch off your mobile phone or turn off the sound/vibration.
- Follow your Centre's procedures for collecting and storing candidates' electronic items. Make sure they are switched off and kept outside the exam room. Explain to candidates that they cannot use these or any other devices until after their last component of the day. Make it clear that they will be disqualified if they have any electronic items in the exam room during the exam. Make exceptions for those needing electronic items for medical reasons (e.g. diabetes).

STEP 2a: Instructions to candidates—Listening component

- ▶ Hello everyone. This is your [Pre A1 Starters/A1 Movers] Digital young learners test.
- ▶ Do not touch your computer until I tell you.
- ▶ You will do the Listening component first.
- ▶ You will hear everything in the test two times.
- ▶ It will take 40 minutes (Pre A1 Starters)/50 minutes (A1 Movers).
- ▶ You will need to wear your headphones to hear the test.
- ▶ You are going to type during the test. You can use the keyboard or use the mouse to choose the letters on the screen. (For A1 Movers tests only: please type carefully and do not forget to put a space between words.)
- ▶ There are examples in the test that will show you what you need to do to answer the question.
- ▶ Do not switch off or re-start your computer at any time.
- ▶ There is a Help button that you can use if you do not understand what to do. If you still need help, put your hand up and wait quietly.

[Pause here.]

- ▶ You can go through the test at your own speed. It is not a race, but you should not take too long either.
- ▶ When you are happy with your answer, click OK. You can change your answer before you click OK, but once you have clicked OK you cannot change it.
- ▶ We will have a break after the Listening test so put your hand up when you have finished and I will come to you.
- ▶ I will now give you your login. Wait until I tell you to type it in.

[Distribute candidate logins.]

- ▶ Enter the numbers in the password boxes on the screen that say "Password". Then click OK

[Pause while the candidates input their details.]

- ▶ Your name will show on the next screen. If your name is correct, click "Yes, this is my name". Put up your hand if your name is not correct.

[Wait until all candidates have input their details and all names are showing as correct on candidates' screens.]

- ▶ Click “Start”.
- ▶ First you have the screen where you create your person. This is not part of the test.
- ▶ Create your person. Firstly, choose the skin colour by clicking the arrows. Then you can change the hair, body and legs by clicking on the picture you want. Click on OK when you have finished your person.
- ▶ You will get to add to your person after each part of the test.
- ▶ Do not spend too much time on creating your person, as we need to start the Listening test soon.

[Wait until all candidates have created their avatar. Move any candidates along who are taking too much time creating their avatar.]

- ▶ We are about to start the Listening test.

[Inform candidates how they will know how much time they have left and how you will advise them that their test time has ended.]

- ▶ Remember to put up your hand if you finish the test earlier.
- ▶ Do not click “Start” on the next test.
- ▶ Please put on your headphones.
- ▶ Click on “Start Listening”.

[Candidates have reached the end of the Listening test when their screen shows “Start Reading & Writing” or when the test duration has been reached.]

- ▶ The Listening test has now finished, and it is time for you to leave the room for your break.

[Check each candidate’s device to make sure they have completed the Listening component. If the component has not been completed, use the “Skip” function to move the test to the “Start Reading & Writing” screen.]

STEP 2b: Instructions to candidates—Reading & Writing component

[When the candidates have returned from their break, they must sit at the same computer they were using for the Listening test. Wait until they are all settled and then read out the following instructions.]

- ▶ Welcome back. You will now do your Reading & Writing test.
- ▶ Do not touch your computer until I tell you.
- ▶ Your test will take 25 minutes (Pre A1 Starters)/40 minutes (A1 Movers).
- ▶ You are going to type during the test. You can use the keyboard or use the mouse to choose the letters on the screen. (For A1 Movers tests only: please type carefully and do not forget to put a space between words.)
- ▶ There are examples in the test that will show you what you need to do to answer the question.
- ▶ Do not switch off or re-start your computer at any time.
- ▶ There is a Help button that you can use if you do not understand what to do. If you still need help, put your hand up and wait quietly.
- ▶ You can go through the test at your own speed. It is not a race, but you should not take too long either.
- ▶ When you are happy with your answer, click OK. You can change your answer before you click OK, but once you have clicked OK you cannot change it.
- ▶ We will start the test together. Wait for me to tell you start.

[Check that all candidates are at the correct screen, displaying “Start Reading & Writing”.]

- ▶ We are about to start the Reading & Writing test.

[Inform candidates how they will know how much time they have left and how you will advise them that their test time has ended.]

- ▶ Remember to put up your hand if you finish the test earlier.
- ▶ Please put on your headphones.
- ▶ Click on “Start Reading & Writing”.

[Candidates have reached the end of the Reading & Writing test when the test duration has been reached or they arrive at the “Well done” screens.]

► The Reading & Writing test has now finished. Please stop working.

[If the candidates are doing the Speaking component after Reading & Writing, follow your Centre's instructions on where the candidates need to go next. If not, follow your Centre's instructions on where the candidates should go when leaving the exam room.]

[Check each candidate's device to make sure they have completed the Reading & Writing component. If the component has not been completed, use the 'Skip' function to move the test to the "Well done" screen.]

STEP 3: Invigilating the test and dealing with incidents

Your main responsibilities are to look after candidates' wellbeing and to make sure that candidates do not cheat.

- make sure you always stay alert and can see all candidates
- walk around the room regularly
- you are not allowed to do anything other than invigilate (and complete any required exam-related paperwork)
- you must not explain exam questions and you must not read or change candidates' answers
- you must not allow anyone else to read or change answers
- look out for candidates who might be cheating
- do not disturb or distract candidates
- support candidates who have technical difficulties or call for technical assistance if you are unable to resolve these difficulties.

Managing late arrivals

You will need to decide if you will allow late arrivals and how you will manage them. Make sure students and parents are aware of the policy and what to do if they arrive late.

If you decide to allow late arrivals, you will need to consider the following:

- how late-arriving candidates will get to their seat
- how the rules will be explained to the late-arriving candidate
- how you will make sure candidates already working are not disturbed by a late-arriving candidate
- how you will make sure the late-arriving candidate gets the full time for their test and how this could impact the rest of the exam day.

Make sure that late-arriving candidates are kept calm and reassured. This will help them settle quickly and to be able to focus on the test. Make a note of any late arrivals, including the time of arrival and any reasons given. Keeping a record will help with fairness and transparency.

Fill in a printed *Special Considerations form* if they were late because of sudden illness or another acceptable reason and this has affected their performance. Give this to the CEM/supervisor at the end of the session.

Managing students who finish their test early

It is important that candidates who finish early do not disrupt others still working. You will need to inform candidates before the exam begins about what they should do if they finish early.

You could consider the following options to manage candidates who finish their test early:

- making quiet activities available to the candidates, such as drawing, colouring, quiet puzzles or worksheets
- allowing candidates to rest their head on the desk, or sit quietly
- allowing the candidate to leave the exam room and go to a supervised place.

Teaching your candidates silent signals for communicating their needs will help minimise disruption. If early finishers stay in the exam room, their behaviour and activities will need to be monitored.

Toilet breaks

During the Listening and the Reading & Writing test, a candidate can leave and return to the exam room at any time if they are supervised.

A member of staff must go with the candidate. Remember that if there is only one invigilator in the room, they cannot leave the room and must ask for assistance. Make sure the candidate does not communicate with anyone outside the room. Remind the candidate that they are still under exam conditions even outside the exam room. Where possible, candidates should still have the full amount of time for the test.

If a candidate becomes unwell

If a candidate becomes unwell during the test, pause their test. If the candidate can continue the test, let them resume their test. Fill in a *Special Considerations form* and give it to the CEM/supervisor at the end of the session.

If the candidate is unable to continue the test, log the candidate out of the test on the candidate's device by closing the browser.

Cheating

If you think a candidate has cheated, write a full report using the printed *Malpractice form*. If you feel it is appropriate, ask the candidate to provide a statement, signed and dated. Under 18s can be represented by their parents or carers if they wish. The candidate should give their personal account of the situation. Give the documents to the CEM/supervisor so that this information can be used when a malpractice report is submitted on Cambridge English for Centres.

Examples of cheating:	If you think a candidate has cheated:
<ul style="list-style-type: none">• impersonation• copying from another candidate• allowing another candidate to copy from you• communicating with or signalling to another candidate• having electronic items during the exam• using any unauthorised items with the intention of cheating• disruptive behaviour• not following exam staff instructions• candidates who have taken the Speaking test discussing it with candidates who are in the waiting area.	<ul style="list-style-type: none">• tell the candidate to stop cheating and that they will be reported• be aware of local laws regarding physically touching candidates when you are removing unauthorised materials• allow the candidate to complete any remaining components. <p>You can only exclude a candidate from taking the exam if you are not confident about their identity (i.e. impersonation), or if the candidate causes disruption to other candidates, or poses a threat to health and safety. If you think other candidates have been affected, fill in a printed <i>Special Considerations form</i> and give it to the CEM/supervisor.</p>

Speaking tests

Assessment materials

Use the same Speaking packs as paper-based young learners. Due to minor changes to the word lists for Pre A1 Starters Digital and A1 Movers Digital, make sure your Speaking Examiners **only use** the following tasks until new packs are issued in January 2026:

- Pre A1 Starters: 1, 4, 8, 9
- A1 Movers: 2, 4, 5, 9, 10.

Test rooms and waiting areas

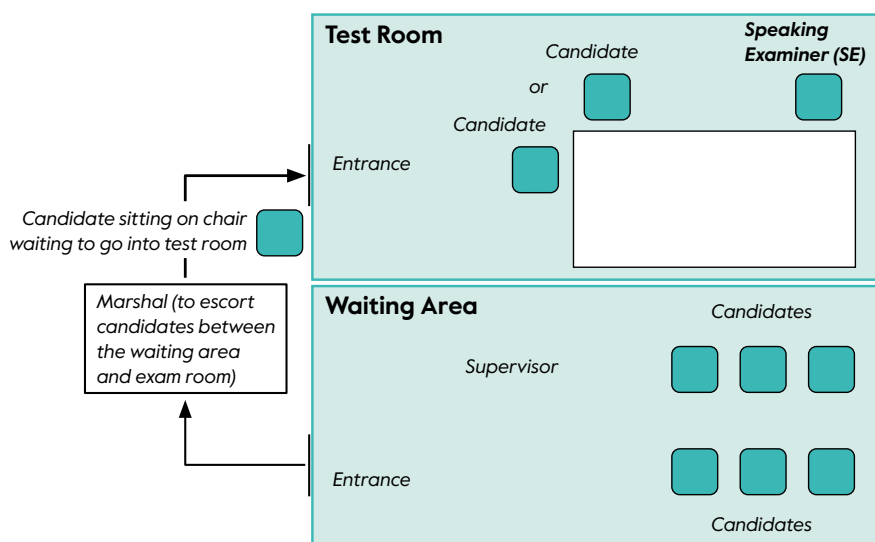
The CEM will have chosen a suitable venue. There must also be an area where candidates can wait to take their test. People allowed in the test room are:

- Speaking Examiners (SEs)
- candidates
- Team Leaders (TLs), Regional Team Leaders (RTLs), Professional Support Leaders (PSLs) (for SE monitoring purposes only)
- accompanying adults (please see the **Support Site** for more information).

Inspectors will not usually go into the test room during a Speaking component. They may check the room before or between tests.

- only one Speaking test can be held in a room at a time
- clearly label all rooms you are using
- check the waiting area has enough chairs for candidates and that noise in the waiting area cannot be heard in the test room
- supervise the waiting area at all times
- put the current Digital for young learners Notice to Candidates inside or outside the test room or in the waiting area so that all candidates can see it
- remove or cover all posters, notes or notices in English in the test room (except for safety notices)
- provide an area where candidates can place their belongings during the test; all electronic items must be placed in a designated area outside the test room (all other personal belongings can be put in a designated area either inside or outside the room)
- if possible, give waiting candidates something to prevent them from becoming restless such as books, quiet toys or puzzles.

The SE is responsible for arranging the furniture in the test room (see diagram below). The door to the test room must be left open if you cannot see the room through a glass panel. In this case, you might have to move the waiting candidates further from the door to the test room.



Staff, Materials and Duties for Speaking Tests

Staff	Materials	Duties
Supervisor(s) for the waiting area	Exam Day Booklet Attendance register* <i>Digital for young learners</i> <i>Notice to Candidates</i> Blank <i>Special Considerations</i> and <i>Malpractice forms</i> *	<ul style="list-style-type: none"> record which Speaking pack is issued to which SE and hand out the mark sheets to the SE(s) agree with SEs on a procedure for keeping materials secure during breaks check the candidates' names with the SEs in case they know any of the candidates personally, have taught them in the last three years or examined them in the previous six weeks show SEs to the test room and tell them about any timetable changes check that all mark sheets have been completed when they are handed in at the end of the session see Administering the Speaking tests and dealing with incidents.
Marshal(s)—you might need more than one depending on the number of test rooms being used	Speaking Test Timetable	<ul style="list-style-type: none"> accompany each candidate to the test room and reassure them if necessary supervise candidates until they go into the test room introduce the candidate to the SE; if a TL is carrying out monitoring, briefly explain who they are and what their role is take candidates away from the test area after the test and make sure candidates who are waiting do not speak to those who have already taken the test keep the waiting area calm and quiet.
SEs	Speaking packs <i>Instructions to Speaking Examiners</i> Speaking mark sheets* A4 envelopes for temporarily sealing mark sheets in the test room	<ul style="list-style-type: none"> conduct the Speaking test keep Speaking packs and mark sheets secure make sure there is a suitable assessment environment in the test room and set up the room (see layout diagram above) inform the supervisor of any situation affecting a candidate's performance, where the centre might have to ask for Special Considerations complete the Speaking mark sheets and keep Speaking marks confidential seal the mark sheets in an envelope in the test room and give them to the supervisor at the end of each examining session.

* available from Cambridge English for Centres.

Speaking test times

Level	Test time	Maximum number of candidates allowed per session
Pre A1 Starters Digital	3–5 minutes: (allow 7 minutes)	22 candidates
A1 Movers Digital	5–7 minutes: (allow 9 minutes)	15 candidates

Timetabling

It is important for SEs to have breaks throughout the day so they can rest and are able to perform to the same standard for all candidates.

- your CEM will give you a copy of the timetable. SEs should have received a copy of the timetable before the test date. However, make sure you check it with them before the test starts in case there have been any changes
- speaking test sessions must be timetabled to last a maximum of two hours. Include a break of at least 30 minutes between sessions. SEs must not examine for more than six hours per day (excluding breaks)
- where SEs are examining at different levels within a two-hour period, schedule a break of at least 10 minutes to allow them to adjust to the change of level.

If you have a large Speaking test session, all candidates do not need to arrive at the start. You can group them so they do not have to wait for a long time before the test. We recommend that you tell candidates to arrive no earlier than 30 minutes before their Speaking test.

Administering the Speaking tests and dealing with incidents

When candidates arrive

- fill in the attendance register
- check the candidate names and numbers are correct on the mark sheet; give any name corrections to the CEM later
- tell the candidates to switch off their mobile phones and any other electronic items and ask them to place these items in the designated area outside the test room (they can place any other personal belongings in a designated area either outside or inside the test room).

Explain to candidates:

- when they will do their test
- where they can get refreshments and where the bathrooms are
- that they must be quiet in the waiting area, so they do not disturb other candidates
- that they will be disqualified if they take any electronic items into the test room
- that once they have taken the test, they are not allowed to communicate with candidates who are still waiting.

When candidates are ready to go into the test room

- give a final warning to place mobile phones and any other electronic items in the designated area outside the test room
- make sure candidates are taken to the test room and supervised until they enter the test room.

Late arrivals

If a candidate arrives late for their Speaking component, add them to a later time in your timetable.

Absent candidates

If a candidate is absent for a valid reason, you can arrange for them to sit their Speaking test during the same Speaking window. In this case, do not mark the candidate as absent on the attendance register. Once the candidate has taken their re-arranged Speaking test, the SE should pack their mark sheet in a separate envelope and give it to the CEM to input the marks using Cambridge English for Centres.

If you cannot arrange another Speaking test, mark the candidate as absent on the attendance register. SEs should mark the candidate as absent on the Speaking mark sheet and add it to the other candidates' mark sheets.

After the test, tell the CEM about all absent candidates.

Emergency Special Arrangements

On the Speaking test day, an SE may discover that a candidate has a difficulty that could affect their performance. In this situation, please do one of the following:

If the test has not started yet:	If the test has started:
<p>The SE will tell you immediately so that you can make emergency Special Arrangements.</p> <p>Contact the Helpdesk or your Team Leader if you need advice about the type of Special Arrangements needed.</p> <p>If the test needs to be taken outside the five-day window, the CEM must submit a <i>Timetable Deviation Request</i> on the Support Site.</p>	<p>The SE will decide whether to run the test as normal or stop it.</p> <ul style="list-style-type: none"> • If the SE decides to run the test, you must not reschedule or allow the candidate to retake the test. Fill in a printed <i>Special Considerations form</i> and give it to your CEM/supervisor at the end of the test so they can submit an application on Cambridge English for Centres. • If the SE decides to stop the test, it will need to be rescheduled. The CEM will need to contact the Helpdesk for advice about the type of Special Arrangements needed. If the test needs to be taken outside the five-day window, the CEM must submit a <i>Timetable Deviation Request</i> on the Support Site.

Cheating

The SE must report any unusual incidents or behaviour during the test. This information must be passed to the CEM/supervisor, who will use it to submit a malpractice report on Cambridge English for Centres.

After the tests

Speaking mark sheets

After every session, the SE must follow these steps:

- arrange the mark sheets in candidate number order, including any absent candidates
- put the mark sheets for each level in separate A4 envelopes
- seal the envelopes and sign across the seals
- give the mark sheets to the CEM/supervisor.

The CEM/supervisor is responsible for:

- double-checking that mark sheets have been filled in correctly—if any information is missing, ask the SE to complete the information before leaving the venue.

If a Speaking mark sheet is not filled in for a candidate who was present, it can cause significant delays. In some cases, we will not be able to issue a result.

Name corrections and forms

Give any name corrections to the CEM, as well as *Special Considerations* and *Malpractice forms* on the day of the assessment or shortly after. The CEM will need to submit these details on Cambridge English for Centres by the specified deadlines.

Absent candidates

Immediately after the test, tell the CEM about any absent candidates so Cambridge English for Centres can be updated as soon as possible.

Entering marks

After the final session, marks must be entered on Cambridge English for Centres, by the stated deadline.

The CEM is responsible for making sure two suitably trained people input the marks. The marks must be entered twice.

Do not return the Speaking mark sheets or the attendance register to Cambridge English.

Storing Speaking materials

Speaking materials and *Instructions to Speaking Examiners*:

- place the mark sheets into A4 envelopes and store them securely until the deadline for Results Enquiries has passed, after which they must be securely destroyed
- store all Speaking packs securely at all times and keep a record of who removed them from storage, when this was done and for how long
- between sessions, the *Instructions to Speaking Examiners* and Speaking packs must be kept securely by the SEs or stored securely
- securely destroy expired Speaking packs once new packs have been received.

Further information about the validity period of Speaking packs can be found in the **Speaking Pack order form** on the Support Site.



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We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

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This document was initially designed for print and as such does not reach accessibility standard WCAG 2.1 in a number of ways including missing text alternatives and missing document structure.

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