



CAMBRIDGE

English

Use this checklist to prepare and administer the Cambridge English Qualifications Digital for young learners Pre-A1 Starters and A1 Movers tests.

Tick	Task	When	What	Where
	Devices meet technical requirements	1 month before the test	Hardware, software, browsers checked using the sample test	support site Sample test
	Candidates who require modified speaking materials	3 weeks before the test	Submit request	CECP
	CEM onboarding training completed	2 weeks before the test	<i>Centre Exams Managers' Onboarding course for Cambridge English Qualifications Digital for young learners</i>	Totara
	Venue and timetabling details submitted	2 weeks before the test	Meet the deadline either by using the timetabling functionality on CECP or by submitting the form via the support site	CECP support site
	Exam Day staff training completed	1 week before the test	<i>Supervisor & Invigilator training for Cambridge English Qualifications Digital for young learners</i>	Totara
	Candidates who require special arrangement	1 week before the test	Check what SA arrangements are available on the support site and submit the request on CECP	CECP support site
	Entries submitted	2 days before the test	Meet the deadline, making sure that entries are submitted	CECP support site
	Candidate passwords generated	2 days before the test	After entries are confirmed, generate the passwords. Generate passwords again if any amendments are made to the entries.	CECP support site
	Documents provided for Exam Day staff	test day	Candidate passwords and attendance registers are generated from CECP. Download Exam Day Booklet, Notice to candidates poster, room plan, printed Special Consideration and Malpractice forms from the support site. Invigilator code for skipping a component is 9742.	CECP support site



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	Test administered in line with <i>Cambridge English Qualifications Digital for young learners Exam Day Booklet</i>	test day	Follow the instructions in the Exam Day Booklet	support site
	Speaking mark sheets printed	2 days before test	Speaking mark sheets downloaded from CECP and printed.	CECP
	Speaking packs given to Examiners (same as paper-based) and advised which tasks to use.	Speaking test day	Speaking Examiners should only use the following tasks: Pre A1 Starters (401241): 1, 4, 8, 9 A1 Movers (402241): 2, 4, 5, 9, 10	
	Special Consideration and/or Malpractice form submitted if required	within 4 days	Transfer incident details to CECP within the deadline	CECP
	Speaking test marks submitted	within 5 days	Meet the deadline for submitting Speaking test marks so the result is released within the results release window	CECP