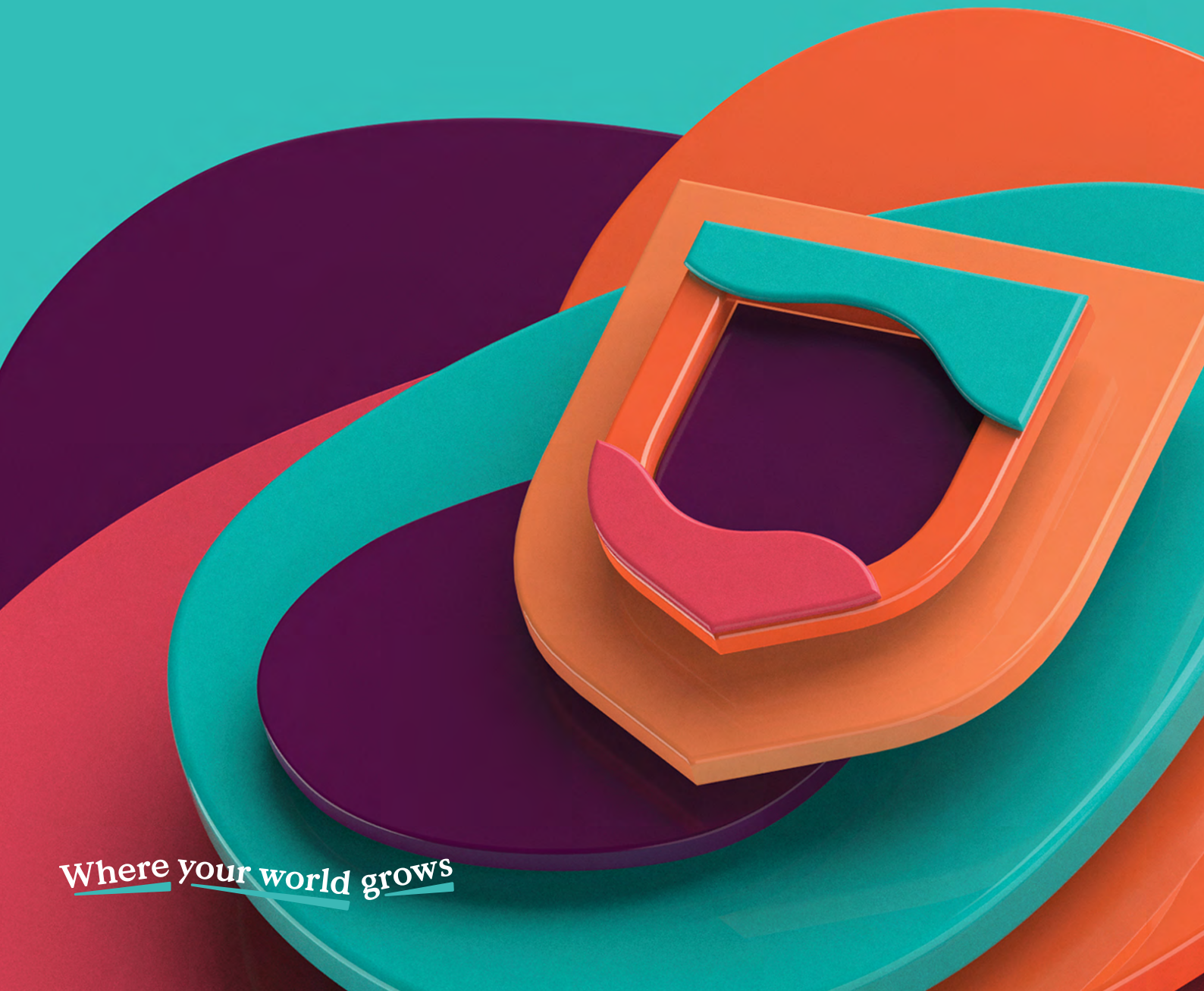
CAMBRIDGE English

Cambridge English Qualifications

Exam Day Booklet for Paper-based exams

Published January 2026



Where your world grows

KEY

Security risk

CEM needs to check Support Site and prepare materials before, and / or input information after, the exam day.

NEW This highlights a significant change.

These extra regulations only apply to centres in Africa, Asia and Australasia running C1 Advanced.

Instructions to read to candidates

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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.

! **You must have a printed or an electronic copy of this booklet in each exam room and in the waiting area of the Speaking test venue.**

This document is correct at the time of publication and may be updated during the year. We will tell you about any updates in **Centre News** and on the Support Site (**support.cambridgeenglish.org**). This document is produced by the Quality and Compliance Team who can be contacted via this email, **qualityandcompliance@cambridge.org**.

NEW The University of Cambridge owns the copyright on all (live and past) exam materials we produce, including digital content question papers, audio files and Speaking packs. You must not copy or reproduce them, (e.g. photos and / or videos), without our permission in writing.

Throughout this booklet, 'You' means invigilators and supervisors, 'CEM' means Centre Exams Manager. Please note we use the term 'written components' as a summary term for all components, papers and modules apart from the Speaking test. For written components, candidates receive answer sheets or answer booklets. For the purposes of this document we call these materials 'answer sheets'.

This booklet is for:

• A2 Key (until July 2026) / Key for Schools • B1 Preliminary / Preliminary for Schools • B2 First / First for Schools • C1 Advanced • C2 Proficiency • TKT (Teaching Knowledge Test) • DELTA Module One.

Exam Day Booklets for the Cambridge English Digital exam or any exam not listed above can be found on the Support Site. For candidates with Access Arrangements and / or using Modified Materials, use the *Access Arrangements Booklet*. Regulations in the *Access Arrangements Booklet* take precedence over any regulations in this booklet.

For help with any questions on the exam day, contact your centre or the Helpdesk on +44(0)1223 553997 or go to support.cambridgeenglish.org and click on 'Help' to use live chat.

For example, if incorrect materials have been supplied or clarity is needed on how to use, pack or label materials, contact your centre or the Helpdesk immediately.

Handling issues outside the standard process can cause additional problems, so contact the Helpdesk for advice. Raising queries with us as early as possible ensures that we can resolve any problems quickly, and that candidates are not disadvantaged.

Exam day audits

You will not be given advance warning if your centre is audited. Auditors might arrive at any time during the exam. They will always show their Auditor ID card to prove their identity. They will need to see where you store the exam materials and will stay in the exam room during the written components. They may also check the Speaking test rooms. During this time, they will write a report and might ask you questions. You can ask the Auditor to ask questions later if you are busy. After the audit, the Auditor will give you brief feedback and will send their report to Cambridge and the CEM.

You can tell candidates that the Auditor is there to monitor the centre, not them. The Auditor may ask candidates some simple questions and / or check their IDs. All centres are expected to co-operate with any audits and to treat Auditors with respect.

Candidate experience

Make sure candidates have a positive experience on their exam day. Be friendly, polite and helpful. Answer candidates' questions clearly and quickly, and try to solve their problems where possible. Keep candidates informed, for example, telling them the schedule for the day including breaks, what they are allowed to take into the exam room, and any emergency procedures for the venue.

Invigilators / supervisors are responsible for the safety and welfare of candidates. Please see our **Safeguarding Policy** for more information.

Requirements for invigilators / supervisors

- All supervisors and invigilators must be trained; for further details see the *Handbook for Centres*.
- There must be at least one supervisor in charge of each venue.
- There must be at least one invigilator for every 25 candidates in each exam room.
- Invigilators must not be friends, colleagues or relatives of the candidates.
- A trainer or an English teacher who has taught the candidates in the last 12 months cannot invigilate, either alone or with another invigilator.
- If supervisors have taught these candidates English in the last 12 months, they can read out candidate instructions and open / distribute exam papers, but they must not remain in the room during the exam.
- Teachers of other subjects can invigilate their students if there is another invigilator in the exam room.
- If there is only one invigilator, they must be able to get assistance without leaving the candidates unsupervised. For example, they can use a mobile phone with sound and vibration switched off. For the Listening test, they must also switch on airplane mode. Someone must be able to arrive within 2 minutes.
- Invigilators must always have a clear view of all candidates.

Test day photos

You are required to take test day photos for B2 First (excluding B2 First for Schools), C1 Advanced and C2 Proficiency.

For other exams, you can offer this as an option if candidates ask for it in advance.

Verify the candidate by checking their ID before you take their photo. See **Candidate ID** below.

If the ID is not a passport, advise the candidate that they may not be able to use their result for immigration purposes.

You must take a photo of each candidate on the exam day using the test day photo software Identica. **If you experience problems with Identica, you must contact the Application Support team immediately on +44(0)1223 803786.** You must upload test day photos by the end of the speaking window to avoid delays in releasing your candidates' results.

Photos taken outside of Identica without authorisation beforehand from the Helpdesk will not be uploaded.

NEW You can choose whether to take the photo on the Speaking or written test day. We strongly advise that you take and upload Test Day Photos at the earliest opportunity to allow sufficient time for resolving any potential issues.

By registering for an exam, candidates or their parents / guardians understand that a test day photo is taken.

We will not release C1 Advanced candidates' results without a test day photo.

Centres administering C1 Advanced in Africa, Asia and Australasia **must** take the photo on the day of the **first** component.

The CEM can check the **Identica articles** on the Support Site for more information and instructions for using the software.

Materials

You are responsible for keeping exam materials secure. While materials are in storage, keep them locked behind two secure barriers. On the exam day, keep them with you at all times or securely locked away.

Do not open question papers until you are ready to start the exam. If you need to divide the contents of a question paper packet, you may open it in front of candidates in the first room and distribute to the other room(s). We might stop the exam, suspend or remove your approval to administer exams in future if you open the packets under any other circumstance.

		A2 KEY / FOR SCHOOLS	B2 FIRST / FOR SCHOOLS C1 ADVANCED C2 PROFICIENCY	B1 PRELIMINARY / FOR SCHOOLS	B1 PRELIMINARY / FOR SCHOOLS B2 FIRST / FOR SCHOOLS C1 ADVANCED C2 PROFICIENCY	ALL EXAMS (EXCEPT TKT AND DELTA MODULE ONE)	TKT	DELTA MODULE ONE
		Reading & Writing	**Reading & Use of English**	**Reading**	**Writing**	**Listening**	**All modules**	**Paper 1 & 2**
You provide	Black / blue pens	✗	✗	✗	✓	✗	✗	✓
	B / HB pencils, erasers, highlighters, sharpeners	✓	✓	✓	✗	✓	✓	✗
	Extra paper (only if needed)	✓	✓	✓	✓	✓	✓	✓
	Desk labels (can be printed from CECP*)	✓	✓	✓	✓	✓	✓	✓
	Attendance register (A4 size) (print from CECP)	✓	✓	✓	✓	✓	✓	✓
	Barcode labels (print from CECP)	✓	✓	✓	✓	✓	✓	✓
We provide	Question paper	✓	✓	✓	✓	✓	✓	✓
	Answer sheet § plus blank answer sheet / answer booklet	✓§	✓§	✓§	✓§	✓§	✓	✓
	CIS forms	✗	✗	✗	✗	✗	✓ One per module	✗
	Audio file	✗	✗	✗	✗	✓	✗	✗
	Script return envelope	✓	✓	✓	✓	✓	✓	✓

* Cambridge English for Centres portal

For all exams, you need:

- audio system for all exams with a Listening component, and headphones to check the recording
- printed templates of *Malpractice* and *Special Considerations* forms (download from **Support Site**)
- room plans (download template from **Support Site** or create your own – make sure they contain the information in the template)
- candidate name correction forms and posters (download from **Support Site**)
- scissors for opening packets
- measuring tape to ensure correct distance between desks / candidates
- A4 envelopes to pack exam materials temporarily after the exam (optional).

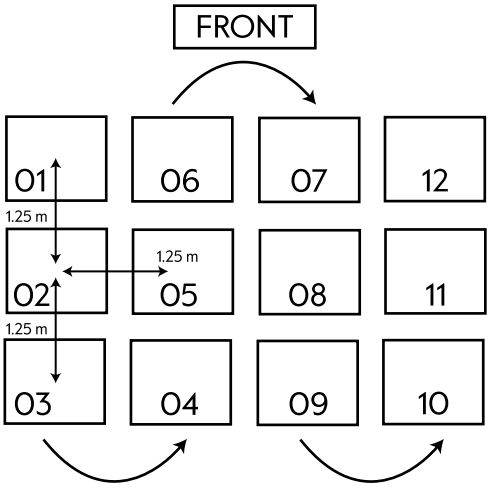
Candidate Information Sheets (CIS) for TKT and DELTA Module One only

We send Candidate Information Sheets to gather statistics about our candidates such as age and nationality. For TKT, candidates must fill in one form for each module. If a candidate's country is not listed, tell them to select 'Other'.

Remove CIS forms from desks before distributing exam materials.

Preparing the venue and exam room

Seating and room set-up



- Use a room layout that allows you to distribute and collect exam materials efficiently.
- Desks or tables must be at least 42 cm × 30 cm in size. There must be enough space for an answer sheet and question paper placed side by side.
- Candidates must face the same direction, towards the front of the exam room.
- Put a desk label with the candidate number on each desk and make sure candidates and invigilators can clearly see it.
- Candidates must sit in candidate number order.
- Keep candidates at least 1.25 m apart, measuring from the centre of one candidate's desk to the centre of the next candidate's desk in all directions. Use a tape measure to check the distance before the exam and re-check the distance is the same during the breaks.
- Candidates can share desks if the centre of each candidate's work area is at least 1.25 m apart.
- Candidates must not be able to see each other's work when they are at their desks. If the room has tiered seating (for example, a lecture theatre), the distance will need to be greater than 1.25 m for candidates seated higher up.
- Do not use dividers between candidates because this can obstruct your view of the candidates. The only exception is when the candidates are using headphones for the Listening test in a language laboratory / computer room and the minimum distance is below 1.25m, then you must use dividers that are both high and long enough to prevent candidates from seeing each other's work.
- **Consider your position to achieve maximum visibility of all candidates.**

Other venue requirements

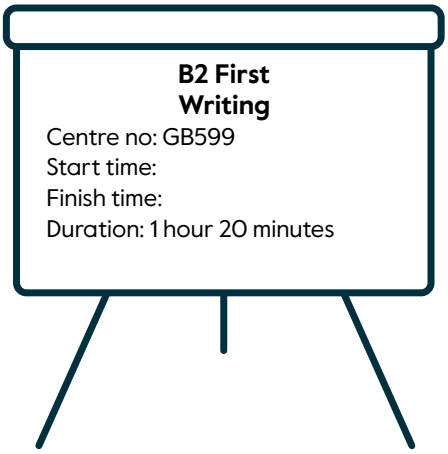
- **Exam room:** switch off any bells, disconnect any phones, make sure the temperature is comfortable and the room is tidy and light.
- **Directions:** make sure candidates can easily find the exam room.
- **Notice to Candidates**: put the current poster outside (not inside) the exam rooms. You only need one poster if all candidates can see it easily.
- **Material in English:** remove or cover posters, notes or notices in English (except for essential safety notices).
- **Listening equipment check:** play the introduction and change the volume and bass to improve the sound quality. Move to different parts of the room to check that all candidates will be able to hear the recording. Make sure no one else can hear it.
- **Time:** display the time or a countdown that includes hours, minutes and seconds. The clock must be at the front of the room so all candidates can see it from their desks. If you are using more than one clock, make sure they show the same time.
- **Designated area:** provide this inside or outside the exam room for items not allowed at desks.
- **Electronic items:** you must store these outside the exam room and have a procedure for returning them to candidates at the end of the day. Make sure you follow any relevant local laws, for example on liability for items that get stolen, lost or damaged when you store them.

- **Display the following:**
  - the name of the exam
  - the name of the component
  - the centre number
  - the start and finish time (not needed for Listening). Leave a space to write the start and finish time on the board when you have finished reading out the candidate instructions.
  - the duration; refer to Fig. 01 (not needed for Listening).

You can write the information above in any order, but make sure it is large and clear enough so all candidates can see it.

Update the information at the start of each component.

Do not write anything else on the board.



Exam timetable

Date

Administer your exam on the correct date.

! See the relevant exam dates in Cambridge English for Centres.

Time slot and component order

Administer components in the time slot given, as in Fig. 01.

You can administer some exams in any order (free component order). See Fig. 01.

Back-to-back sittings

To keep the test secure, the second group must:

- be supervised while they wait
- not be allowed to have contact with the first group
- not have access to their mobile phones, any other electronic items or the internet.

Make sure the candidates understand these rules.

Keep the gap between the two sittings as short as possible.

! Please see the **Support Site** for more information on administering back-to-back sittings.

! You can administer more than one exam in the same room at the same time, provided the candidates who finish earlier do not disturb those still taking their test. Consider how practical it is to administer exams with significantly different component durations. Seat candidates with the shorter component nearer the door. To minimise disruption, candidates must start each component at the same time.

If administering different Listening tests in the same room at the same time, all candidates must use headphones.

No candidates can leave their seats during Listening until everyone has finished.

If you use more than one exam room at a venue, start each component at similar times in each room.

We strongly recommend that you allow candidates an adequate break between components, particularly if the component is an hour or longer. Please also consider the age of the candidates and those with Access Arrangements.

We may suspend or remove your centre's approval to administer exams if you make any unauthorised changes to the exam date, component order or the time slot, or break any test day regulations.

If you administer the same exam in more than one room in the same venue, you must administer those components in the same order. Or, you must make sure candidates from different rooms cannot communicate with each other until after the exam.

Fig. 01

EXAM	COMPONENT	DURATION	FREE COMPONENT ORDER?	SINGLE SITTING TIME SLOT	BACK-TO-BACK SITTING TIME SLOT
A2 Key (until July 2026)	Reading & Writing	1 hr	✓	12:00–17:30 Start final component before 17:30	12:00–17:30 Sitting 2 – start final component before 17:30
	Listening	Approx 30 mins			
A2 Key for Schools	Reading & Writing	1 hr	✓	AM: 08:00–15:00 PM: 12:00–22:00	AM: 08:00–15:00 PM: 12:00–22:00
	Listening	Approx 30 mins			
B1 Preliminary	Reading	45 mins	✓	08:00–13:00 Start final component before 13:00	08:00–13:00 Sitting 2 – start first component before 13:00
	Writing	45 mins			
	Listening	Approx 30 mins			
B1 Preliminary for Schools	Reading	45 mins	✓	AM: 08:00–15:00 PM: 12:00–22:00	AM: 08:00–15:00 PM: 12:00–22:00
	Writing	45 mins			
	Listening	Approx 30 mins			
B2 First / First for Schools	1. Reading & Use of English	1 hr 15 mins	✗	08:00–13:00 Start Listening before 13:00	08:00–13:00 Sitting 2 – start first component before 13:40
	2. Writing	1 hr 20 mins			
	3. Listening	Approx 45 mins			
C1 Advanced	1. Reading & Use of English	1 hr 30 mins	✗		
	2. Writing	1 hr 30 mins			
	3. Listening	Approx 45 mins			
C2 Proficiency	1. Reading & Use of English	1 hr 30 mins	✗		
	2. Writing	1 hr 30 mins			
	3. Listening	Approx 40 mins			
TKT Modules 1, 2, 3, CLIL and YL	All modules	1 hr 20 mins per module	✓	AM: 08:00–12:00 PM: 12:00–17:00 EVE: 17:00–22:00	AM: 08:00–12:00 PM: 12:00–17:00 EVE: 17:00–22:00
DELTA Module One You must give candidates a 30-minute break between the two papers.	Paper 1	1 hr 30 mins per paper	✗	08:00–13:00 Start Paper 2 before 13:00	N/A
	Paper 2				

Listening test durations stated in the table may vary by up to 5 minutes.

Authorised and unauthorised items

Electronic items and watches

NEW Before the start of the first written component, follow the centre's procedures for collecting candidates' electronic items, including, but not limited to: earphones or earbuds (e.g. Airpods); mobile phones; smart glasses; tablets (e.g. iPads); watches (including smart watches); any other smart devices. Ensure a procedure is in place for returning the right items to the right candidates.

Tell candidates to switch off their electronic items. Make it clear that they will be disqualified if they have any electronic items in the exam room during the exam or use them during breaks. Make exceptions for those needing electronic items for medical reasons (e.g. diabetes) or for those using assistive technology.

If local laws require candidates to keep electronics in their possession, these must be switched off, placed in a signal-blocking container and put under their desk or on the supervisor's desk.

Explain to candidates that they cannot use mobile phones or other electronic items until after the final written component.

Keep the candidates' electronic items and watches outside the exam room (unless they are in a signal-blocking container). You must keep these items secure and inaccessible to candidates until after the final written component.

Unauthorised items

After electronic items have been collected, ensure all other unauthorised items e.g. bags are placed in a designated area. If the designated area is not in the exam room, ensure these items are kept in a designated secure area. Candidates are not allowed access to these items during breaks.

Candidates are not allowed to bring to their desks any items which have visible English writing, including clothes. Ask candidates with too many visible English words on their clothing to change, cover them or turn the clothing inside out.

Items allowed at desks

THESE ITEMS ARE ALLOWED ON DESKS BUT CHECK THEM FOR HIDDEN UNAUTHORISED MATERIALS AND WORDS IN ENGLISH:

- ✓ photo ID
- ✓ pens, pencils, erasers, highlighters, sharpeners
- ✓ small pencil cases (left open)
- ✓ water
- ✓ tissues
- ✓ headphones for the Listening test
- ✓ blank paper
- ✓ Confirmations of Entry are allowed on desks during the ID check. Remove or place them under the desk once you have checked the IDs. Make sure you return them to the candidate by the end of the exam day
- ✓ candidates can keep coats or jackets on the back of their chairs. Make sure they do not take notes or other items out of their pockets during the exam
- ✓ during the exam, if candidates put unauthorised items on their desk, ensure they are placed in the designated area (or under their desk if necessary).

THESE ITEMS ARE ALLOWED ONLY FOR CANDIDATES WITH A GENUINE NEED:

- ✓ medicine and electronic items needed during the exam for medical conditions (e.g. diabetes)
- ✓ food (for diabetes, pregnancy etc.)
- ✓ items required for Access Arrangements (some items may need approval).

Cheating

Examples of cheating:

- impersonating
- copying from another candidate
- allowing a candidate to copy from them
- communicating with or signalling to another candidate
- having access to electronic items with them during the exam
- using any unauthorised items with the intention of cheating
- disruptive behaviour
- not following exam staff instructions, e.g. not stopping writing when instructed
- talking about the Speaking test with candidates who are waiting to take their test.

You can only stop a candidate from taking the exam if you are not confident about their identity (i.e. impersonation or unsuitable / no ID), or if the candidate causes disruption to other candidates or poses a threat to health and safety.

How to handle cheating

- Tell the candidate to stop cheating. **Also tell them that they will be reported.**
- If you are removing unauthorised materials, be aware of local laws.
- Allow the candidate to complete any remaining components.

How to report cheating

- Write a detailed report using the printed *Malpractice* form.
- **Take a signed and dated candidate statement after the component or at the end of the exam day.** Under 18s can be represented by their parents or carers.
- Give the documents to the CEM / supervisor, who should use this information when they submit a malpractice report on Cambridge English for Centres.

If you think other candidates have been affected, use a *Special Considerations* form.

Candidate ID

Do not allow the candidate to take the exam if you are not confident about their identity.

Each candidate must present an ID that includes a photo, their full name and date of birth.

If a candidate does not present a suitable ID, see Fig. 02.

Auditors can check IDs and ask candidates questions about their IDs.

Acceptable types of physical ID

- Passport.
- An identity document issued by the government of the country where the exam is held and officially recognised as proof of identity, e.g. driving licence, residence permit.
- Government National ID issued in an EU or Schengen area country being used in another EU or Schengen area country.

NEW **Acceptable types of digital ID**

Government-issued National digital ID provided it is accepted as official ID in the country where the exam is taking place and it can be verified using the official government verification service.

Additional ID rules

Candidates aged 17 or under must use either an acceptable ID listed above or one of the following:

- school / college physical ID (provided the centre is confident this ID truly verifies the candidate's identity)
- *Candidate ID* form (downloaded from the support site and completed before the exam).

All candidates taking the exam for immigration purposes

If the candidate is taking the exam for immigration purposes, it is their responsibility to ensure that they present an ID (usually a passport) acceptable to the appropriate immigration authority, and that they inform the centre at the time of registration that they intend to use the exam for immigration purposes.

Regulations for centres in Africa, Asia and Australasia

- For candidates of all ages taking any exam, the only acceptable form of ID issued by a foreign country is a passport.
- For **C1 Advanced**:
  - Check that the candidate's ID is the same ID that was used at registration; if it is not, the candidate must not be allowed to take the exam. The CEM will give you a list of the candidate ID numbers so you can check the same ID is used.
  - You only need to check once during the written components and once before the Speaking test.
  - The ID number must also match the one recorded on Cambridge English for Centres portal or Identica.

NEW

When to check IDs

ID TYPE	ALL WRITTEN COMPONENTS (EXCEPT LISTENING)	LISTENING TEST	SPEAKING TEST
Physical	Before each component or in the first 15 minutes, and when candidates return to their seats.	Before the start of Listening.	When candidates arrive in the waiting area and just before they enter the test room.
Digital	Before the component starts and when candidates return to their seats.	Before the start of Listening.	When candidates arrive in the waiting area and just before they enter the test room.

How to check physical IDs

1. CHECK ID IS VALID	2. CHECK FOR IMPERSONATION
It is one of the types of ID listed in this booklet. It has not expired. It is an original, not a copy. If the ID is not valid, see Fig. 02.	Check the photo on the ID matches the candidate. Check the name on the ID matches the name on the desk label and / or attendance register. Check for any evidence that the ID may not be genuine, for example incorrect or missing details.

NEW For **C1 Advanced** and **C2 Proficiency**, and when a candidate presents a passport that was not issued by the country where the exam is taking place, you must also verify the passport, once per exam day, by using at least one of the following*:

- **Identity verification app** – use an app (free versions are available) for scanning and verifying the information in the passport. Be aware of data / privacy laws and consider if you need to use a device owned by the centre.
- **UV torch / light** – check, e.g., the inside pages of a passport, including the photo page. It usually reveals hidden security features, which vary depending on the passport. It is suspicious if there is nothing to see or the images are not sharp.
- **Passport scanner** – use this device to read the information on a passport.

*This does not apply to candidates from an EU / Schengen country taking the exam in another EU / Schengen country and presenting their passport or government-issued national ID.

NEW How to check digital IDs

Digital IDs must be verified both before the written components and before the Speaking test.

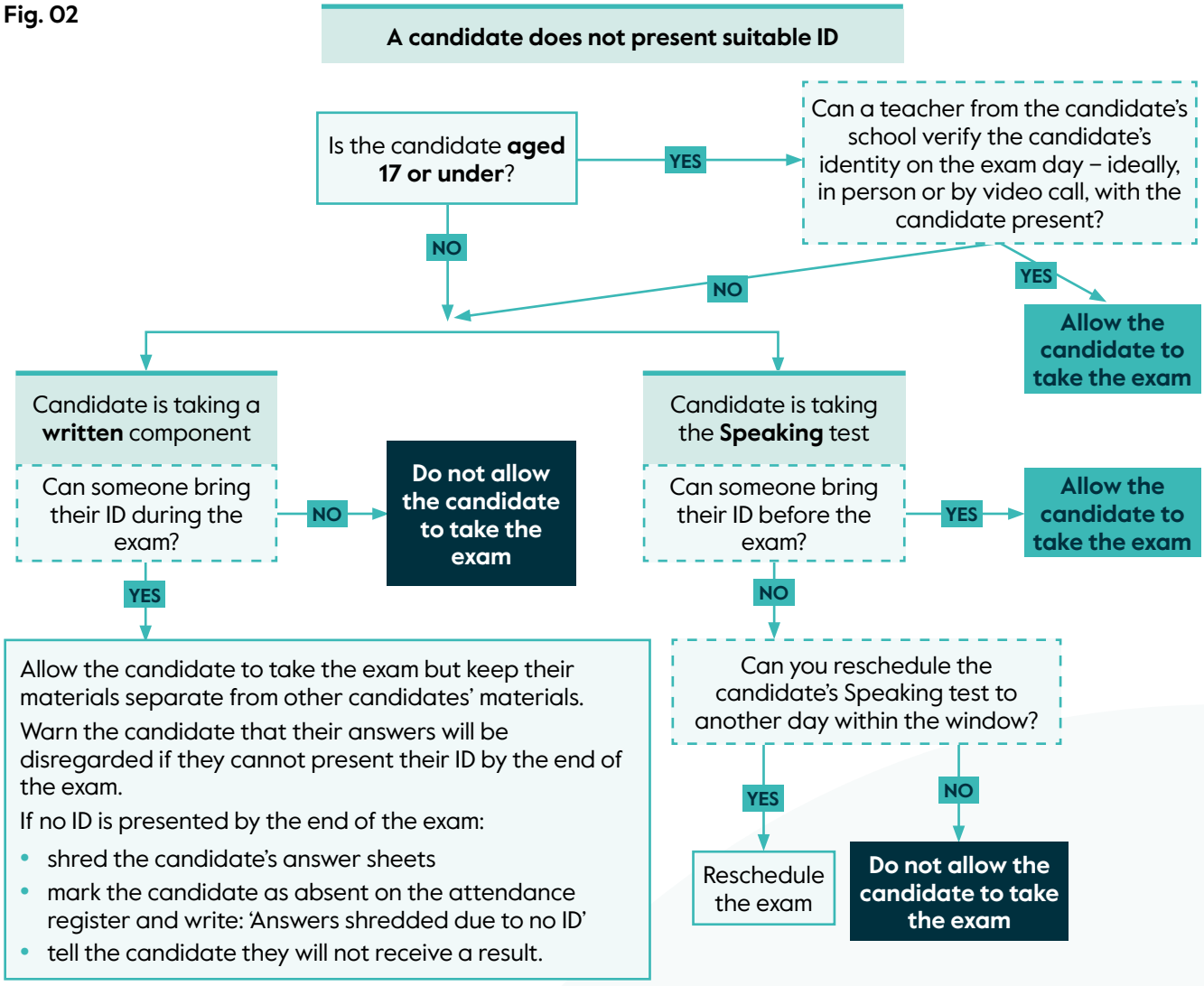
1. CHECK	2. VERIFY THE ID	3. CHECK FOR IMPERSONATION
It is a government-issued national ID	Use the applicable official verification app or website	Check the photo on the ID matches the candidate. Check the name on the ID matches the name on the desk label and / or attendance register

If a candidate's digital ID is on a device that is unauthorised to be at their desk, you will need to retrieve it, verify the ID and then return it to the designated area. You must monitor candidates accessing their devices and ensure they only use their devices to present their digital ID.

If it is not possible / practical to verify the digital ID for subsequent components because candidates' devices have been collected, the following two options are acceptable.

OPTIONS	After verifying the digital ID and before both the first written component and before the Speaking test	Subsequent ID checks
1. Paper copy of photo ID (candidates must be told to bring this before exam day or the centre must print a copy)	The centre must write the candidate number on the paper copy, and stamp or sign to ensure only this verified copy is used throughout the exam	The centre checks ID using the verified paper copy
2. Centre takes a photo of the candidate using a centre-owned phone and must be compliant with local laws and GDPR	Centre uses their phone to take a picture of the candidate with their candidate number (e.g. desk label with the candidate number). If verification of the digital ID happens away from the candidate's desk, the candidate must be escorted to their desk	Centre checks photos on phone to verify the right candidate is at the right desk

Fig. 02



A candidate has a face covering

Arrange for an appropriate member of staff to ask the candidate politely to remove the face covering for identification purposes in a private area.

Doubts about a candidate's identity

Talk to the candidate during a break or before starting the component and ask them questions about the information on their ID. For example, when / where they were born, address etc. Be sensitive to candidates who may be transitioning their gender; the CEM can access the **Support Site** article for more details. If they cannot confirm their personal information (as per their ID document), do not allow them to take the exam. Tell your CEM, who must inform us immediately.

Running the written components and candidate instructions

Only candidates, supervisors, invigilators and auditors are allowed in the exam room. You must not allow anyone else into the exam except technical staff in emergencies. Auditors will always show their ID card.

You can translate all the instructions to candidates (you do not have to read them out in English). Make sure all candidates can understand the instructions and that you do not contradict any of our regulations.

For the duration of exams, please see Fig. 01.

If candidates fill in the Candidate Information Sheet (TKT and DELTA only) before a component, collect them before distributing exam materials.

Follow STEP 1 only once, before you start the first written component.

STEP 1: Before the first component

Silence your mobile phone, disable vibrations and turn off any alarms.

Follow the instructions in **Authorised and unauthorised items** *if you have not already done so.*

If candidates are not already seated, make sure they sit at the correct desk. Check the items that are allowed at their desks.

- We are going to start your exam soon.
- Do you still have anything electronic, including mobile phones with you? If you do, switch them off and give them to me now. If you keep any electronic items, you may be disqualified.
- You are not allowed to keep a wristwatch of any type in the exam room. If you are wearing one, take it off and give it to me.
- You must follow my instructions. If you need help at any time, please put your hand up.
- You are here to take: *(read out exam name).*
- Check your candidate number on your desk to make sure you are sitting in the correct place.
- You are allowed on your desk: a pen, pencil, eraser, sharpener, highlighter, your ID and water.
- If you have any unauthorised items, give them to me now.
- If you cheat, you will be disqualified. Suspected cheating includes copying from another candidate, allowing a candidate to copy from you, continuing to write after you have been told to stop, or using prepared notes. It also includes helping other candidates or allowing another person to do all or part of your exam.
- If you use any electronic items during the exam or breaks, you will be disqualified.

STEP 2: Instructions for each component

Check each candidate's ID now or, for physical IDs only, within the first 15 minutes. For Listening, check IDs before the test starts.

Make sure their ID is on their desk for each component unless they have only digital ID.

Hand out the correct answer sheets / booklets for this component only. You can do this before candidates enter the room or when they are seated at their desks. Give the correct answer sheet to the correct candidate. Check candidates are seated in the correct place. Make sure there are no unauthorised items at their desks.

- You are now under exam conditions.
- You are here to take: *(read out component name).*
- If you cheat, you will be disqualified.
- Keep your ID on your desk during this test.
- Check the name on the answer sheet. If it is not your name, or your name is incorrect or missing, put your hand up. If it is correct, sign your name in the signature box.

If the answer sheet does not belong to the candidate, give them their correct answer sheet.

If a candidate's name is misspelt, cross it out and ask the candidate to write their name correctly. Write down name corrections to give to the CEM / supervisor.

If a candidate's name is not on the answer sheet, ask them to write their name in English letters and to add their candidate number.

- Read the instructions on the answer sheet carefully. If you have any questions, put your hand up.
- At the end of the test, you must stop writing when I tell you and stay at your desk.
- Do not take any test materials out of the room.
- Are there any questions?

Before each component except Listening

- If you finish your test early, put your hand up and wait in your seat. You cannot leave the exam room permanently in the first 30 minutes or the last 10 minutes.
- I will now give you the question paper. Do not open it yet.

Open the question paper packet now and check the version numbers match on the question papers and answer sheets. If they don't match, if possible, check storage. If this is not possible, start the exam and make a note of it to report to the supervisor / CEM after the exam.

Hand out the question papers.

- If you need a toilet break during the test, you must put your hand up and wait in your seat. You cannot leave the exam room for toilet breaks during the last 10 minutes of the test.
- I will tell you when there are 10 minutes and 5 minutes left.
- If you have a problem during the test, put your hand up.
- I will now read the instructions on the question paper.

Read out the instructions on the question paper and give candidates time for questions about the instructions. After answering any questions about the instructions, check the time on the clock and wait to start on a full minute.

- Open your question paper and start.

Write the exact start and finish times on the board. Check the duration of the component.

If you have not already checked candidates' IDs, you must do it in the first 15 minutes of the component.

Now go to STEP 3.

Before Listening

Check the audio equipment is ready to play the audio file.

If you have not already checked candidates' IDs for Listening, do this now before the start of the recording and ensure they are seated at the correct desks.

Check each candidate has a pencil and eraser.

- You cannot leave the room during the Listening test for toilet breaks or if you finish the test early.
- I will now give you the question paper. Do not open it yet.

Open the Listening question paper packet now and check the version number on the question paper matches the audio file. If they do not match, do not start the exam. Check again for the correct materials and check the Global Listening portal for the audio file. If they still do not match, contact the Helpdesk immediately and follow their instructions.

If the version numbers match, hand out the question papers.

Read out the instructions on the question paper and give candidates time for questions about the instructions.

- I will now play the introduction to check that everyone can hear the recording clearly.
- Put your hand up if you have a problem hearing it.
- Do not open your question paper yet.

Play the introduction and pause the recording after the introduction to check that candidates can hear clearly. Adjust the audio and replay the introduction if needed.

- I will now play the recording. You will hear when to open your question paper and start your test.

Now play the recording. Do not stop it until you hear the announcement that the test has ended.

*If your equipment fails or there is a long period of disruption, go to **Incidents and emergencies**.*

STEP 3: During each component

Your main responsibilities are to look after candidates' wellbeing and to make sure no candidates cheat.

- Stay alert at all times, making sure you can see all candidates.
- Regularly walk around the room. However, during Listening keep this to a minimum, and only if candidates are using headphones.
- Your role is to invigilate. Do not engage in other activities such as reading a book or working on a laptop. You need to fill out the room plan, attendance register and, if necessary, the *Malpractice* and *Special Considerations* forms.
- You or anyone else must not explain exam questions or read or alter candidates' answers.
- Look out for candidates who might be cheating.
- Ensure candidates do not make their answers easily visible to other candidates.
- Do not disturb or distract candidates.
- Check candidates remain at least 1.25 m apart throughout the exam.
- Watch for candidates who may need assistance.
- For exams with a writing part, check that candidates are writing within the spaces.
- Check that candidates are using the appropriate pen or pencil for the component.
- Do not interrupt the Listening test. Do not let anybody enter or leave the room, except in an emergency.

Room plans

! You must fill in an accurate room plan for each exam room before the final written component. The room plan must include the position of each candidate using the candidate number, confirm the direction candidates are facing, and that candidates are a minimum of 1.25 m apart. Label each room plan clearly. You must complete one room plan for the initial layout, if the room layout changes or candidates are moved after the exam has started, you must complete another room plan. For TKT, fill in one room plan per module.

Attendance registers

Complete and sign the attendance register before the end of each component. Do not staple it.

Absent candidates

If a candidate is absent, mark this on the attendance register in the 'A' column. Mark the candidate absent on their answer sheet.

- Remove the absent candidate's materials from the desk after your centre's late arrival time has passed.
- **You must never use an absent candidate's answer sheet for a different candidate.**

Toilet breaks

Candidates must not leave the room during **Listening** at any time, except in an emergency. For all other written components, a candidate can leave and return to the exam room if they are escorted by a member of staff (without a conflict of interest), except during the final 10 minutes. The escorting member of staff must check the toilets before and after any toilet breaks.

- The candidate must put their answer sheet inside their question paper.
- Remind the candidate that they are still under exam conditions even outside the exam room.
- A member of staff (without a conflict of interest) must escort the candidate. Remember that if there is only one invigilator in the room, they cannot leave and must ask for assistance.
- Make sure the candidate does not communicate with anyone outside the room.
- You must not allow extra time for toilet breaks.

Finishing early

If a candidate has finished the component and wants to leave the room (except **Listening**):

- check the time – the candidate cannot leave permanently in the first 30 minutes or the last 10 minutes
- the candidate must stay in their seat while you collect all their exam materials (question papers, answer sheets and any extra paper)
- prompt candidates to transfer their answers to the answer sheet if necessary
- remind them that they are not allowed to use any electronic items until all written components have ended
- tell them to leave the room quietly
- you must not allow this candidate to re-enter the room until the component has ended.

Candidates who arrive late

You cannot allow late arrivals for the Listening test.

For all other components you can allow late candidates to take the component (with the supervisor's permission) if no other candidate has finished and left the room. You can refuse to admit late candidates if this is your centre's policy. If you do not allow a late candidate to take one component, do not allow them to take the following components. Candidates will only receive a result if they have completed all components.

If you allow late candidates, you must allow them the full time of the test. Read the full instructions to them outside the exam room if the other candidates have already started the component. Consider the impact this will have on your exam timetabling when deciding whether to accept candidates who are late. For example, the late candidate's exam finish time could overlap with the next scheduled component, which would delay the exam for other candidates.

When the component has finished for everyone else, make sure they leave the room quietly and allow the late candidate the full test time.

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.

Incidents and emergencies

If needed, fill in a *Special Considerations* form (see below).

Technical disruption

If you are unable to continue with the exam, e.g. due to a power cut, make sure candidates are supervised as closely as possible, especially if they leave the room, so they do not access unauthorised items or the internet, and to prevent them talking to each other about the test.

Emergency situations

If there is an emergency, everybody's safety is the main priority.

Depending on the nature of the emergency, follow the instructions below. However, your local emergency procedures should override any of our exam security regulations.

- Evacuate the exam room following the venue regulations.
- If possible, closely monitor the candidates to ensure they do not communicate with each other or access unauthorised items, mobile phones or the internet.
- Note the time the incident happened.
- Contact the Helpdesk.

Fill in a *Special Considerations* form (see below). If the emergency caused a long interruption, you must consider if candidates and exam day staff are still available to finish the exam. If the emergency was unsettling for the candidates, it might not be appropriate to resume the exam on that day.

Problems with audio equipment

- Note where the recording stopped.
- Tell candidates to close their question papers and be quiet.
- Check the audio file and replace the faulty equipment if needed. If you are the only invigilator in the room get help so you can still supervise the candidates.
- Play the introduction to the candidates and check the sound.
- Use headphones to find where the recording stopped.
- Tell candidates to open their question papers and continue the test.
- Fill in a *Special Considerations* form (see below).

Disruption to the Listening test

- You can pause the recording if there is an unexpected, long period of disruption.
- The pause should be as short as possible.
- Tell candidates to be quiet while they wait.
- Resume the recording as soon as the disruption ends.
- Submit a *Special Considerations* form (see below).

Special Considerations

If there was an incident that might have affected the candidates' performance, fill in a printed *Special Considerations* form. Give the form to the CEM / supervisor at the end of the exam so they can use the information to submit a request on Cambridge English for Centres. The CEM should submit the request only if they support it.

Special Considerations could apply for:

- a candidate who is unwell
- a persistent loud noise that distracts candidates
- problems with the Listening test equipment
- a delay that might unsettle candidates
- an emergency evacuation such as a fire alarm
- extra paper in Writing because of a spoilt answer booklet.

Decide which candidates need to be included on the form (everyone in the room, a range of candidates or a single candidate). Explain to the candidates that you will inform the CEM about the circumstances.

STEP 4: Finishing each component

Before the end of each component except Listening

10-minute warning: *Do not allow candidates to leave in the final 10 minutes.*

- You have 10 minutes left.
- Put your answers on your answer sheet before the test ends.
- Do not write outside the boxes.
- Stay in your seat until the end of the test.

Walk around the exam room and prompt candidates to transfer their answers to the answer sheet if necessary.

5-minute warning

- You have 5 minutes left to put your answers on your answer sheet.

Walk around the exam room and prompt candidates to transfer their answers to the answer sheet if necessary.

Before the end of Listening

Do not give any time warnings. The recording includes all time warnings, necessary pauses and instructions to transfer answers to the answer sheets.

During the pause at the end of the recording, move quietly around the room to check that candidates are transferring their answers to their answer sheets. Give individual reminders if required.

At the end of each component including Listening

- The test has now finished. Stop writing and put your pens / pencils down.
- Stay in your seats until I tell you to leave.
- Do not take any test materials out of the room.

*Make sure all candidates have stopped writing and put their pens / pencils down. If any candidates don't comply, ask them again to stop writing. If they ignore this warning, report this using the Malpractice form (see **Cheating**).*

Collect all question papers, answer sheets and any extra paper. Count all the materials to check you have collected everything.

If a candidate does not transfer all their answers to the answer sheet in time, and you believe that there is a good reason, include the question paper with the answer sheet. Make sure the candidate's name is on the question paper. You must do this immediately after the component ends. You must submit a Special Considerations application (see above) explaining the reasons you want us to accept the candidate's answers.

**Do not read the following instruction if it is the final written component.*

- *You are not allowed to use any electronic items or watches until after the final component / module.
- You can leave the room quietly now.

*Follow the instructions in the **Packing materials for despatch / storage**; see Fig. 03.*

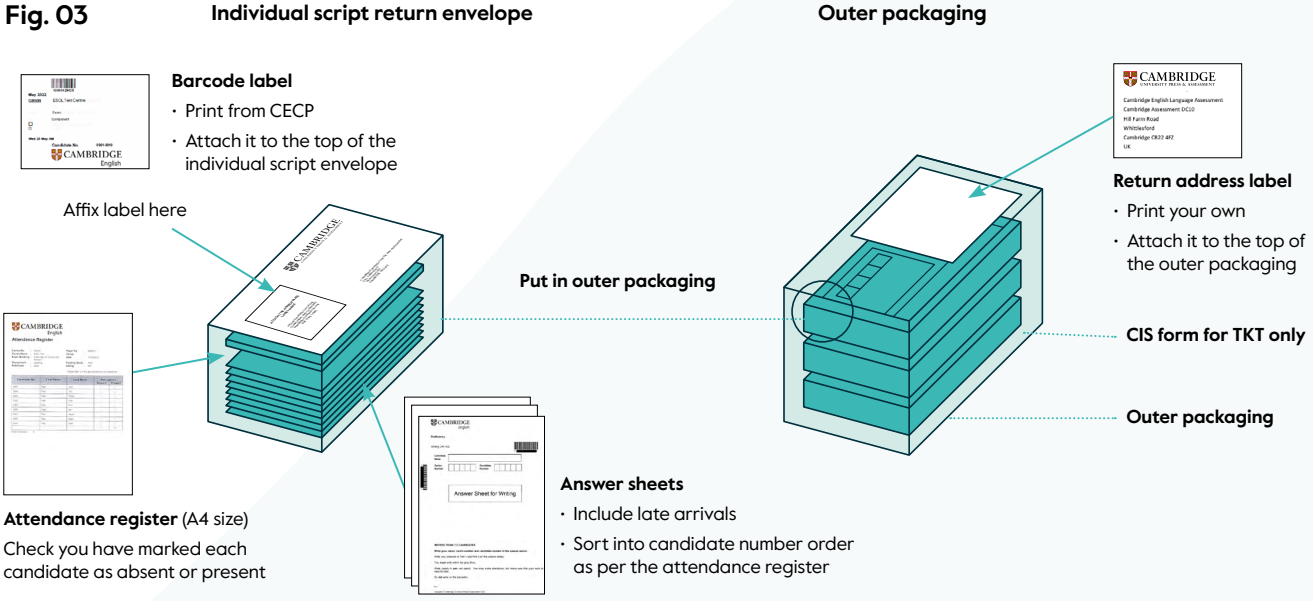
Give any name corrections to the CEM, as well as forms for Special Considerations and malpractice.

Repeat STEPS 2–4 for any remaining written components.

Packing materials for despatch / storage

Keep all exam materials secure until they are despatched or destroyed. Follow the instructions below to ensure the candidates' answer sheets are despatched promptly.

Fig. 03



Follow the packing instructions below, making sure the script return envelopes are sealed before they leave the exam room. If you are not using the script return envelope, you must use temporary envelopes. Before taking the temporary envelopes out of the exam room, seal the envelopes and sign across the seal.

Important information

- If you are unable to print the barcode labels and for further information, please see the **Support Site**.
- **Do not staple materials** you are returning including the attendance register.
- Make sure the contents of the script return envelope match the barcode label exactly.
- Only include the attendance register and answer sheets that match the barcode label.
- Do not mix answer sheets from different components.
- Use only one barcode label per envelope.
- Use additional packets if you can't fit all the materials relating to the barcode into one envelope. Either print more barcode labels or write on the additional envelope(s) the same information as contained on the barcode label. Indicate the packs as: 1 of 2, 2 of 2, etc. and keep the packets together.
- **B1 Preliminary / for Schools, B2 First / for Schools Writing:** pack Writing answer sheets into separate packets with their own barcode labels.
- Include one attendance register for each component.
- Attach the label to the envelope making sure it is flat and can be scanned.
- If the barcode label is not self-adhesive, attach with clear tape.
- The CEM must enter the shipment tracking details / air waybill number in Cambridge English for Centres within 3 working days of the exam day.
- Attach the address label on the top of the packaging and send to us using a reliable and reputable courier.

Modified materials

Please see the *Access Arrangements Booklet* and *Making a transcript of a candidate's answers* on the Support Site.

Absent candidates

- Mark the candidate as absent on their named answer sheets (not required for DELTA Module One) and on the attendance register.
- Include absent candidates' with other candidates' answer sheets in numerical order.

Access Arrangements materials

For candidates using assistive technology:

- clearly label each answer sheet with the following details:
  - candidate's name
  - candidate number
  - centre number
  - packing code
  - exam name and session (AM/PM)
  - exam date
- place each candidate's answer sheet in a separate envelope. Write the same details on the top of the envelope
- include the envelopes with the other candidates' answer sheets, ensuring they are arranged in numerical order. Place all sheets and envelopes in the despatch packet/box.

For administrative Access Arrangements only (e.g. extra time):

- include these candidates' answer sheets with the others in numerical order, as listed on the attendance register.

After the exam - materials and deadlines

ALL EXAMS EXCEPT DELTA MODULE ONE			
MATERIAL		**RETURN / STORE / DESTROY / DELETE**	**WHEN / HOW LONG**
Answer sheets (arrange in candidate number order, including unused answer sheets)		Return	Within 3 calendar days
Attendance registers	Written components	Return the original	Within 3 calendar days
		Store a copy	6 months after the exam
	Speaking	Store	6 months after the exam
Completed CIS forms (TKT only)	Completed	Return	Within 3 calendar days
	Unused	Destroy securely	Within 14 calendar days
All question papers		Destroy securely	Within 14 calendar days
Audio files	Devices owned by the centre	Delete from device(s) and recycle bin	Within 14 calendar days
	Devices not owned by the centre		Immediately
Room plans		Store	6 months after the exam
Speaking packs		Store	Until they are replaced

DELTA MODULE ONE ONLY		
MATERIAL	**RETURN / STORE / DESTROY**	**WHEN / HOW LONG**
Answer booklets (arrange in candidate number order, including unused booklets.) Pack Paper 1 and Paper 2 materials in separate script return packets.	Return	On the exam day
Attendance registers	Return the original	On the exam day
	Store a copy	6 months after the exam
Completed CIS forms – pack in a separate A4 envelope marked 'CIS', include in the despatch packet / box.	Return (in same despatch packet / box as answer sheets)	On the exam day
Unused CIS forms	Destroy securely	Within 14 calendar days
Room plan	Store	6 months after the exam

Do not keep or copy question papers, audio files or other exam materials. Only use them for the exam and no other purpose.

For information about returning materials and how to arrange a courier, see the *Handbook for Centres*.

Speaking test preparation

Test rooms and waiting areas

The CEM will have chosen a suitable venue with an appropriate number of test rooms. There must also be an area where candidates can wait.

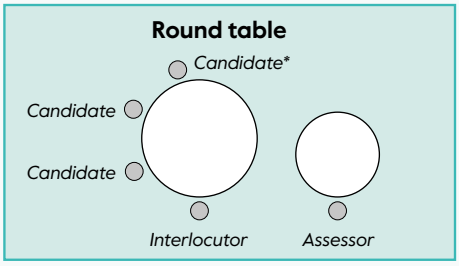
The only people allowed in the test room are:

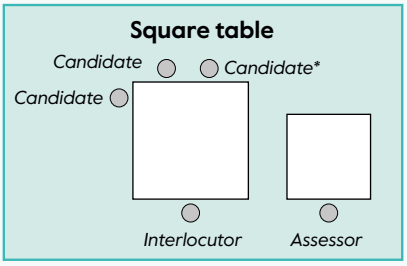
- Speaking Examiners (SEs)
- candidates
- Team Leaders (TLs), Regional Team Leaders (RTLs), Professional Support Leaders (PSLs).

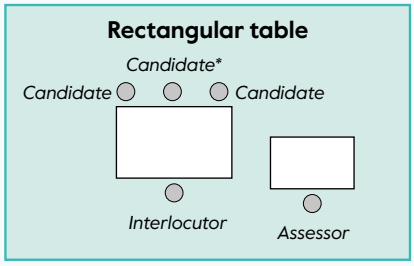
Auditors will not normally go into the test room during a Speaking test. They may check the rooms before or between tests. C1 Advanced is the exception as an Auditor or Cambridge employee may be present during a test as part of extra security measures.

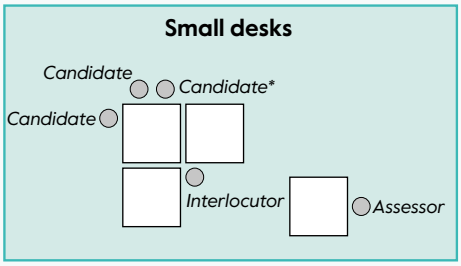
- Only one Speaking test can be held in a room at a time.
- Clearly identify all rooms you are using for Speaking tests.
- Check the waiting area has enough chairs for all candidates and that noise from the waiting area cannot be heard in the test room.
- Put the current *Notice to Candidates* **outside** (not inside) the test rooms or in the waiting area. You only need to display one poster if 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 and watches 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.

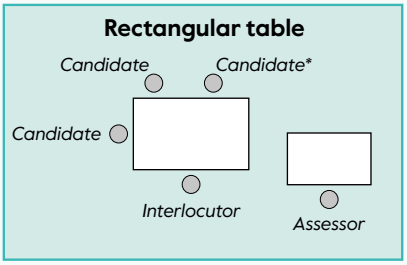
The SEs are responsible for arranging the furniture to make the seating arrangements suitable – examples below:











The standard format of the test is in pairs.
*Shows position of third candidate in cases of a group of three.

Staff and materials for the Speaking tests

STAFF	MATERIALS	RESPONSIBILITIES
Supervisor(s)	• Attendance register • Speaking test timetable • *Exam Day Booklet* • *Notice to Candidates* • *Special Consideration* form • *Malpractice* form	• Managing the waiting area, making sure it is calm and quiet • Checking IDs when candidates arrive • Completing the attendance register • Checking that Test Day Photos are taken and submitted, if not completed already • Informing candidates of all instructions relating to the Speaking test • Supervising candidates while they wait and ensuring they do not talk to the candidates leaving after their test • Keeping Speaking test materials secure • Keeping a record of which Speaking pack is issued to which SE (if not done by CEM) • Agreeing with SEs how to keep Speaking materials secure during breaks • Checking with SEs that all Speaking test marks have been submitted via the Speaking Test app at the end of the session • Confirming with SEs which candidates to mark absent, if applicable • Completing *Special Consideration* and *Malpractice* forms if required
Marshal(s) – you might need more than one depending on the number of test rooms used.	• Speaking test timetable	• Accompanying candidates to the test room • Supervising candidates until they go into the test room • Informing candidates if a TL is monitoring, and explaining who they are and what their role is • Checking IDs immediately before the Speaking test and identifying candidates to SEs • Making sure waiting candidates do not speak to candidates leaving the test room • Guiding candidates away from the test area after the test
Speaking Examiners (SEs)	• Speaking test timetable • Relevant Speaking pack • *Instructions to Speaking Examiners* • Device with the latest version of the Speaking Test app • Printed *Speaking marks offline record* for the exam (in case the Speaking Test app is unavailable)	• Keeping Speaking test materials secure at all times on the test day • Making sure the room is a suitable environment for the Speaking test and setting up the room • Telling the supervisor about any situation which may have affected a candidate's performance (for Special Considerations) • Submitting Speaking marks via the Speaking Test app or completing the offline record if there are issues with the app • Keeping mobile phones in Do Not Disturb mode when uploading marks in the Speaking Test app

Information about the validity period of Speaking packs is on the *Speaking Pack* order form on the **Support Site**. The CEM is responsible for securely destroying Speaking packs when they are replaced.

Timetabling Speaking tests

Tests follow the timings below.

EXAM	FORMAT		MAXIMUM NUMBER OF CANDIDATES ALLOWED PER 3-HOUR SESSION
	2 CANDIDATES	3 CANDIDATES FINAL TEST OF SESSION – ONLY IF THE NUMBER OF CANDIDATES IS UNEVEN	
A2 Key / A2 Key for Schools	8–10 minutes Allow 12 minutes	13–15 minutes	30 candidates
B1 Preliminary / B1 Preliminary for Schools	10–12 minutes Allow 14 minutes	15–17 minutes	26 candidates
B2 First / B2 First for Schools	14 minutes Allow 16 minutes	20 minutes	22 candidates
C1 Advanced	15 minutes Allow 17 minutes	23 minutes	20 candidates
C2 Proficiency	16 minutes Allow 18 minutes	24 minutes	20 candidates

A group of three is allowed only when there is an uneven number of candidates and it is the final test of the session.

You must administer the Speaking tests within the Speaking test window published on Cambridge English for Centres.

Where possible, your CEM will add a further 3 minutes to every test time if SEs are being monitored. This allows time for feedback to SEs after candidates have left the test room.

Breaks and duration of examining session

It is important for SEs to have breaks throughout the day.

- SEs must have a 15-minute break during each 3-hour examining session (in total 3 hours 15 minutes).
- If they are examining two sessions in a day, they must have an hour's break between the two sessions*.
- SEs must not examine more than two 3-hour sessions per day.
- When using a Remote Assessor, please refer to the **Centre Instructions** on the Support Site for timetabling instructions.
- If SEs are examining at different levels (for example B1 Preliminary and B2 First) within a 3-hour period, they must have an extra break of at least 10 minutes to adjust to the next level.

If a candidate is entered for two exams, e.g. B2 First and C1 Advanced, the same pair of SEs should not examine them. If another pair of SEs is not available, the examiners must change roles for the second test.

* The exception is if it would leave two candidates after the 1-hour break between the two sessions. In this case we recommend taking the break slightly earlier and testing three or four candidates after the break. This ensures that if a candidate is delayed for their test or does not arrive, there is not a single candidate left to examine. In these cases, with the agreement of the SEs, it is acceptable to have a 45-minute break.

Running the Speaking tests

Before the Speaking test

Ensure the **'Staff and materials for the Speaking Tests'** section is reviewed to confirm that all necessary materials are provided to the relevant staff.

Before the Speaking tests start:

- check that the assessor has logged in to the app and can see the session details
- show SEs to the test room and tell them about any changes to the timetable
- SEs must not test candidates who are friends or relatives, who they have examined within the previous six weeks, or who they have taught in the previous three years. Check the candidates' names with the SEs. If you and the SE only realise this on the test day, you must try to arrange for a different SE to examine this candidate. If you do not have more than one pair of SEs on the day or the SE only recognises the candidate as they enter the test room, that SE must be the interlocutor
- make sure you have a copy of the timetable and attendance register. Auditors may ask to see the timetable.

When candidates arrive

Check their photo IDs and tick their names on the attendance register. See **Candidate ID** section above.

Tell candidates to switch off their mobile phones, watches and all other electronic items, including alarms. Ask them to place these items in the designated area **(outside the test room)**. They must place any other personal belongings in a designated area either inside or outside the test room. Candidates with a genuine need are allowed items for medical / Access Arrangements reasons at the desk (some may require prior approval).

Explain to candidates:

- when they will be examined and who their partner is
- why and when you will check their ID again
- there will be two SEs, one will ask you questions and the other will record your marks (if using a remote assessor explain this set up to the candidates)
- the SEs use their mobile phones for examining purposes
- where they can get refreshments and where the toilets are
- they must be quiet in the waiting area
- they will be disqualified if they take any electronic items into the test room
- after they finish the test, they must not communicate with candidates who are still waiting.

Supervise waiting candidates and make sure noise from the waiting area does not interrupt the test.

When candidates are about to take their test

- Take candidates to the test room and supervise them until they enter. Make sure they do not speak to the candidates leaving the test room.
- Check their ID just before the test.
- Agree with the SEs on a procedure for ensuring they can identify the candidates. There are suggestions on the Support Site; e.g. introduce each candidate to the SEs, identifying which candidate is which.

During the Speaking test session

- Speaking test materials must always be supervised. During break times, store them securely – for example, by locking them in the test room or a safe.
- The waiting area must be kept quiet and be supervised.
- Make sure that the next pair on your timetable is ready for the test before the previous test has finished, so that tests run on time.
- Check that the final pair of candidates has arrived before sending in the penultimate pair. This is to make sure no single candidate is left for the final test.
- If there is an uneven number of candidates, form a group of three for the last candidates taking the test or use a dummy partner for the remaining candidate. Only use this format for the final test in a session to deal with uneven numbers, unexpected absences, illness, etc. You can have one group of three at the end of each 3-hour session.
- SEs will tell you about any situation affecting a candidate's performance. You may have to ask for Special Considerations.

Late arrivals and absent candidates

LATE CANDIDATES	ABSENT CANDIDATES
If candidates are late, add them to a later time in the timetable when they arrive. You might have to rearrange the pairings.	If candidates are absent for a good reason you can arrange for them to take the test during the same Speaking test window. If you cannot arrange another Speaking test, candidates must be marked as absent on the Speaking Test app by the end of the Speaking test window.

Rearranging the test outside the Speaking test window

- If you need to arrange the test outside the Speaking test window, the CEM must apply for a timetable deviation as soon as possible. Use the *Timetable Deviation Request* form on the Support Site to do this.
- You may need to use a dummy partner (refer to the section **Dummy partner** below).
- You must use the offline record when running the tests outside the Speaking test window.

Emergency Access Arrangements

On the Speaking test day, an SE might discover that a candidate has a condition that could affect their performance, or their partner's. In this situation, please do one of the following:

TEST HAS NOT STARTED	TEST HAS STARTED
• When the SE tells you, apply emergency Access Arrangements. • Refer to the *Access Arrangements Booklet* for information on emergency Access Arrangements and how to submit a request. • If the test needs to be taken outside the five-day window, the CEM must submit a *Timetable Deviation Request* on the **Support Site**.	The SE will decide whether to continue with the test. If the test continues it will follow the standard test format, with the addition of extra time if needed. ! If the SE continues with the test, you must not reschedule or let the candidate retake the test. Fill in a printed *Special Considerations* form 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 an SE thinks that the candidate who is marked has been disadvantaged, fill in a *Special Considerations* form for the candidate. • If the SE decides to stop the test, reschedule the test for both candidates. Contact the Helpdesk for advice about the type of Access Arrangements needed or if the test needs to be taken outside the Speaking test window.

Dummy partner

Use a dummy partner (who will not be marked):

- if there is only one candidate entered for a session
- if there is an uneven number of candidates in the final session
- in exceptional circumstances such as:
  - part of an approved Access Arrangement request or timetable deviation
  - an approved emergency Access Arrangement.

A dummy partner must be:

- a learner of English whose age and level are appropriate to the relevant exam (only if this is not possible, you may use a teacher or another member of staff)
- familiar with the format of the Speaking test.

They may have already taken the Speaking test in the same session. In this case:

- make it clear to the dummy partner that the second test is not marked
- tell them the mark for their first test will not be affected
- the SEs must use different Speaking test tasks.

Only the marks for the candidate that is being assessed need to be submitted.

Do not ask a candidate still waiting to take the test to act as a dummy partner. A single candidate format is not allowed in this case.

Cheating

! The SE must report anything unusual, such as suspicious behaviour of any candidates during the Speaking test, to the CEM / supervisor as soon as possible. See the section on **Cheating** above.

After the Speaking tests

Name corrections and forms

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

Speaking Test app end-of-session checks

! After the final session, the CEM must check that all candidates have marks submitted on Cambridge English for Centres or are recorded as absent.

If the offline record is used and the SE is unable to submit the marks via the app before leaving the venue, collect the offline record and check that all scores have been recorded. Contact the Helpdesk within one day for help with submitting the offline marks.

Keep the offline record secure until the status of all the marks is correct on Cambridge English for Centres; then you must destroy it immediately.

Attendance Register

Store your attendance register at the centre for six months after the exam day.

Where your world grows

Find out more at
cambridge.org/english

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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ENG/10035/V4/JAN26_PB_EDB

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