

Cambridge English Qualifications Digital for young learners Exam Day Booklet

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Use this booklet for Cambridge English Qualifications Digital for young learners tests:

- 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(O)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**.

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

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, this includes taking photos of exam materials both on paper and on screen.

Audits

When we audit your centre, we will not tell you in advance. 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 tests. 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 Inspector to ask questions later if you are busy. After the audit, the Auditor will give you some short feedback and will send their report to our Quality and Compliance team and the CEM. You can tell candidates that the Inspector is there to monitor the centre, not them, if you think it would be helpful. The Auditor may ask candidates some simple questions. All centres are expected to co-operate with any inspections and to treat Auditors with respect.

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 toilets are
- that they will not be allowed to have access to any electronic items during the test, including during breaks
- that they are allowed water in a bottle during the test, 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. 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**.

NEW

It is helpful for candidates to be aware that answers are submitted when the candidate clicks on 'OK'. Once an answer has been submitted, the candidate cannot go back to change it. Answers can be changed before they are submitted.

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.

If this is a new digital test, 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. 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 Candidates:** put the current version of the poster outside or inside 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)
- **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:
• 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).	• Candidate passwords (generated in Cambridge English for Centres) • Sufficient number of devices, including mice • Headphones • Printed template of <i>Special Considerations</i> form/ <i>Malpractice</i> form • Pens/pencils • Room plan.

Component order and timings

The table below gives the **maximum duration** for each component. Candidates will sit two digital components: Listening followed by Reading & Writing. The Speaking component is completed face-to-face.

LEVEL	CREATING THE AVATAR	LISTENING	READING & WRITING	SPEAKING
Pre A1 Starters Digital	1–2 minutes	40 minutes	25 minutes	3–5 minutes
A1 Movers Digital	1–2 minutes	50 minutes	40 minutes	5–7 minutes

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. At the end of the Listening component, use the 'Skip' function to move the test to the 'Start Reading & Writing' screen. At the end of the Reading & Writing component, use the 'Skip' function to move the test to the 'Well done' screen. Full information on using the 'Skip' function can be found on the **Support Site**.

You will need to consider the following:

- You may need to ask candidates to start the test if they are taking longer than two minutes on creating the personalised avatar at the start of the Listening test.
- You could use a clock, stopwatch or timer to inform the candidates about how much time they have left during the test.
- You may need to use both a verbal and visual way to tell candidates when the test has ended.

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.

Plan how to manage the breaks and the staffing needed to supervise the candidates during the breaks. Inform the candidates of the schedule before the first component and tell them what they can and cannot do during their breaks. Have a specific area to eat snacks, play or relax and think about how you will staff any areas used for breaks. Remind candidates to use the toilet before they return from a break.

The candidates cannot have access to 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'. To resume the test, click on the purple arrow.

COMPONENT	PRE A1 STARTERS DIGITAL	A1 MOVERS DIGITAL
Listening	40 minutes	50 minutes
Break	10 minutes (minimum)	10 minutes (minimum)
Reading & Writing	25 minutes	40 minutes
Face-to-face Speaking	3 minutes	7 minutes

NOTE. If a candidate needs to stop the test and resume at a different time on the exam day, close the test and re-open it with the candidate's password. Ensure that the Listening component and the Reading & Writing component are completed on the exam day.

Items allowed at desks

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

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 do 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](#). The Support Site is only accessible by centre staff.

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 or start the test 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.
- ▶ 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 do the test at your own speed. It is not a race, but you should not take too long either.
- ▶ You can change your answer before you click 'OK'. When you are happy with your answer, 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 'OK' when you have finished your person.
- ▶ You can 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 when you finish.
- ▶ Do not click 'Start' on the next test.
- ▶ 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 do the test at your own speed. It is not a race, but you should not take too long either.
- ▶ You can change your answer before you click 'OK'. When you are happy with your answer, click 'OK', but once you have clicked 'OK' you cannot change it.
- ▶ We will start the test together. Wait for me to tell you to 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 when you finish.
- ▶ 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' screen.]

► 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.

Late arrivals

Follow your centre's policy on late arrivals. Parents and candidates need to be aware of the policy.

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

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

Make sure these candidates are kept calm and reassured. This will help them to 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.

Finishing early

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

You could consider the following options:

- providing quiet activities such as drawing, colouring, 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 area.

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. 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, pause their test. If the candidate can continue, 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, finish the test on the candidate's device by closing the browser.

Dealing with emergencies

Technical disruption

If there are technical issues, e.g. power cut, and candidates are unable to continue their exam, you can either ask candidates to wait or ask them to leave the room. Make sure candidates are supervised as closely as possible so they do not have access to unauthorised items or the internet, and to prevent them talking to each other about the test. If needed, fill in a *Special Considerations* form (see below).

Other emergency situations such as a fire alarm

If there is an emergency, everybody's safety is 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 guidelines
- supervise the candidates as closely as possible to make sure they do not talk to each other or use electronic devices
- fill in a *Special Considerations* form (see below).

If the emergency only caused a brief interruption and was not unsettling for the candidates, you can continue the test.

If the emergency caused a significant interruption, you must consider if candidates and exam day staff are still able to finish the exam. If the emergency was unsettling for the candidates, it might not be appropriate to continue the exam on the same day. If you think you cannot resume the exam on the same day or you need advice, please contact the Helpdesk immediately.

Special Considerations

If something happens that might have affected the candidates' performance, record the details on a printed *Special Considerations* form. Give the form to your CEM / supervisor at the end of the exam so they can use this information to submit an application on Cambridge English for Centres. The CEM must support each application they submit.

Examples of reasons to submit a *Special Considerations* form:

- a candidate is unwell during the exam
- there is a long period of loud noise that distracts candidates
- there are problems with the Listening test equipment
- there is a long delay that might affect candidates
- there is an emergency evacuation such as a fire alarm.

Decide which candidates you want to include on the form (everyone in the room, a range of candidates in an area or a single candidate). Explain to the candidate(s) that you will inform Cambridge about the circumstances.

Cheating

If you suspect cheating, complete the *Malpractice* form. If appropriate, ask the candidate (or their parent / carer) for a signed statement describing the situation. Submit all documents to your CEM / supervisor, who will use them to file a report on Cambridge English for Centres portal.

EXAMPLES OF CHEATING:	IF YOU THINK A CANDIDATE HAS CHEATED:
• 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.	• 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. 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</i> form and give it to the CEM / supervisor.

Speaking tests

Key steps

- Make sure candidates do not take any electronic items into the test room
- Keep the waiting area calm and quiet
- Make sure candidates who are in the waiting room do not speak to those who have already taken the test
- Make sure waiting candidates are comfortable and keep them occupied while they wait.

Test rooms and waiting areas

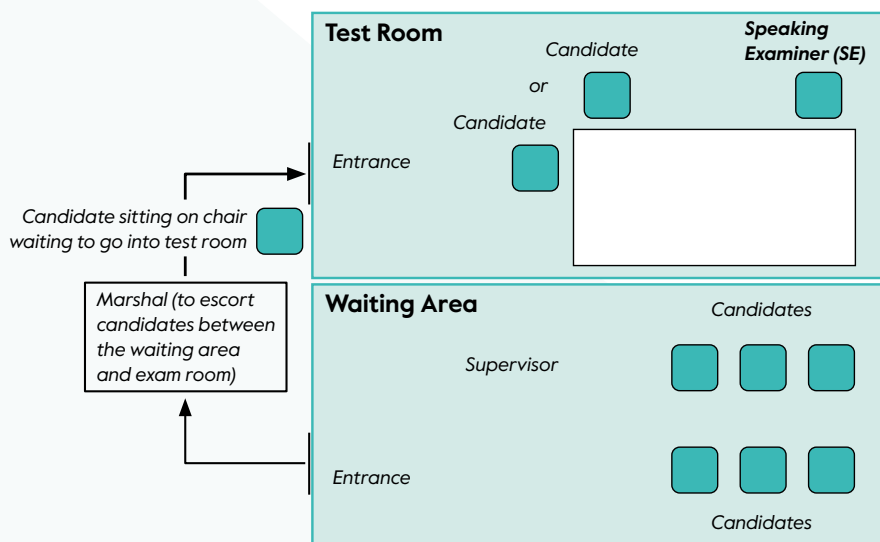
The CEM will have chosen a suitable venue. There must also be an area where candidates can wait to take their test. People allowed in the test room are:

- 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).

Auditors 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
- the waiting area must be supervised at all times
- put the current *Digital for young learners Notice to Candidates* inside or outside the test room or in the waiting area. You only need to put up 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 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 test room door.



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</i> forms	- 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	- 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	- 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.

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

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

Speaking test durations vary by level. Please note that these are only recommended times, and that SEs must conduct each Speaking test at the candidate's pace. The SE might need to adjust the times to suit the circumstances. We have allowed a turnaround time of 2 minutes between candidates, for the SE to complete the mark sheet. For every Speaking test when SEs are being monitored, you will need to add 3 more minutes to allow for feedback.

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.

- the CEM will give you a copy of the timetable. Make sure you have it with you during all the sessions as you might have to show it to an Auditor. 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 2 hours. Include a break of at least 30 minutes between these sessions. Sessions should start on time. SEs must not examine for more than 6 hours per day (excluding breaks)
- if SEs are examining at different levels (e.g. Pre A1 Starters and A1 Movers) within a 2-hour period, schedule a break of at least 10 minutes to allow them to adjust to the next 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

Before the Speaking test

Each SE will need a Speaking pack and a copy of the relevant *Instructions to Speaking Examiners*. SEs must not assess candidates unless they have both of these documents. Your CEM will either give them directly to the SEs or will give them to you to distribute. If you have the packs to give out to SEs, keep a record of which pack is issued to which SE.

Speaking test materials must always be kept secure. You will need to agree with SEs a procedure for keeping materials secure during breaks. You can store them securely; for example, by locking them in the test room or a safe.

Check the candidate names with the SEs in case they know any of the candidates personally, have taught them in the last 3 years or examined them in the previous 6 weeks. If an SE only realises they know a candidate when they enter the test room, arrange for another SE to examine the candidate. Make changes to the Speaking test day timetable if needed.

Check you have enough envelopes for packing the mark sheets and give those envelopes to the SEs. Your CEM will have told you about arrangements for the SEs; for example, refreshments and car parking.

Show SEs to the test room and tell them about any timetable changes.

Check whether SEs would like to be given the mark sheets as a set, or one at a time.

Remind SEs to complete mark sheets fully and accurately after each test and to follow the 'Missing Marks Checklist' in the *Instructions to Speaking Examiners*.

When candidates arrive

- mark their names on the attendance register to show who was present or absent
- 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 toilets 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.

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

When candidates are ready to go into the test room

- the Marshal gives the Speaking mark sheet to the SE
- check that candidates have switched off their mobile phones and other electronic items, including alarms on their watches. Ask them to place them in the designated area outside the test room. Show them where to put these items and any other personal belongings
- 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 test, add them to a later time in your timetable. After the candidate has taken the test, SEs must pack their mark sheet together with other candidates' test materials.

Absent candidates

If a candidate is absent, 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 Access Arrangements

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

IF THE TEST HAS NOT STARTED:	IF THE TEST HAS STARTED:
• The SE will tell you immediately so that you can request emergency Access Arrangements • Refer to the <i>Access Arrangements Booklet</i> for information on emergency Access Arrangements and how to submit a request • If the test needs to be taken outside the 5-day window, the CEM must submit a <i>Timetable Deviation Request</i> on the Support Site.	• The SE will decide whether to run the test as normal or stop it • 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</i> 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 the SE decides to stop the test, it will need to be rescheduled. If the test needs to be taken outside the 5-day window, the CEM must submit a <i>Timetable Deviation Request</i> on the Support Site.

Cheating

The SE must report anything unusual, such as suspicious behaviour of any candidate during the test, to the CEM / supervisor as soon as possible. They should use this information to submit a *Malpractice* form on Cambridge English for Centres.

After the Speaking tests

Speaking mark sheets

SEs are responsible for the Speaking mark sheets as soon as they receive them.

If a Speaking mark sheet is not completed for a candidate who was present it can cause significant delays. In some cases we will not be able to issue a result. The SE must complete each mark sheet fully and accurately.

After every 2-hour 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 (one signature is enough)
- give the mark sheets to the CEM / supervisor.

The CEM / supervisor is responsible for:

- double checking that mark sheets have been completed fully and accurately. If any information is missing, ask the SE to complete the information
- ensuring the attendance register is put in the correct envelope when packing
- storing the mark sheets securely.

Name corrections and forms

Give any name corrections to the CEM, as well as *Special Considerations* and *Malpractice* forms on the day of the test 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.

All Speaking marks and related information is confidential.

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

Keep the Speaking mark sheets until the deadline for Results Enquiries has passed, then destroy them.

Storing Speaking materials

Speaking materials and *Instructions to Speaking Examiners*:

- place the mark sheets into A4 envelopes and store them securely
- your CEM must store all Speaking test packs securely at all times and keep a record of who took them out of storage, when this was done and for how long
- between sessions, the *Instructions to Speaking Examiners* must be kept securely by the SEs or stored securely at the centre
- your CEM must securely destroy expired Speaking packs once they receive the new packs.

You can find more information about the validity period of Speaking packs in the **Speaking Pack order form** on the Support Site.



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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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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.