



# Exam Day Booklet 2014

This booklet contains regulations for the following paper-based Cambridge English exams:

<b>Cambridge English: Key (KET)</b>	<b>Cambridge English: Proficiency (CPE)</b>
<b>Cambridge English: Key (KET) for Schools</b>	<b>Cambridge English: Business Certificates (BEC)</b>
<b>Cambridge English: Preliminary (PET)</b>	<b>Cambridge English: Financial (ICFE)</b>
<b>Cambridge English: Preliminary (PET) for Schools</b>	<b>Cambridge English: Legal (ILEC)</b>
<b>Cambridge English: First (FCE)</b>	<b>TKT</b>
<b>Cambridge English: First (FCE) for Schools</b>	<b>Delta Module One</b>
<b>Cambridge English: Advanced (CAE)</b>	

To save space, they are referred to throughout this document by their abbreviations.






Use the *Exam Day Booklets* for *Cambridge English: Young Learners (YLE)*, *Certificates in ESOL Skills for Life (Skills for Life)* and computer-based tests to run those exams. There are also separate instructions for *TKT: Practical*.

Throughout this booklet, 'You' means the centre and/or the Centre Exams Manager (CEM) on behalf of the centre or any supervisor or invigilator who needs to carry out these tasks. **As required in your Centre Agreement, you are responsible for ensuring these and any other instructions from Cambridge English Language Assessment are followed.**

 **You must have a copy of this booklet in each exam room and in the waiting room of the Speaking test venue.**

## Key

Although you need to follow all the instructions in this booklet, you need to pay extra attention to some items. To help you, we have marked these sections with the following symbols:


-  - where you see a 'new' symbol, this highlights something that has changed since the last edition of this *Exam Day Booklet*
-  - these regulations are relevant to test day photos
-  - these regulations relate only to centres that are using the new Centre Print/Scan option
-  - the regulations with this symbol show that failure to follow them will result in a low rating at an inspection. If you would like to see all items checked during inspections, see the self-assessment checklists on the support website
-  - submit a form within 1 week of the exam day

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## Part 1 – Written tests

### Timings and sequence of tests

 You must run the papers in the order listed below and on the date shown in the relevant calendar on the support website. There is no exception to the exam date, sequence of papers or time window.

We recommend that you give candidates a break between papers.

The last morning paper must start before 12 noon local time and the first afternoon paper must start after 12 noon local time. The timetable for Greece is in the *Handbook for centres for Greece*.

#### KET/KET for Schools

	Time window allowed (local time)	Length of paper
<b>Paper 1: Reading &amp; Writing</b>	Afternoon	1 hour 10 minutes
<b>Paper 2: Listening</b>	Afternoon	Approximately 30 minutes

#### PET/PET for Schools

	Time window allowed (local time)	Length of paper
<b>Paper 1: Reading &amp; Writing</b>	Morning	1 hour 30 minutes
<b>Paper 2: Listening</b>	Morning	Approximately 35 minutes

#### PET – ‘P’ sessions only – see KET/PET calendar (does not include PET for Schools)

	Time window allowed (local time)	Length of paper
<b>Paper 1: Reading &amp; Writing</b>	Afternoon	1 hour 30 minutes
<b>Paper 2: Listening</b>	Afternoon	Approximately 35 minutes

#### FCE/FCE for Schools

	Time window allowed (local time)	Length of paper
<b>Paper 1: Reading</b>	Morning	1 hour
<b>Paper 2: Writing</b>	Morning	1 hour 20 minutes
<b>Paper 3: Use of English</b>	Start before 13.00	45 minutes
<b>Paper 4: Listening</b>	Start any time after Paper 3	Approximately 40 minutes

#### CAE

	Time window allowed (local time)	Length of paper
<b>Paper 1: Reading</b>	Morning	1 hour 15 minutes
<b>Paper 2: Writing</b>	Morning	1 hour 30 minutes
<b>Paper 3: Use of English</b>	Start before 13.00	1 hour
<b>Paper 4: Listening</b>	Start any time after Paper 3	Approximately 40 minutes

#### CPE

	Time window allowed (local time)	Length of paper
<b>Reading and Use of English</b>	Morning	1 hour 30 minutes
<b>Writing</b>	Morning	1 hour 30 minutes
<b>Listening</b>	Must start before 13.00	Approximately 40 minutes

## BEC Preliminary

	<b>Time window allowed (local time)</b>	<b>Length of paper</b>
<b>Paper 1: Reading &amp; Writing</b>	Morning	1 hour 30 minutes
<b>Paper 2: Listening</b>	Morning	Approximately 40 minutes

## BEC Vantage

	<b>Time window allowed (local time)</b>	<b>Length of paper</b>
<b>Test of Reading</b>	Morning	1 hour
<b>Test of Writing</b>	Morning	45 minutes
<b>Test of Listening</b>	Must start before 13.00	Approximately 40 minutes

## BEC Higher

	<b>Time window allowed (local time)</b>	<b>Length of paper</b>
<b>Test of Reading</b>	Morning	1 hour
<b>Test of Writing</b>	Morning	1 hour 10 minutes
<b>Test of Listening</b>	Must start before 13.00	Approximately 40 minutes

## ILEC/ICFE

	<b>Time window allowed (local time)</b>	<b>Length of paper</b>
<b>Test of Reading</b>	Morning	1 hour 15 minutes
<b>Test of Writing</b>	Morning	1 hour 15 minutes
<b>Test of Listening</b>	Must start before 13.00	Approximately 40 minutes

## TKT Module 1, 2 and 3, CLIL, KAL and YL (paper-based)



	<b>Time window allowed (local time)</b>	<b>Length of paper</b>
<b>All modules</b>	On demand	1 hour 20 minutes per module

## Delta Module One

	<b>Time window allowed (local time)</b>	<b>Length of paper</b>
<b>Paper 1</b>	Morning	1 hour 30 minutes
You must give candidates a 30-45-minute break between the two papers.		
<b>Paper 2</b>	Morning	1 hour 30 minutes

## Step 1 – Setting up

### Exam materials checklist


-  ■ The CEM has checked the exam materials. Make sure you have everything you need to run your exam today and check that the CDs run on the equipment in the exam room.
- Blank answer and mark sheets are provided for emergency use when pre-printed sheets are not available.
-  ■ **Do not** open the question paper packs before the exam.

**CPS** For Centre Print Scan sessions, the centre will print the candidate information sheets, response forms (answer sheets) and attendance registers and will give you these along with the question papers and CDs. They will give you envelopes to put the materials in after each paper. You do not need to use bar code or return labels that are mentioned in the table below.

		Provided by Cambridge English Language Assessment	Provided by you (the centre)
<b>Candidate Information Sheet (CIS)</b>	ALL exams	Candidate Information Sheets	Soft pencils (B or HB), erasers
<b>Reading &amp; Writing</b>	KET/KET for Schools PET/PET for Schools BEC Preliminary	Question papers, personalised answer sheets*, attendance register, script return envelope, bar code label	Soft pencils (B or HB), erasers
<b>Reading</b>	FCE/FCE for Schools, CAE, BEC Vantage, BEC Higher ILEC, ICFE	* For PET/PET for Schools Writing Part 3 and BEC Preliminary Writing Part 1 and 2, the answer sheets are packed in question paper envelopes with orange labels	
<b>Reading &amp; Use of English</b>	CPE		
<b>Writing</b>	FCE/FCE for Schools, CAE, CPE, BEC Vantage, BEC Higher ILEC, ICFE	Question paper booklets, personalised answer sheets or booklets*, attendance register, script return envelope, bar code label  *If you are running a Centre Print Scan session, you will have response forms (answer sheets). For standard sessions, you will have answer booklets.	Pens, rough paper
<b>Use of English</b>	FCE/FCE for Schools, CAE	Question papers, personalised answer sheets, attendance register, script return envelope, bar code label	Soft pencils (B or HB), erasers
<b>Listening</b>	ALL exams (not applicable to TKT or Delta Module One)	Question papers, CDs, individually printed answer sheets, attendance register, script return envelope, bar code label	Soft pencils (B or HB), erasers, CD player
<b>All modules</b>	TKT	Question papers, personalised answer sheets, attendance register, script return envelope, return label	Soft pencils (B or HB), erasers, rough paper
<b>Paper 1 Paper 2</b>	Delta Module One	Question papers, answer booklets, attendance register, script return envelope, bar code label	Pens

### Exam rooms

#### You must:

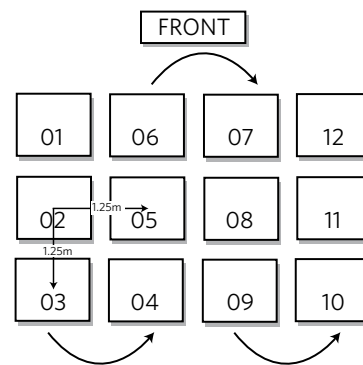
-  ■ Have at least one invigilator per 25 candidates in each exam room.
- Ensure that if there is only one invigilator, they must not be related to the candidates or have been their teacher, and you must ensure they have a way of summoning assistance.
- Use direction signs or a suitable alternative to help candidates find the exam room.
- Display the current **Notice to candidates** outside (not inside) the exam rooms. Only one Notice is required if it is visible outside all the rooms being used.

- Remove or cover all helpful material, such as posters or notices in English, from the exam room (except for safety notices).
- Ensure there is an accurate method of timing available to all candidates, for example by having a clock at the front of the room.
- Write the centre number, the name of the exam, and the paper/component on a board or flipchart.

Centre no: GB599  
FCE Writing  
START TIME:  
FINISH TIME:

### Seating arrangements

- Candidates must sit at a desk or table.
- Do not use chairs with side flaps unless the side flaps allow candidates to work with question papers and answer sheets side by side.
- Ensure that desks are at least 1.25m apart (from the middle of the desk in all directions).
- Desks can be shared, as long as candidates are at least 1.25m apart.
- Candidates must face in the same direction and sit in column layout in candidate number order.
- Candidates must not sit with their backs to the invigilator.
- Where candidates in the same room are taking more than one TKT module, they can sit in groups according to module.
- Your CEM will have given you desk labels with candidate numbers. Display them on each desk.
- Candidate numbers must be clearly visible to invigilators from a distance.



### Authorised/unauthorised materials

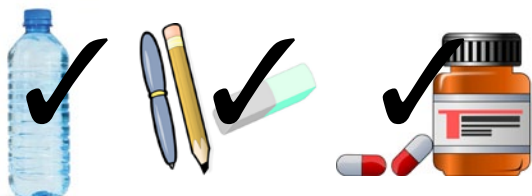
You must provide an area away from the desks where candidates can store personal items during the exams (preferably outside the exam room). No smoking, eating or drinking is allowed in the exam room (except for water in a plastic bottle).

- Make sure all unauthorised items are removed from desks before starting a paper.
- NEW** Beware of local laws when you are removing unauthorised materials, for example notes from a candidate's pocket.

#### Authorised items that candidates can have at their desk during the exam:

Photo ID, pens, pencils, erasers, highlighters, small pencil cases, water in a plastic bottle, medicine, tissues and confirmation of entry.

If you are using confirmations of entry during the ID check, collect them or put them on the floor under or by the desk once the photo IDs have been checked.



No other items are allowed at candidate desks.

#### Examples of unauthorised materials for placing in the designated area:

Mobile phones, cameras or any other electronic items, dictionaries, notes, correction fluid/tape, etc., erasable pens, paper, bags, handbags, luggage.



### Candidate Information Sheets (CIS)

All candidates must complete a CIS on the exam day. You will either have personalised or blank CIS.

We recommend that candidates complete the CIS before the start of one of the papers, and it must be done on the exam day.

- Tell candidates that there are two sides to them.
- Tell candidates to keep the sheets flat and not to write on the big black rectangles at the top and on the side.
- Collect the sheets before starting a paper.



## Test day photos

Test day photos are mandatory for PET, FCE, CAE, CPE, ILEC, ICFE and BEC (not including the For Schools versions), and the exams listed here may change. See the *Guide to test day photos* for instructions and how to use the software. You must take a photo of each candidate on the test day.

**Centres in the UK, Africa, Asia and Australasia:** If you run the Speaking test on a different day from the other papers, you must take the photo at the first component, and then check it on the second day. Your centre will tell you if this applies to you.

**Centres in other countries** can choose whether to take the photo on the first day or the second day, and do not need to check it for subsequent papers.

## Your centre's procedures

There are instructions in the **Incidents** section of this booklet. In addition, talk to your CEM to confirm your centre's procedures for admitting late candidates, what to do if a candidate doesn't bring ID, is ill during the exam, or cheats, or if there is an emergency.

## Step 2 - Starting each test

**You must repeat these actions at the beginning of each paper:**



- Ensure the mobile phones of all staff are switched off.
- Distribute answer sheets for the relevant test. Don't give out answer sheets for subsequent tests.
- Show candidates to the desk with their candidate number.



- Tell them to switch off their mobile phones, including any alarms. Tell them that using the 'vibrate' or 'silent' mode is not acceptable as it may interfere with Listening test equipment.
- Tell them to switch off any other electronic items, including alarms on their watches.
- Tell them to put mobile phones and other unauthorised items in an area away from their desks.
- Check pencil cases and identification documents for unauthorised items, and that pencil cases on desks are left open.

## Checking candidates' photo ID



**You must check the photo ID of each candidate for each paper. For centres in the UK, Africa, Asia and Australasia: you must also check that it is the same ID that was used when the candidate registered.**

- Candidates must sit at their desks when the IDs are checked.
- Check that the ID is valid, current and not expired and an original (not a photocopy).
- Some candidates under 18 might present the *Candidate Identification* form as their ID. This is acceptable as long as the form is filled in properly.
- Check that the photo ID matches the candidate and that the name on the ID matches the name on the desk label or attendance register.
- If you have any doubts about a candidate's identity, ask them questions about the information you can see on the ID, e.g. when/where they were born, names of parents/spouse etc. If a candidate is not able to answer these questions, they must not be allowed to take the exam and you must inform us of such incidents immediately.
- If a candidate does not bring ID, follow one of the procedures below:
  - Candidate over 18: you must not allow the candidate to take the test unless someone can bring their ID to the centre on the day.
  - Candidate under 18: follow your centre's procedure for getting ID at a later date.

In countries where there are no compulsory national IDs for citizens aged 18 and over, the following rules apply:

- If a candidate is a college/university student, then their college/university photo ID should be used.
  - You must inform candidates at registration that they will not at any point in the future be able to use the certificate for immigration purposes.
  - You must take a test day photo of the candidate but leave the Agency/UKBA box blank. The system will then not require the passport details to be recorded.
  - If you doubt the identity of the candidate, you have the right not to allow them to sit the exam.
  - If a candidate needs a certificate for immigration purposes in the future, they will need to re-take the test with a passport/national ID.
- If a candidate is not a college/university student, they can use a photographic driving licence to take the test, however, they will not be able to use their certificate for immigration purposes (see bullet points above). If they do not have a photographic driving licence then they must obtain a passport/national ID before registering for an exam.



## READING, WRITING, USE OF ENGLISH

You must check the candidates' ID when candidates are seated at their desks in the exam room for each paper. You can either do this before the start of the test, or within the first 15 minutes of each paper.

We recommend you check IDs for the first paper of the day before the exam starts. If you decide to do this within the first 15 minutes of the paper but have doubts about a candidate's identity, do not interrupt the exam. You must wait until the end of the paper and ask them questions about their ID then.

## LISTENING

You must check the candidates' ID when candidates are seated at their desks in the exam room before the paper starts.

For each paper, after you have checked candidates' IDs, make sure they are left on the desks for the duration of the exam. Inspectors have the right to check IDs during the exam.

### Distributing question papers



- Tell candidates they must not open the question papers until they are told to do so.
- Open the question paper packets in front of the candidates and distribute them.
- Point out any important information about the paper (e.g. any errata).



## Step 3 – Instructions to candidates

You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

### **KET/KET FOR SCHOOLS READING & WRITING – 1 hour 10 minutes**

### **PET/PET FOR SCHOOLS READING & WRITING – 1 hour 30 minutes**

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pencil? Use your pencil for this test.
- Check your name on the answer sheet(s).
- If it is correct, sign your name in pencil.
- If it is not correct, put your hand up now.

*Write down any name corrections to give to the CEM later.*

- If your name is not there, write your name in English letters and your candidate number on each answer sheet.
- Read the instructions on the question paper and answer sheet(s).

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).*

*Pick up an answer sheet to show to the candidates.*

- Only write your answers on the answer sheet(s).
- You can also write on the question paper, but you must copy your answers to the answer sheet before the end of the test.
- I will remind you to do this when you have 10 and 5 minutes left.
- Read the instructions for each part of the paper carefully.
- Write your answers against the correct number on the answer sheet(s). Be careful if you have missed out any questions.
- Do not write more words than asked.
- Do not write over the black lines or black blocks.



#### **KET/KET for Schools**

- This test lasts for 1 hour 10 minutes. You cannot leave the room in the first 45 or the final 10 minutes.

#### **PET/PET for Schools**

- There are two answer sheets.
- Remember to put your answer to Writing Part 3 on answer sheet 2.
- This test lasts for 1 hour 30 minutes. You cannot leave the room in the first hour or the final 10 minutes.

- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper and answer sheet(s).
- If you have any problems during the test put your hand up.
- Are there any questions?

*Give candidates a few minutes for questions about the instructions.*

- Open your question papers and begin.

*Check the time on the clock. Write the exact start and finish times on the board.*

*Once you have done this, go to page 24.*





**KET/KET FOR SCHOOLS LISTENING - approx 30 minutes**

**PET/PET FOR SCHOOLS LISTENING - approx 35 minutes**

**P** You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

**NEW** If you need to use a different room for the Listening test, for example, because of capacity or resourcing reasons, a second sitting of the Listening component is allowed, provided the second group waits under supervision and has no contact with the first group, and that they have no access to the internet, their mobile phones or any other electronic devices. You must keep the gap between tests as short as possible.

Only two sittings of the Listening test are allowed and you must not run repeat sessions for any other component.


<ul style="list-style-type: none"> <li>■ Do not open the question paper yet. You are now under exam conditions.</li> <li>■ Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</li> <li>■ The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.</li> <li>■ You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</li> <li>■ Anyone who does not follow instructions may be disqualified.</li> <li>■ Do you have a pencil? Use your pencil for this test.</li> <li>■ Check your name on the answer sheet.</li> <li>■ If it is correct, sign your name in pencil.</li> <li>■ If it is not correct, put your hand up now.</li> </ul>	
<p><i>Write down any name corrections to give to the CEM later.</i></p>	
<ul style="list-style-type: none"> <li>■ If your name is not there, write your name in English letters and your candidate number.</li> <li>■ Read the instructions on the question paper and answer sheet.</li> </ul>	
<p><i>Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).</i></p>	
<ul style="list-style-type: none"> <li>■ Listen to the instructions for each part of the paper carefully.</li> <li>■ You will hear each piece twice.</li> <li>■ While you are listening, write your answers on the question paper.</li> </ul>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>KET</b></p> </div> <div style="text-align: center;">  <p><b>PET</b></p> </div> </div>	
<p><b>KET/KET for Schools</b></p> <ul style="list-style-type: none"> <li>■ This test lasts for about 30 minutes. You cannot leave the room during the test.</li> <li>■ At the end of the CD, there will be an 8-minute pause for you to copy your answers to the answer sheet.</li> </ul>	<p><b>PET/PET for Schools</b></p> <ul style="list-style-type: none"> <li>■ This test lasts for about 35 minutes. You cannot leave the room during the test.</li> <li>■ At the end of the CD, there will be a 6-minute pause for you to copy your answers to the answer sheet.</li> </ul>
<ul style="list-style-type: none"> <li>■ Do not write over the black lines or black blocks.</li> <li>■ You must stop writing when I tell you.</li> <li>■ At the end of the test, stay at your desk and I will collect your question paper and answer sheet.</li> <li>■ If you have any problems during the test put your hand up.</li> <li>■ Are there any questions?</li> </ul>	
<p><i>Give candidates a few minutes for questions about the instructions.</i></p>	
<ul style="list-style-type: none"> <li>■ I will now play the introduction as a sound check.</li> <li>■ Do not open your question papers yet.</li> <li>■ Tell me if you have any problems hearing it.</li> </ul>	
<p><i>Play the introduction and <b>pause</b> the CD after the introduction to check that candidates can hear clearly and to make the necessary adjustments. Replay the introduction if needed.</i></p>	
<ul style="list-style-type: none"> <li>■ I will now start the CD.</li> </ul>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>KET</b></p> </div> <div style="text-align: center;">  <p><b>PET</b></p> </div> </div>	

<b>KET/KET for Schools</b> ■ Open your question papers and begin.	<b>PET/PET for Schools</b> ■ The CD will tell you when to open the question papers.
<i>You must now play the recording through and only stop when you hear the announcement that the test has ended. Now go to page 24.</i>	

**FCE/FCE FOR SCHOOLS READING - 1 hour**

**CAE READING - 1 hour 15 minutes**

**CPE READING AND USE OF ENGLISH - 1 hour 30 minutes**

 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pencil? Use your pencil for this test.
- Check your name on the answer sheet(s).
- If it is correct, sign your name in pencil.
- If it is not correct, put your hand up now.

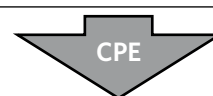
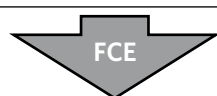
*Write down any name corrections to give to the CEM later.*

- If your name is not there, write your name in English letters and your candidate number on each answer sheet.
- Read the instructions on the question paper and answer sheet(s).

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet(s) (if relevant).*

*Pick up an answer sheet to show to the candidates.*

- Only write your answers on the answer sheet(s).
- You can also write on the question paper, but you must copy your answers to the answer sheet(s) before the end of the test.
- I will remind you to do this when you have 10 and 5 minutes left.
- Read the instructions for each part of the paper carefully.
- Write your answers against the correct number on the answer sheet(s), especially if you have missed out any questions.
- Do not write over the black lines or black blocks.



**FCE/FCE for Schools**

- You only need to complete the first 30 spaces on the answer sheet.
- This test lasts for 1 hour. You cannot leave the room in the first 40 or the final 10 minutes of the test.

**CAE**

- You only need to complete the first 34 spaces on the answer sheet.
- This test lasts for 1 hour 15 minutes. You cannot leave the room in the first 55 or the final 10 minutes.

**CPE**

- Do not write more words than asked.
- This test lasts for 1 hour 30 minutes. You cannot leave the room in the first hour or the final 10 minutes.

- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper and answer sheet(s).
- If you have any problems during the test put your hand up.
- Are there any questions?

*Give candidates a few minutes for questions about the instructions.*


- Open your question papers and begin.

*Check the time on the clock. Write the exact start and finish times on the board. Once you have done this, go to page 24.*

**FCE/FCE FOR SCHOOLS WRITING - 1 hour 20 minutes**

**CAE WRITING - 1 hour 30 minutes**

**CPE WRITING - 1 hour 30 minutes**

 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pen? Use your pen for this test.
- Write your name in English letters and your candidate number on each answer booklet.
- Read the instructions on the question paper and answer booklet.

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer booklet.*

*Pick up an answer booklet to show to the candidates.*

- Only write your answers in the answer booklet.
- You can also write on the question paper, but you must copy your answers to the answer booklet before the end of the test.
- I will remind you to do this when you have 10 and 5 minutes left.
- Read the instructions for each part of the paper carefully.
- Write inside the lines.



**FCE/FCE for Schools**

- You must answer two questions: the question in Part 1 and one question from Part 2.
- Write the number of the question you choose for Part 2 in the box.
- Keep to the word limit for both questions.
- This test lasts for 1 hour 20 minutes. You cannot leave the room in the first hour or the final 10 minutes.

**CAE/CPE**

- You must answer two questions: the question in Part 1 and one question from Part 2.
- Write the number of the question you choose for Part 2 in the box.
- Keep to the word limit for both questions.
- This test lasts for 1 hour 30 minutes. You cannot leave the room in the first 70 or the final 10 minutes.

- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper, answer booklet and rough paper. The rough paper will be destroyed.
- If you have any problems during the test put your hand up.
- Are there any questions?

*Give candidates a few minutes for questions about the instructions.*

- Open your question papers and begin.

*Check the time on the clock. Write the exact start and finish times on the board.*

*Once you have done this, go to page 24.*


**CPS FCE/FCE FOR SCHOOLS WRITING - 1 hour 20 minutes**

**CAE WRITING - 1 hour 30 minutes**

**CPE WRITING - 1 hour 30 minutes**


You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.



These instructions say 'answer sheets'. In other sections of the document, such as the materials and packing lists, these are 'response forms'.

<ul style="list-style-type: none"><li>■ Do not open the question paper yet. You are now under exam conditions.</li><li>■ Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</li><li>■ The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.</li><li>■ You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</li><li>■ Anyone who does not follow instructions may be disqualified.</li><li>■ Do you have a pen? Use your pen for this test.</li><li>■ Check your name on the answer sheets.</li><li>■ If it is correct, sign your name in pen.</li><li>■ If it is not correct, put your hand up now.</li></ul>	
<p><i>Write down any name corrections to give to the CEM later.</i></p>	
<ul style="list-style-type: none"><li>■ If your name is not there, write your name in English letters and your candidate number on each answer sheet.</li><li>■ Read the instructions on the question paper and answer sheet.</li></ul>	
<p><i>Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheets (if relevant).</i></p> <p><i>Pick up an answer sheet to show to the candidates.</i></p>	
<ul style="list-style-type: none"><li>■ Only write your answers on the answer sheets.</li><li>■ You can also write on the question paper, but you must copy your answers to the answer sheets before the end of the test.</li><li>■ I will remind you to do this when you have 10 and 5 minutes left.</li><li>■ Read the instructions for each part of the paper carefully.</li><li>■ Write inside the lines.</li></ul>	
	
<p><b>FCE/FCE for Schools</b></p> <ul style="list-style-type: none"><li>■ You must answer two questions: the question in Part 1 and one question from Part 2.</li><li>■ Write the number of the question you choose for Part 2 in the box.</li><li>■ Keep to the word limit for both questions.</li><li>■ This test lasts for 1 hour 20 minutes. You cannot leave the room in the first hour or the final 10 minutes.</li></ul>	<p><b>CAE/CPE</b></p> <ul style="list-style-type: none"><li>■ You must answer two questions: the question in Part 1 and one question from Part 2.</li><li>■ Write the number of the question you choose for Part 2 in the box.</li><li>■ Keep to the word limit for both questions.</li><li>■ This test lasts for 1 hour 30 minutes. You cannot leave the room in the first 70 or the final 10 minutes.</li></ul>
<ul style="list-style-type: none"><li>■ You must stop writing when I tell you.</li><li>■ At the end of the test, stay at your desk and I will collect your question paper, answer sheets and rough paper. The rough paper will be destroyed.</li><li>■ If you have any problems during the test put your hand up.</li><li>■ Are there any questions?</li></ul>	
<p><i>Give candidates a few minutes for questions about the instructions.</i></p>	
<ul style="list-style-type: none"><li>■ Open your question papers and begin.</li></ul>	
<p><i>Check the time on the clock. Write the exact start and finish times on the board.</i></p> <p><i>Once you have done this, go to page 24.</i></p>	

**FCE/FCE FOR SCHOOLS USE OF ENGLISH - 45 minutes**

**CAE USE OF ENGLISH - 1 hour**


 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

<ul style="list-style-type: none"> <li>■ Do not open the question paper yet. You are now under exam conditions.</li> <li>■ Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</li> <li>■ The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.</li> <li>■ You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</li> <li>■ Anyone who does not follow instructions may be disqualified.</li> <li>■ Do you have a pencil? Use your pencil for this test.</li> <li>■ Check your name on the answer sheet.</li> <li>■ If it is correct, sign your name in pencil.</li> <li>■ If it is not correct, put your hand up now.</li> </ul>	
<p><i>Write down any name corrections to give to the CEM later.</i></p>	
<ul style="list-style-type: none"> <li>■ If your name is not there, write your name in English letters and your candidate number.</li> <li>■ Read the instructions on the question paper and answer sheet.</li> </ul>	
<p><i>Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).</i></p> <p><i>Pick up an answer sheet to show to the candidates.</i></p>	
<ul style="list-style-type: none"> <li>■ Only write your answers on the answer sheet.</li> <li>■ You can also write on the question paper, but you must copy your answers to the answer sheet before the end of the test.</li> <li>■ I will remind you to do this when you have 10 and 5 minutes left.</li> <li>■ Read the instructions for each part of the paper carefully.</li> <li>■ Write your answers against the correct number on the answer sheet, especially if you have missed out any questions.</li> <li>■ Do not write more words than asked.</li> <li>■ Do not write over the black lines or black blocks.</li> </ul>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>FCE</b></p> </div> <div style="text-align: center;">  <p><b>CAE</b></p> </div> </div>	
<p><b>FCE/FCE for Schools</b></p> <ul style="list-style-type: none"> <li>■ This test lasts for 45 minutes. You cannot leave the room in the first 25 or the final 10 minutes.</li> </ul>	<p><b>CAE</b></p> <ul style="list-style-type: none"> <li>■ This test lasts for 1 hour. You cannot leave the room in the first 40 or the final 10 minutes.</li> </ul>
<ul style="list-style-type: none"> <li>■ You must stop writing when I tell you.</li> <li>■ At the end of the test, stay at your desk and I will collect your question paper and answer sheet.</li> <li>■ If you have any problems during the test put your hand up.</li> <li>■ Are there any questions?</li> </ul>	
<p><i>Allow a few minutes for questions about the instructions.</i></p>	
<ul style="list-style-type: none"> <li>■ Open your question papers and begin.</li> </ul>	
<p><i>Check the time on the clock. Write the exact start and finish times on the board.</i></p> <p><i>Once you have done this, go to page 24.</i></p>	

**FCE/FCE FOR SCHOOLS LISTENING – approx 40 minutes**

**CAE LISTENING – approx 40 minutes**

**CPE LISTENING – approx 40 minutes**

 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

**NEW** If you need to use a different room for the Listening test, for example, because of capacity or resourcing reasons, a second sitting of the Listening component is allowed, provided the second group waits under supervision and has no contact with the first group, and that they have no access to the internet, their mobile phones or any other electronic devices. You must keep the gap between tests as short as possible.

Only two sittings of the Listening test are allowed and you must not run repeat sessions for any other component.

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pencil? Use your pencil for this test.
- Check your name on the answer sheet.
- If it is correct, sign your name in pencil.
- If it is not correct, put your hand up now.

*Write down any name corrections to give to the CEM later.*

- If your name is not there, write your name in English letters and your candidate number.
- If there is a test version on the question paper, mark the test version on the answer sheet.
- If there is a space on the question paper, write your name, centre number and candidate number.
- Read the instructions on the question paper and answer sheet.

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).*

- Listen to the instructions for each part of the paper carefully.
- You will hear each piece twice.
- While you are listening, write your answers on the question paper.
- This test lasts for about 40 minutes. You cannot leave the room during the test.
- At the end of the CD, there will be a 5-minute pause for you to copy your answers to the answer sheet.
- Do not write over the black lines or black blocks.
- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper and answer sheet.
- If you have any problems during the test put your hand up.
- Are there any questions?

*Give candidates a few minutes for questions about the instructions.*

- I will now play the introduction as a sound check.
- Do not open your question papers yet.
- Tell me if you have any problems hearing it.

*Play the introduction and **pause** the CD after the introduction to check that candidates can hear clearly and to make the necessary adjustments. Replay the introduction if needed.*

- I will now start the CD. The CD will tell you when to open the question papers.

*You must now play the recording through and only stop when you hear the announcement that the test has ended. Now go to page 24.*

## BEC PRELIMINARY READING & WRITING - 1 hour 30 minutes



You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pencil? Use your pencil for this test.
- Check your name on the answer sheet(s).
- If it is correct, sign your name in pencil.
- If it is not correct, put your hand up now.

*Write down any name corrections to give to the CEM later.*

- If your name is not there, write your name in English letters and your candidate number on each answer sheet.
- Read the instructions on the question paper and answer sheet(s).

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).*

*Pick up an answer sheet to show to the candidates.*

- Only write your answers on the answer sheet(s).
- You can also write on the question paper, but you must copy your answers to the answer sheet before the end of the test.
- I will remind you to do this when you have 10 and 5 minutes left.
- Read the instructions for each part of the paper carefully.
- Write your answers against the correct number on the answer sheet(s). Be careful if you have missed out any questions.
- Do not write more words than asked.
- Do not write over the black lines or black blocks.
- There are two answer sheets.
- This test lasts for 1 hour 30 minutes. You cannot leave the room in the first hour or the final 10 minutes.
- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper and answer sheet(s).
- If you have any problems during the test put your hand up.
- Are there any questions?

*Give candidates a few minutes for questions about the instructions.*


- Open your question papers and begin.

*Check the time on the clock. Write the exact start and finish times on the board.*

*Once you have done this, go to page 24.*



## BEC PRELIMINARY LISTENING – approx 40 minutes

 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

**NEW** If you need to use a different room for the Listening test, for example, because of capacity or resourcing reasons, a second sitting of the Listening component is allowed, provided the second group waits under supervision and has no contact with the first group, and that they have no access to the internet, their mobile phones or any other electronic devices. You must keep the gap between tests as short as possible.

Only two sittings of the Listening test are allowed and you must not run repeat sessions for any other component.

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pencil? Use your pencil for this test.
- Check your name on the answer sheet.
- If it is correct, sign your name in pencil.
- If it is not correct, put your hand up now.

*Write down any name corrections to give to the CEM later.*

- If your name is not there, write your name in English letters and your candidate number.
- If there is a space on the question paper, write your name, centre number and candidate number.
- Read the instructions on the question paper and answer sheet.

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).*

- Listen to the instructions for each part of the paper carefully.
- You will hear each piece twice.
- While you are listening, write your answers on the question paper.
- This test lasts for about 40 minutes.
- You cannot leave the room during the test.
- At the end of the CD, there will be a 10-minute pause for you to copy your answers to the answer sheet.
- Do not write over the black lines or black blocks.
- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper and answer sheet.
- If you have any problems during the test put your hand up.
- Are there any questions?

*Give candidates a few minutes for questions about the instructions.*

- I will now play the introduction as a sound check.
- Do not open your question papers yet.
- Tell me if you have any problems hearing it.

*Play the introduction and **pause** the CD after the introduction to check that candidates can hear clearly and to make the necessary adjustments. Replay the introduction if needed.*


- I will now start the CD. The CD will tell you when to open the question papers.


*You must now play the recording through and only stop when you hear the announcement that the test has ended. Now go to page 24.*

**BEC VANTAGE READING - 1 hour**

**BEC HIGHER READING - 1 hour**

**ILEC/ICFE READING - 1 hour 15 minutes**


 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

<ul style="list-style-type: none"><li>■ Do not open the question paper yet. You are now under exam conditions.</li><li>■ Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</li><li>■ The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.</li><li>■ You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</li><li>■ Anyone who does not follow instructions may be disqualified.</li><li>■ Do you have a pencil? Use your pencil for this test.</li><li>■ Check your name on the answer sheet(s).</li><li>■ If it is correct, sign your name in pencil.</li><li>■ If it is not correct, put your hand up now.</li></ul>		
<p><i>Write down any name corrections to give to the CEM later.</i></p>		
<ul style="list-style-type: none"><li>■ If your name is not there, write your name in English letters and your candidate number on each answer sheet.</li><li>■ Read the instructions on the question paper and answer sheet(s).</li></ul>		
<p><i>Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet(s) (if relevant).</i></p> <p><i>Pick up an answer sheet to show to the candidates.</i></p>		
<ul style="list-style-type: none"><li>■ Only write your answers on the answer sheet(s).</li><li>■ You can also write on the question paper, but you must copy your answers to the answer sheet(s) before the end of the test.</li><li>■ I will remind you to do this when you have 10 and 5 minutes left.</li><li>■ Read the instructions for each part of the paper carefully.</li><li>■ Write your answers against the correct number on the answer sheet(s), especially if you have missed out any questions.</li><li>■ Do not write over the black lines or black blocks.</li></ul>		
		
<p><b>BEC Vantage</b></p> <ul style="list-style-type: none"><li>■ This test lasts for 1 hour. You cannot leave the room in the first 45 or the final 10 minutes.</li></ul>	<p><b>BEC Higher</b></p> <ul style="list-style-type: none"><li>■ This test lasts for 1 hour. You cannot leave the room in the first 45 or the final 10 minutes.</li></ul>	<p><b>ILEC/ICFE</b></p> <ul style="list-style-type: none"><li>■ This test lasts for 1 hour 15 minutes. You cannot leave the room in the first 45 or the final 10 minutes.</li></ul>
<ul style="list-style-type: none"><li>■ You must stop writing when I tell you.</li><li>■ At the end of the test, stay at your desk and I will collect your question paper and answer sheet(s).</li><li>■ If you have any problems during the test put your hand up.</li><li>■ Are there any questions?</li></ul>		
<p><i>Give candidates a few minutes for questions about the instructions.</i></p>		
<ul style="list-style-type: none"><li>■ Open your question papers and begin.</li></ul>		
<p><i>Check the time on the clock. Write the exact start and finish times on the board.</i></p> <p><i>Once you have done this, go to page 24.</i></p>		

**BEC VANTAGE WRITING - 45 minutes**

**BEC HIGHER WRITING - 1 hour 10 minutes**

**ILEC/ICFE WRITING - 1 hour 15 minutes**

 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pen? Use your pen for this test.
- Write your name in English letters and your candidate number on each answer booklet.
- Read the instructions on the question paper and answer booklet.

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer booklets.*

*Pick up an answer booklet to show to the candidates.*

- Only write your answers in the answer booklet.
- You can also write on the question paper, but you must copy your answers to the answer booklet before the end of the test.
- I will remind you to do this when you have 10 and 5 minutes left.
- Read the instructions for each part of the paper carefully.
- Write inside the lines.



**BEC Vantage**

- You must complete two tasks, Part 1 and Part 2.
- This test lasts for 45 minutes. You cannot leave the room in the first 30 or the final 10 minutes.

**BEC Higher**

- You must answer two questions: the question in Part 1 and one question from Part 2.
- Write the number of the question you choose for Part 2 in the box provided.
- This test lasts for 1 hour 10 minutes. You cannot leave the room in the first 45 or the final 10 minutes.

**ILEC/ICFE**

- You must complete two tasks, Part 1 and Part 2.
- This test lasts for 1 hour 15 minutes. You cannot leave the room in the first 45 or the final 10 minutes.

- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper, answer booklet and rough paper. The rough paper will be destroyed.
- If you have any problems during the test put your hand up.
- Are there any questions?


*Give candidates a few minutes for questions about the instructions.*

- Open your question papers and begin.



*Check the time on the clock. Write the exact start and finish times on the board. Once you have done this, go to page 24.*

**CPS BEC VANTAGE WRITING - 45 minutes**

**BEC HIGHER WRITING - 1 hour 10 minutes**

 You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

These instructions say 'answer sheets'. In other sections of the document, such as the materials and packing lists, these are 'response forms'.

<ul style="list-style-type: none"><li>■ Do not open the question paper yet. You are now under exam conditions.</li><li>■ Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</li><li>■ The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.</li><li>■ You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</li><li>■ Anyone who does not follow instructions may be disqualified.</li><li>■ Do you have a pen? Use your pen for this test.</li><li>■ Check your name on the answer sheets.</li><li>■ If it is correct, sign your name in pen.</li><li>■ If it is not correct, put your hand up now.</li></ul>	
■ Write down any name corrections to give to the CEM later.	
<ul style="list-style-type: none"><li>■ If your name is not there, write your name in English letters and your candidate number on each answer sheet.</li><li>■ Read the instructions on the question paper and answer sheet.</li></ul>	
<i>Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheets (if relevant).</i> <i>Pick up an answer sheet to show to the candidates.</i>	
<ul style="list-style-type: none"><li>■ Only write your answers on the answer sheets.</li><li>■ You can also write on the question paper, but you must copy your answers to the answer sheets before the end of the test.</li><li>■ I will remind you to do this when you have 10 and 5 minutes left.</li><li>■ Read the instructions for each part of the paper carefully.</li><li>■ Write inside the lines.</li></ul>	
 	
<b>BEC Vantage</b> <ul style="list-style-type: none"><li>■ You must complete two tasks, Part 1 and Part 2.</li><li>■ This test lasts for 45 minutes. You cannot leave the room in the first 30 or the final 10 minutes.</li></ul>	<b>BEC Higher</b> <ul style="list-style-type: none"><li>■ You must answer two questions: the question in Part 1 and one question from Part 2.</li><li>■ Write the number of the question you choose for Part 2 in the box provided.</li><li>■ This test lasts for 1 hour 10 minutes. You cannot leave the room in the first 45 or the final 10 minutes.</li></ul>
<ul style="list-style-type: none"><li>■ You must stop writing when I tell you.</li><li>■ At the end of the test, stay at your desk and I will collect your question paper, answer sheet and rough paper. The rough paper will be destroyed.</li><li>■ If you have any problems during the test put your hand up.</li><li>■ Are there any questions?</li></ul>	
<i>Give candidates a few minutes for questions about the instructions.</i>	
■ Open your question papers and begin.	
<i>Check the time on the clock. Write the exact start and finish times on the board.</i> <i>Once you have done this, go to page 24.</i>	

**BEC VANTAGE LISTENING - approx 40 minutes**


**BEC HIGHER LISTENING - approx 40 minutes**

**ILEC/ICFE LISTENING - approx 40 minutes**

**Q** You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

**NEW** If you need to use a different room for the Listening test, for example, because of capacity or resourcing reasons, a second sitting of the Listening component is allowed, provided the second group waits under supervision and has no contact with the first group, and that they have no access to the internet, their mobile phones or any other electronic devices. You must keep the gap between tests as short as possible.

Only two sittings of the Listening test are allowed and you must not run repeat sessions for any other component.

<ul style="list-style-type: none"><li>■ Do not open the question paper yet. You are now under exam conditions.</li><li>■ Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</li><li>■ The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.</li><li>■ You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</li><li>■ Anyone who does not follow instructions may be disqualified.</li><li>■ Do you have a pencil? Use your pencil for this test.</li><li>■ Check your name on the answer sheet.</li><li>■ If it is correct, sign your name in pencil.</li><li>■ If it is not correct, put your hand up now.</li></ul>		
<i>Write down any name corrections to give to the CEM later.</i>		
<ul style="list-style-type: none"><li>■ If your name is not there, write your name in English letters and your candidate number.</li><li>■ If there is a space on the question paper, write your name, centre number and candidate number.</li><li>■ Read the instructions on the question paper and answer sheet.</li></ul>		
<i>Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).</i>		
<ul style="list-style-type: none"><li>■ Listen to the instructions for each part of the paper carefully.</li><li>■ You will hear each piece twice.</li><li>■ While you are listening, write your answers on the question paper.</li><li>■ This test lasts for about 40 minutes. You cannot leave the room during the test.</li></ul>		
		
<b>BEC Vantage</b> <ul style="list-style-type: none"><li>■ At the end of the CD, there will be a 10-minute pause for you to copy your answers to the answer sheet.</li></ul>	<b>BEC Higher</b> <ul style="list-style-type: none"><li>■ At the end of the CD, there will be a 10-minute pause for you to copy your answers to the answer sheet.</li></ul>	<b>ILEC/ICFE</b> <ul style="list-style-type: none"><li>■ At the end of the CD, there will be a 5-minute pause for you to copy your answers to the answer sheet.</li></ul>
<ul style="list-style-type: none"><li>■ Do not write over the black lines or black blocks.</li><li>■ You must stop writing when I tell you.</li><li>■ At the end of the test, stay at your desk and I will collect your question paper and answer sheet.</li><li>■ If you have any problems during the test put your hand up.</li><li>■ Are there any questions?</li></ul>		
<i>Give candidates a few minutes for questions about the instructions.</i>		
<ul style="list-style-type: none"><li>■ I will now play the introduction as a sound check.</li><li>■ Do not open your question papers yet.</li><li>■ Tell me if you have any problems hearing it.</li></ul>		
<i>Play the introduction and <b>pause</b> the CD after the introduction to check that candidates can hear clearly and to make the necessary adjustments. Replay the introduction if needed.</i>		
<ul style="list-style-type: none"><li>■ I will now start the CD. The CD will tell you when to open the question papers.</li></ul>		
<i>You must now play the recording through and only stop when you hear the announcement that the test has ended. Now go to page 24.</i>		

## TKT MODULE 1, 2 AND 3, CLIL, KAL AND YL - 1 hour 20 minutes for each module



Candidates can sit different levels or modules at the same time in the same room, providing:

- they are grouped according to their level or module
- the exams start at the same time
- candidates with the shortest exams sit nearest to the exit to minimise disruption to other candidates when leaving
- you avoid the situation where some candidates take the same level earlier than others on the same day.

You must repeat these instructions for each module, even if the candidates are the same.

- Do not open the question paper yet. You are now under exam conditions.
- Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.
- The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.
- You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.
- Anyone who does not follow instructions may be disqualified.
- Do you have a pencil? Use your pencil for this test.
- Check your name on the answer sheet.
- If it is correct, sign your name in pencil.
- If it is not correct, put your hand up now.

*Write down any name corrections to give to the CEM later.*

- If your name is not there, write your name in English letters and your candidate number.
- Read the instructions on the question paper and answer sheet.

*Give the candidates approximately a minute to read the instructions. During this time, check each candidate is writing their name and candidate number on the answer sheet (if relevant).*

*Pick up an answer sheet to show to the candidates.*

- Only write your answers on the answer sheet.
- You can also write on the question paper, but you must copy your answers to the answer sheet before the end of the test.
- I will remind you to do this when you have 10 and 5 minutes left.
- Read the instructions for each part of the paper carefully.
- Write your answers against the correct number on the answer sheet, especially if you have missed out any questions.
- Do not write over the black lines or black blocks.
- This test lasts for 1 hour 20 minutes. You cannot leave the room in the first hour or the final 10 minutes.
- You must stop writing when I tell you.
- At the end of the test, stay at your desk and I will collect your question paper and answer sheet.
- If you have any problems during the test put your hand up.
- Are there any questions?

*Give candidates a few minutes for questions about the instructions.*

- Open your question papers and begin.



*Check the time on the clock. Write the exact start and finish times on the board.*

*Once you have done this, go to page 24.*


**DELTA MODULE ONE - 1 hour 30 minutes for each paper**



You must read these instructions to candidates before they start the test. Make sure you cover every point in the list. You can translate the instructions in these boxes and on the front cover of the question paper if you are sure all the candidates understand the language used. You are **not** allowed to translate or explain any other part of the question paper.

<ul style="list-style-type: none"> <li>■ Do not open the question paper yet. You are now under exam conditions.</li> <li>■ Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</li> <li>■ The use of any unauthorised electronic items or mobile phones ringing will be treated as malpractice.</li> <li>■ You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</li> <li>■ Anyone who does not follow instructions may be disqualified.</li> <li>■ Do you have a pen? Use your pen for this test.</li> <li>■ Read the instructions on the question paper.</li> </ul>	
<p><i>Give the candidates approximately a minute to read the instructions.</i></p>	
<ul style="list-style-type: none"> <li>■ Write your name in English letters, centre number and candidate number on the answer booklet.</li> </ul>	
<p><i>Check each candidate is writing their name and candidate number on the answer booklet.</i></p>	
<ul style="list-style-type: none"> <li>■ Read the instructions for each part of the paper carefully.</li> <li>■ Only write your answers in the answer booklet.</li> <li>■ You can also write on the question paper, but you must copy your answers to the answer booklet before the end of the test.</li> <li>■ I will remind you to do this when you have 10 and 5 minutes left.</li> </ul>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>Paper 1</b></p> </div> <div style="text-align: center;">  <p><b>Paper 2</b></p> </div> </div>	
<p><b>Paper 1</b></p> <ul style="list-style-type: none"> <li>■ There are five tasks. Complete all the tasks.</li> </ul>	<p><b>Paper 2</b></p> <ul style="list-style-type: none"> <li>■ There are four tasks. Complete all the tasks.</li> </ul>
<ul style="list-style-type: none"> <li>■ Write the number of the task against your answer in the left-hand column of your answer booklet.</li> <li>■ Do not write in the right-hand column of your answer booklet.</li> <li>■ This test lasts for 1 hour 30 minutes. You cannot leave the room in the first 45 or the final 10 minutes.</li> <li>■ You must stop writing when I tell you.</li> <li>■ At the end of the test, stay at your desk and I will collect your question paper and answer booklet.</li> <li>■ If you have any problems during the test put your hand up.</li> <li>■ Are there any questions?</li> </ul>	
<p><i>Give candidates a few minutes for questions about the instructions.</i></p>	
<ul style="list-style-type: none"> <li>■ Open your question papers and begin.</li> </ul>	
<p><i>Check the time on the clock. Write the exact start and finish times on the board.</i></p> <p><i>Once you have done this, go to page 24.</i></p>	

## Step 4 - During each test

-  You must invigilate the exam and ensure that there is no malpractice. You also need to be alert to any candidates who need assistance (such as toilet breaks).

### Invigilating the Reading, Writing and Use of English tests

- You must be alert at all times and regularly patrol the exam room.
- For Writing, check that candidates are writing within the spaces provided.
- Look out for candidates:
  - who need assistance (such as toilet breaks)
  - using cameras, including pen cameras, or electronic items
  - behaving suspiciously, such as reading hidden notes, etc.
- You must not do any other activity in the exam room, for example, reading a book or working on a laptop.

### Invigilating the Listening test

- Once the Listening test has started, you must not interrupt it except in an emergency.
- You must not allow anybody to enter or leave the room during the Listening test.
- During the Listening test, you must have a good view of all candidates.
- Look out for candidates:
  - using cameras, including pen cameras, or electronic items
  - behaving suspiciously, such as reading hidden notes, etc.
- You must not do any other activity in the exam room, for example, reading a book or working on a laptop.
- You must not move around the room during the test unless absolutely necessary as it may affect candidates' hearing of the test. However, you must use the time when candidates are transferring their answers to the answer sheets to move around and check candidates are doing this.


## Room plans

-  You must complete an accurate room plan **before the end of each test** with the following information:

- the position of each candidate by candidate number
- the direction they are facing
- the distance between their desks
- the number and position of invigilators.

For Listening tests, also indicate the position of playback equipment and speakers, and any pillars or other features which might affect the sound.

## Attendance registers

-  Complete and sign the attendance register **before the end of each test**.

If a candidate is not on the attendance register, add their name and candidate number and tell the CEM of this addition as soon as possible. If there is no space available on the attendance register, attach a note with the candidate's name and candidate number. You must also include candidates with Special Arrangements on the attendance register.

## Absent candidates

Mark a candidate's absence on the attendance register in the attendance column and shade the relevant box on the candidate's pre-printed answer sheet.

Remove the absent candidate's materials from the desk after allowing enough time for a late arrival.

*Note: You must never use an absent candidate's answer sheet for another candidate.*



## Candidates who want to leave the room

**During the Listening test, candidates must not leave the room at any time.**

- For all other written papers a candidate can leave and return to the exam room **under supervision** at any time (except during the final 10 minutes). There must be a before-and-after search of toilets, etc.
- Tell the candidate to turn their question paper and answer sheet face down on their desk.
  - Remind the candidate that they are still under exam conditions during the time they are out of the exam room.
  - Make sure the candidate is escorted by a member of staff. If you are the only invigilator, you must ask another member of staff to help, as you must not leave the exam room.
  - Make sure the candidate does not communicate with anyone while outside the room.
  - Make sure that the papers remain untouched until the candidate returns and resumes work.

If a candidate has finished their test and wants to leave the room:


- Tell the candidate they must stay in their seat.
- Check the timings allowed in Step 3.
- Collect all question papers, answer sheets and rough work.
- Tell the candidate to leave the room quietly.
- You must not allow the candidate to re-enter the room until the end of the paper.


## Safeguarding the welfare of children and young people

You are responsible for the safety and welfare of children and young people during the exam.

### Incidents

#### Malpractice

 Submit a *Malpractice form* within 1 week of the exam day and, if relevant, submit a *Special Consideration form* as well.

 You must report anything unusual, such as suspicious behaviour of any candidates during the exam, to the supervisor or CEM.

#### Some examples of malpractice:

- talking
- copying/collusion
- using unauthorised items, such as dictionaries or notes
- using electronic items
- impersonation
- disruptive behaviour
- not following the instructions of exam staff
- failing to switch off mobile phone, mobile phone ringing, etc.

#### If you suspect malpractice or have clear evidence of malpractice:

- give a discreet but clear warning to the candidate that they will be reported
- allow the candidate to complete any remaining tests
- report the incident using a *Malpractice form*. Reports must contain specific and clear details
- do not ask candidates to write statements at the time
- beware of local laws when you are removing unauthorised materials, for example notes from a candidate's pocket.

You must not disqualify candidates from subsequent papers. However, in extreme circumstances, you can exclude a candidate from the exam room and from taking the exam if the candidate's continued presence would cause disruption to other candidates or poses a threat to health and safety.

The decision to disqualify must be left to Cambridge English Language Assessment.

#### Late arrivals

 Submit a *Late Arrival form* within 1 week of the exam day.

**You must not allow late arrivals for Listening tests to enter once the test has started.**

For other papers, you can allow late arrivals to enter (with the supervisor's permission) if no other candidate has finished the test and left the room.

- You must read the full instructions to them (this can be done outside of the exam room if the other candidates have already started the test). You must allow them the full time of the test.
- When the test has finished for everyone else, mark the point reached by the candidate on the question paper and answer sheet(s).
- Take particular care if questions have not been answered in sequence.
- If a candidate is late for a good reason (e.g. sudden illness or transport problems) and exam security has not been threatened, we will accept all the work completed by the candidate.
- If a candidate is late because of carelessness (e.g. oversleeping or misreading the timetable) and exam security has not been threatened, we will accept the work completed within the normal exam times.

You can refuse to admit late arrivals if this is your centre's policy.

### Special Consideration

 Submit a *Special Consideration form* within 1 week of the exam day.

If something happens that you think may have affected the performance of the candidates, complete a *Special Consideration form* to ensure that your candidates are not disadvantaged.

Some examples of acceptable reasons for Special Consideration:

- A candidate is unwell during the exam.
- There is a loud noise during the Listening test.
- There are problems with the Listening test equipment (in this case keep playing the CD).
- There is a delay that might distress the candidates.

Please consider whether the issue affects all the candidates in the room, a range of candidates in an area, or a single candidate.

### Emergencies

 Submit a *Special Consideration form* within 1 week of the exam day.

If there is an emergency, such as a fire alarm or bomb alert, follow the instructions below:

- Evacuate the exam room following the regulations of the venue.
- Leave the question papers and answer sheets in the exam room.
- Supervise the candidates as closely as possible to make sure they don't talk to each other or use mobile phones/the internet.
- After candidates have returned to the exam room and before the paper is resumed, mark on each candidate's work where the interruption occurred.
- Note the time and length of the interruption.
- Write the new finish times on the board and allow candidates the full working time for the paper.

If during the test the Listening equipment or the CD fails, you should do the following:

- Make a note of where the CD stopped.
- Get help if you are the sole invigilator and ask for a replacement of the equipment or CD.
- Tell candidates to close their question papers and remain silent until the problem can be resolved.
- When the replacement is provided, carry out a sound check with the candidates by playing some of the introduction.
- Use headphones to fast forward to the place where the CD was stopped.
- Tell candidates to open their question papers and resume the test.

## Step 5 - Concluding each test

### Reading, Writing, Use of English

- Ten minutes before the end of the test, tell candidates there are **10 minutes left and remind them that they must transfer their answers to the answer sheet.**
- Patrol the exam room and make sure that they are transferring their answers.
- For Writing, remind them to write within the spaces provided and make sure that they are doing so.
- Do not allow any candidate to leave the exam room in the final 10 minutes.
- Five minutes before the end of the test, tell candidates there are **5 minutes left and remind them to transfer their answers again.**
- Continue to patrol the room and give further individual reminders if necessary.
- At the end of the test tell candidates to put their pens or pencils down immediately.

### Listening

- The test is divided into sections, and the recording on the CD is complete in itself, with all necessary pauses and instructions to candidates.
- During the pause at the end of the CD, move around the room to check that candidates are transferring their answers to their answer sheets. Give individual reminders if necessary.
- At the end of the test tell candidates to put their pencils down immediately.



- Tell candidates to stay in their seats.
- Collect all question papers, answer sheets and rough work. Check you have all the materials.
- Tell candidates to leave the room quietly.
- If a candidate does not transfer all their answers to the answer sheets in time, and you believe that there is a good reason, include the question paper with the answer sheets with a report explaining the reasons for non-transfer. Make sure the candidate's name is on the question paper. This must be done on the day of the exam.
- Collate materials in candidate number order, ensuring that they correspond to the relevant attendance register.
- Pack materials according to the instructions given in **Part 3 - Packing instructions.**
- Seal the materials in the exam room, either in a script return envelope or temporary A4 envelope. If you are using temporary envelopes, put your signature across the seal after sealing them.
- Pass any name corrections to the CEM, as well as reports for Special Consideration, Malpractice and Late Arrivals.

## Part 2 – Speaking test instructions

The only people allowed in the exam room during a Speaking test are Speaking Examiners (SEs), candidates and Team Leaders (TLs can be in the exam room for monitoring purposes). Inspectors do not enter the exam room during a Speaking test. They will check the Speaking test room before or between tests.

### For running a Speaking test, you will need:

- Supervisor(s) (in the waiting area)
- Marshal(s) (to escort candidates between the waiting area and exam rooms. You may need more than one.)
- SEs (outside the UK: provided by the centre; in the UK: provided by Cambridge English Language Assessment).

### Speaking test times

This table shows the length of each Speaking test and the maximum number of candidates per session.

We have also added 2 minutes to each test as an example to allow time for pairs of candidates leaving and entering.

	FORMAT		Maximum number of candidates allowed per session
	2 candidates	3 candidates FINAL TEST ONLY IF THE NUMBER OF CANDIDATES IS UNEVEN	
<b>KET/KET for Schools</b>	8-10 minutes Allow 12 minutes*	13-15 minutes	30 candidates
<b>PET/PET for Schools</b>	10-12 minutes Allow 14 minutes*	13-15 minutes	26 candidates
<b>FCE/FCE for Schools</b>	14 minutes Allow 16 minutes	20 minutes	22 candidates
<b>CAE</b>	15 minutes Allow 17 minutes	23 minutes	20 candidates
<b>CPE</b>	16 minutes Allow 18 minutes	24 minutes	20 candidates
<b>BEC P</b>	12 minutes Allow 14 minutes	16 minutes	26 candidates
<b>BEC V</b>	14 minutes Allow 16 minutes	20 minutes	22 candidates
<b>BEC H</b>	16 minutes Allow 18 minutes	22 minutes	20 candidates
<b>ILEC</b>	16 minutes Allow 18 minutes	23 minutes	20 candidates
<b>ICFE</b>	16 minutes Allow 18 minutes	23 minutes	20 candidates

\* The time allowance for KET/KET for Schools and PET/PET for Schools should include 10 minutes for KET/KET for Schools and 12 minutes for PET/PET for Schools, plus a 2-minute interval between tests.

### Timetabling information

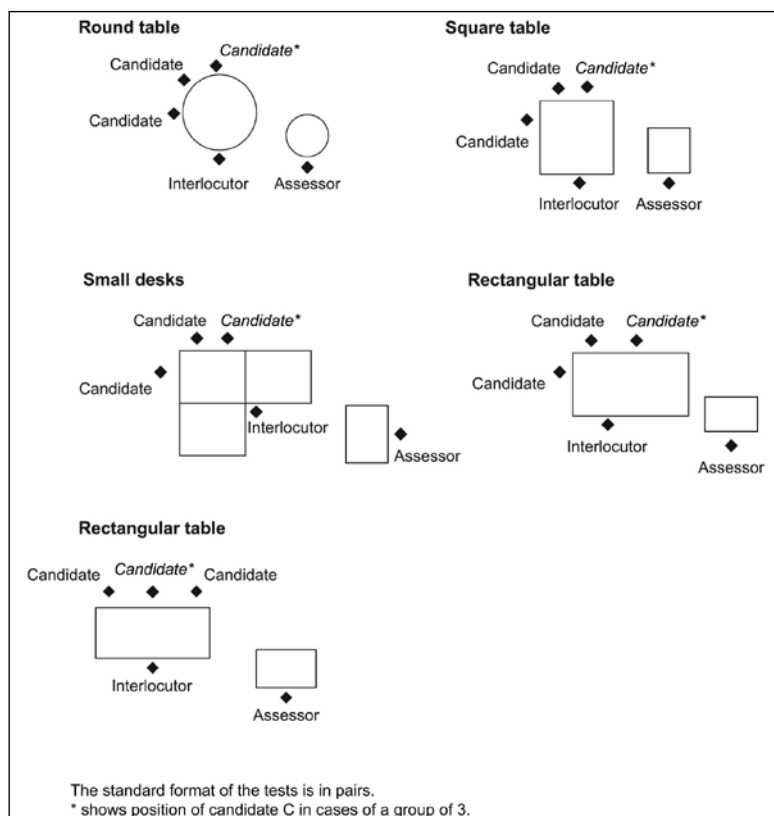
- Your CEM will give you a copy of the timetable; make sure you have it with you during all the sessions as you might have to show it to an SE or Inspector.
- A session must be no more than 3 hours long. Check there is also a 10–15-minute break during each 3-hour period.

## Exam rooms and waiting area

The CEM will have chosen a suitable venue, which must have enough rooms for one Speaking test to be held in a room at a time. It must also have a waiting area some distance away from the test rooms.

- Clearly label all rooms being used for Speaking tests.
- Display the current **Notice to candidates** in a prominent position outside (not inside) the exam room. Only one Notice is required if it is visible outside all the rooms being used.
- Remove from the exam room or cover all helpful material, such as posters or notices in English (except for safety notices).
- Check the waiting area has enough chairs for candidates to sit while they wait.
- The waiting area must be supervised at all times.
- Provide an area where candidates can place their belongings during the test. This can be in the waiting area or in the exam room, for example, a table in the corner where candidates can put their personal items.

The SEs are responsible for arranging the furniture to suit the various exam formats and number of candidates tested. Some possible seating arrangements are shown below.



## Before the test

- Each SE will need a Speaking pack (one per test examined) and a copy of the relevant *Instructions to Speaking Examiners*. Examiners must not assess candidates unless they have both of these documents.
- Your CEM will have ordered them and will either have given them directly to the SEs, or given them to you to distribute. In the UK, the SEs will bring these materials with them.
- Your CEM will have informed you about arrangements for the SEs, for example refreshments and car parking.
- 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.
- Check you have enough envelopes for sealing mark sheets and give these to the SEs.
- Show SEs to the test room, and inform them of any changes to the timetable.
- Check you have the mark sheets for the candidates.
- Check you have paper and pencils for BEC candidates.

## When candidates arrive

- Tick their name on the attendance register.
- Keep a record of any name corrections to give to the CEM.
- Tell them to switch off their mobile phones and any other electronic items, including alarms on their watches.
- Supervise waiting candidates and make sure the room is quiet.

## Checking candidates' photo ID

**You must check the photo ID of each candidate for each paper. For centres in the UK, Africa, Asia and Australasia: you must also check that it is the same ID that was used when the candidate registered.**

- Candidates must sit at their desks when the IDs are checked.
- Check that the ID is valid and an original (not a photocopy).
- Some candidates under 18 might present the *Candidate Identification* form as their ID. This is acceptable as long as the form is filled in properly.
- Check that the photo ID matches the candidate and that the name on the ID matches the name on the desk label or attendance register.



- If you have any doubts about a candidate's identity, ask them questions about the information you can see on the ID, e.g. when/where they were born, names of parents/spouse etc. If a candidate is not able to answer these questions, they must not be allowed to take the exam and you must inform us of such incidents immediately.
- If a candidate does not bring ID, follow one of the procedures below:
  - Candidate over 18: you must not allow the candidate to take the test unless someone can bring their ID to the centre on the day.
  - Candidate under 18: follow your centre's procedure for getting ID at a later date.

In countries where there are no compulsory national IDs for citizens aged 18 and over, the following rules apply:

- If a candidate is a college/university student, then their college/university photo ID should be used.
  - You must inform candidates at registration that they will not at any point in the future be able to use the certificate for immigration purposes.
  - You must take a test day photo of the candidate but leave the Agency/UKBA box blank. The system will then not require the passport details to be recorded.
  - If you doubt the identity of the candidate, you have the right not to allow them to sit the exam.
  - If a candidate needs a certificate for immigration purposes in the future, they will need to re-take the test with a passport/national ID.
- If a candidate is not a college/university student, they can use a photographic driving licence to take the test, however, they will not be able to use their certificate for immigration purposes (see bullets points above). If they do not have a photographic driving licence then they must obtain a passport/national ID before registering for an exam.



### When candidates are ready to go into the test room

- Once you have checked their photo ID, give them their pre-printed mark sheet for checking. If their name is not on the mark sheet, give them a blank mark sheet and ask them to write their name on it.
- Tell candidates not to fold, crease or write on the mark sheet and to give it to the Examiner when asked to do so.
- Tell candidates where to put their belongings and check they have switched off their phones and electronic devices.
- Make sure they are escorted to the test room and supervised at all times until they enter the test room.

### Speaking Examiner duties (for your information)

- Be punctual and follow the Speaking test timings.
- Keep Speaking test materials and mark sheets secure at all times.
- Ensure there is a suitable test environment in the exam room.
- Tell the supervisor if any candidate:
  - is known to them in a personal capacity
  - has been examined by them within the previous 6 weeks
  - has been taught by them in the previous 3 years.

Any such candidate should be examined by another SE, or the SE should take the Interlocutor role if another pair of SEs is not available. If a candidate is entered for two exams, e.g. FCE and CAE, they should not be examined by the same pair of Examiners. If this is unavoidable, the Examiners should change roles for the second test.

- Complete mark sheets during, or immediately after, each Speaking test. All completed mark sheets and candidate marks are confidential.
- Inform the CEM and/or supervisor of any situation affecting a candidate's performance, where the centre may have to request Special Consideration.

### During the Speaking test

- Make sure that candidates who have been examined are kept separate from those waiting for their test as long as they are on exam premises.
- Keep the candidates quiet throughout the session in the area near the test room and in the waiting area.
- Speaking test materials must never be left unattended. During break times, store them securely, for example, by locking them in the test room or a safe.
- Make sure you always have a pair of candidates for each test, and that tests run on time.
- Check that the last pair of candidates has arrived before sending in the preceding pair. This is to ensure that no single candidate is left for the final test.
- Form a group of three for the last candidates taking the test if there is an odd number of candidates.

The group of three format is only allowed for the final test in a session to resolve problems caused by uneven numbers, unexpected absence of candidates, illness, etc. If the exam day is clearly divided into two half-day sessions it is acceptable to have a group of three at the end of each one.

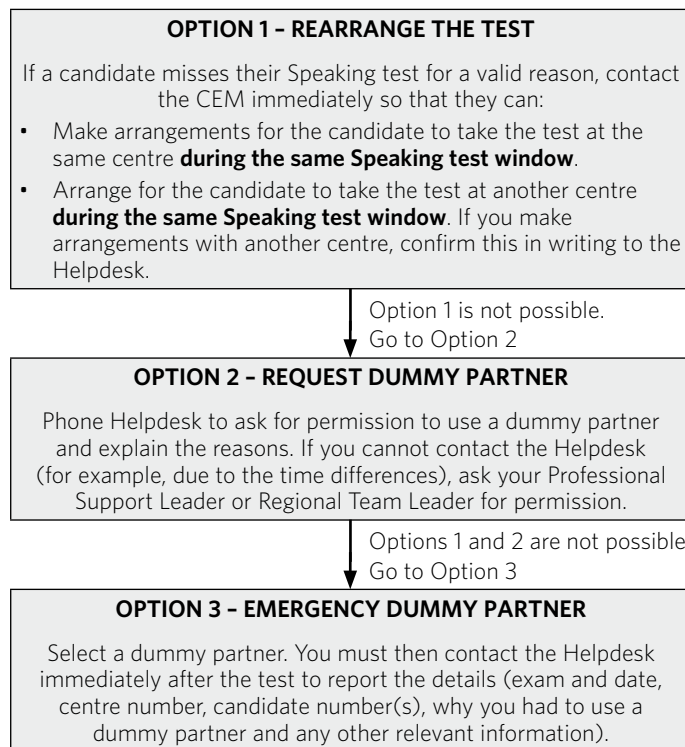
## Incidents

### Late arrivals

If a candidate is late for their Speaking test, add them to a later time in your timetable once they arrive. You might have to re-arrange the pairings. Also follow the procedures for **Absent candidates** and **At the end of the test**.

### Absent candidates and dummy partners

If a candidate is absent, you must also follow these steps in order of preference.




A dummy partner must:

- be a speaker of English whose **age** and **level** are appropriate to the relevant exam
- be 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 in any way
- the SEs must give them a different test pack.

The SE will complete the mark sheet for the real candidate and will enter '9999' as the second candidate's number. Do not create an answer sheet for the dummy partner and do not add the dummy to the attendance register.

 If an SE thinks that the 'live' candidate's performance has been disadvantaged by the dummy partner, the SE will inform the centre, so that a *Special Consideration* form can be submitted.

A candidate still waiting to take the test must **not** be used as a dummy partner.

### **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 form available on the support website to do this.

## Emergency Special Arrangements

An SE may discover on the day of the Speaking test that a candidate has a difficulty which could affect their performance, or that of their partner. If you did not know in advance, please do one of the following:

### If the test has not started yet

The SE will tell you immediately so that you can make emergency Special Arrangements (such as using a dummy partner. See **Absent candidates and dummy partners** on page 31).

### If the test has started

The SE will decide as soon as possible whether to conduct the test as normal or stop the test.

■ **If the test is completed**, you must not reschedule or allow the candidates to retake the test.



*Submit a Special Consideration form within 1 week of the exam day.*

■ **If the test is stopped**, you will need to reschedule the test for both candidates. Contact the Helpdesk for advice about the type of Special Arrangements required or if the test needs to be taken outside the Speaking test window.

## Malpractice



*Submit a Malpractice form within 1 week of the exam day and, if relevant, a Special Consideration form.*



You must report anything unusual, such as suspicious behaviour of any candidates during the exam, to the supervisor or CEM.

### Some examples of malpractice:

- speaking to candidates who have already taken the test
- using electronic items
- impersonation
- disruptive behaviour
- not following the instructions of exam staff
- failing to switch off mobile phones, mobile phones ringing, etc.

### If you suspect malpractice or have clear evidence of malpractice:

- give a discreet but clear warning to the candidate that they will be reported
- allow the candidate to complete any remaining tests
- report the incident using a *Malpractice* form. Reports must contain specific and clear details
- do not ask candidates to write statements at the time
- beware of local laws when you are removing unauthorised materials, for example notes from a candidate's pocket.

You must not disqualify candidates from subsequent papers. However, in extreme circumstances, you can exclude a candidate from the exam room and from taking the exam if the candidate's continued presence would cause disruption to other candidates or poses a threat to health and safety.

The decision to disqualify must be left to Cambridge English Language Assessment.



## At the end of the test

Tell the Examiners when they have examined their final candidates.


## After the test



### Name corrections and forms

Pass any name corrections to the CEM, as well as *Special Consideration*, *Malpractice* and *Late Arrival* forms.

### Speaking mark sheets

Each Examiner is responsible for the mark sheets once handed to them by candidates. **Please note that all information on the mark sheets is confidential.**

 After every 3-hour session, the Examiner and/or supervisor must follow these steps:

1. Arrange mark sheets in candidate number order including any absent candidates.
-  2. Check mark sheets have been filled in correctly.
-  3. Place mark sheets for each level in separate A4 envelopes.
4. Seal envelopes, and the Examiner and/or supervisor must sign across the seals.
5. Give to the CEM or supervisor for secure storage.

After the final session the envelopes must be opened in the presence of the CEM and the steps followed in **Part 3 - Packing instructions** for Speaking tests on page 36.

## Part 3 – Packing instructions

- You must follow these instructions to make sure the papers are marked promptly, and to maintain the security of the materials.
- Your CEM will either give you script return envelopes or A4 envelopes to pack the materials in the exam room.
- You must return to Cambridge or destroy all materials **within 3 calendar days**. You must not keep anything to use for teaching or other purposes.

### Written tests

- Collate answer sheets in candidate number order. See the table below for packing instructions.
- For candidates who arrive late, add the answer sheet in sequence with the other candidates' work.
- Seal the envelopes in the exam room. See next page for more details on this.

		<b>Put in script return envelope or A4 envelope</b>	<b>Destroy securely or put in a separate envelope within the same package</b>
<b>Candidate Information Sheet (CIS)</b>	ALL exams	Put used CIS forms in the original envelope or a similar A4 envelope marked CIS.	Unused CIS forms.
<b>Reading &amp; Writing</b>	PET/PET for Schools BEC Preliminary	Used and unused Reading answer sheets, used Writing answer sheets, room plan and attendance register. Collate answer sheets for Reading and Writing tests in separate piles.	All question papers. Unused Writing answer sheets.
<b>Reading &amp; Writing</b>	KET/KET for Schools	All answer sheets, room plan and attendance register.	All question papers.
<b>Reading</b>	FCE/FCE for Schools CAE, CPE BEC Vantage BEC Higher ILEC, ICFE		
<b>Reading &amp; Use of English</b>	CPE		
<b>Writing</b>	FCE/FCE for Schools CAE, CPE BEC Vantage BEC Higher ILEC, ICFE	All answer sheets/booklets*, room plan and attendance register. *If you are running a Centre Print Scan session, you will have response forms (answer sheets). For standard sessions, you will have answer booklets.	All question papers. Rough paper.
<b>Use of English</b>	FCE/FCE for Schools CAE	All answer sheets, room plan and attendance register.	All question papers.
<b>Listening</b>	ALL exams (except TKT and Delta Module One)	All answer sheets, room plan and attendance register.	All question papers. All CDs.
<b>All modules</b>	TKT	All answer sheets, used question papers, room plan and attendance register. Do not insert answer sheets into question papers; create a separate pile. <b>Put all unused question papers in a separate envelope within the same package. Write 'Unused question papers' on the envelope.</b>	Rough paper.
<b>Paper 1 Paper 2</b>	Delta Module One	Answer booklets, room plan and attendance register.	All question papers.

## Absent candidates

### Materials for absent candidates and unused reserve entry answer sheets

- Mark the candidate as absent on the answer sheet.
- Add the answer sheet(s) in sequence with the other candidates' answer sheets in the script return envelope.

### For PET, PET for Schools and BEC Preliminary

- Mark the candidate as absent on the **Reading** answer sheet.
- Add the **Reading** answer sheets in sequence with the other candidates' answer sheets in the script return envelope.
- For **unused Writing** answer sheets, you can destroy them securely or return them in a separate envelope. Write 'Unused Writing answer sheets' on the envelope.

**CPS**

The software will ask you to mark any absent candidates before scanning. For further instructions, please use the *Centre print scan guide*.

## Materials for candidates with Special Arrangements

### Administrative Special Arrangements only (e.g. extra time)

- Include the candidate's materials with the other candidates' materials.

### Modified materials

- Put the candidate's answers in a separate A4 envelope, including any other materials, such as *Instructions to supervisors* booklets and CDs.
- Write the candidate's name and number on the envelope. Also include the exam and date.
- Add the envelope in sequence with the other candidate materials in the correct script return envelope.
- Write 'Candidate with Special Arrangements' on the outside of the script return envelope.
- If you need to transcribe the candidate answers, please see **The writing of answers** section in the *Special Requirements Booklet*. It is the responsibility of the centre to transcribe Braille answers, before returning the scripts.
- For candidates working in Braille, include Brailled responses and the transcript, as well as Brailled question papers.

## Sealing the envelopes

### Script return envelopes

- Use a different script return envelope for each component.
- Attach the bar code label.
- You may also need to split a component and pack it in multiple envelopes for different packing codes or candidate ranges, if listed on the bar code label.

### A4 envelopes

- Put your signature across the seal.

- Give the sealed envelope to the person responsible for keeping it in a safe place and despatching/scanning it. If this person needs to open the envelopes to check the materials before despatching, they must do this in the presence of a witness in a secure restricted area. They must then seal the materials in a script return envelope

**?**

- Exam materials must not be removed from the exam room or stored unsealed.

**CPS**


The centre is responsible for scanning the mark sheets back to Cambridge English Language Assessment.


Please make sure you follow these important steps:

- you must seal exam materials in envelopes in the exam room
- you must put sealed envelopes into a locked safe in a locked room immediately after the exam and store them there until the scanning
- you must never leave exam materials unsupervised during the scanning
- it is your responsibility to ensure no-one, except the people authorised to carry out the scanning, has access to the exam materials
- teachers of candidates must not take part in the scanning.

## Speaking tests


You must follow these instructions to make sure the papers are marked promptly, and to maintain the security of the materials.

	<b>Return to Cambridge English Language Assessment</b>	<b>When?</b>
Speaking	Mark sheets, attendance register.	 Within <b>3 calendar days</b> of the written exam date.

 After the final session, an Examiner/supervisor\* opens the envelopes in the presence of the CEM/supervisor and follows the steps below:

 ■ Check the answer sheets are in the correct order and that they have been filled in correctly.

■ Check the absent box has been filled in for absentees.

 ■ Seal the mark sheets in the script return envelope, also enclosing the attendance register.

■ Ask one of the Examiners to sign across the seal.

■ Stick the bar code label onto the script return envelope.

Finally, the CEM must:

 ■ Securely store the sealed envelopes until they are despatched/scanned.

\* For UK centres (with the exception of devolved centres) the Examiner-in-Liaison (EL) must assist with the process of arranging mark sheets and signing sealed envelopes.

### Storing Speaking test packs

#### **UK centres**

SEs are responsible for Speaking test packs, and will bring these with them on the day of the exam.

#### **Non-UK centres**

The Speaking tests packs must be stored securely at all times. For further details, see the *Handbook for centres*.