This booklet is for Centre Exams Managers, Test Sitting Administrators and invigilators.

It contains regulations for the following computer-based Cambridge English exams:

- Cambridge English: Key (KET)
- Cambridge English: Key (KET) for Schools
- Cambridge English: Preliminary (PET)
- Cambridge English: Preliminary (PET) for Schools
- Cambridge English: First (FCE)
- Cambridge English: First (FCE) for Schools
- Cambridge English: Advanced (CAE)
- Cambridge English: Proficiency (CPE)
- Cambridge English: Business Certificates (BEC)
- Teaching Knowledge Test (TKT)

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

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

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.

Key:

- **NEW** – this highlights a change since the last edition of this Exam Day Booklet
- **Camera** – these regulations are relevant to test day photos
- **Paper** – 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** – submit a form to Cambridge English
- **SELT** – these regulations apply only to sessions where there are candidates taking the exam for UK visa purposes
- **UK SELT** – these are regulations that are only relevant to sessions that include one or more candidates taking an exam for UK visa purposes at approved UK SELT centres. UK SELT centres must also follow the regulations marked as SELT.
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Exam sessions and sequence of components

You must run the exams on the date shown in the relevant calendar on the support site.

You must run the exams in the following order:

1. Reading & Writing for CB KET/PET/BEC Preliminary
   Reading for BEC Vantage/BEC Higher
   Reading and Use of English for CB FCE/CAE/CPE
2. Writing
3. Listening

You can run TKT modules in any order.

These time slots are based on local time and you must start the final component before the close of the time slot:

<table>
<thead>
<tr>
<th></th>
<th>CB KET &amp; KET for Schools, CB PET &amp; PET for Schools:</th>
<th>CB TKT:</th>
<th>CB FCE &amp; FCE for Schools, CB CAE, CB CPE, CB BEC:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 1</td>
<td>08.00 – 13.00</td>
<td>AM 08.00 – 13.00</td>
<td>AM 1 08.00 – 15.00</td>
</tr>
<tr>
<td>PM 1</td>
<td>12.00 – 18.00</td>
<td>PM 12.00 – 18.00</td>
<td>PM 1 13.00 – 23.00</td>
</tr>
<tr>
<td>PM 2</td>
<td>17.00 – 22.00</td>
<td>EVE 17.00 – 22.00</td>
<td></td>
</tr>
</tbody>
</table>

If you need to run sittings back to back, this 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 and make sure the last session starts before the end of the time slot.

Part 1 – Running a computer-based test

1. Your responsibilities

   - Check the Glossary in the Handbook for Centres for further information about the role of the Centre Exams Manager (CEM), Test Sitting Administrator (TSA) and invigilator.
   - Prepare your equipment and tests before the exam day following the instructions in the Technical Guide.
   - Make sure your candidates have access to the tutorial before they take the test: https://support.cambridgeenglish.org/entries/24608806. You can inform your candidates about this by including the computer-based test tutorial instructions in the Confirmation of Entry.

2. Venue requirements

   You must:

   - Have at least one invigilator per 25 candidates in each exam room (a Test Sitting Administrator can be an invigilator if only one room is used).
   - Have at least one invigilator per 15 candidates in each exam room if any candidates are taking the test for UK visa purposes.
   - 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 (except for safety notices).

Ensure there is an accurate method of timing available to the Test Sitting Administrator and invigilators.

Write the centre number, the name of the exam, and the component on a board or flipchart.

Seating arrangements

Ensure that the seating arrangements prevent candidates from being able to see a fellow candidate’s screen.

Ensure the minimum distance between the edge of one screen and the edge of the next is 1.25 metres, unless the monitors are positioned back to back or separated by dividers. If you are using dividers, you must make sure that they are both high and long enough on all sides to prevent candidates from seeing each other’s screens. If you use privacy filters, please make sure that candidates cannot see each other’s screens or talk to one another. In all cases, you must be able to see all candidates at all times.

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

Your CEM will give you desk labels with candidate numbers. Display them on each desk. For ID checks, you must either include the candidate name on each label or use a list of names (such as a Timetabling Report from Cambridge English Online).

Ensure you have emergency phone numbers to hand for technical support. These will have been sent to you by the Application Support team and are also available on the support website.

Ensure there is a printer available at each venue (where possible).

In addition, you must have:

- One Test Sitting Administrator computer per 100 Candidate Workstation computers
- One spare Test Sitting Administrator computer (once this has been prepared and is healthy, it must be powered off and only switched on if it is required).
- One spare Candidate Workstation for every 20 candidates and spare headphones.
- Screens that are bigger than seven inches

3. 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 clear plastic bottle).

Make sure all unauthorised items are removed from desks before starting a component.

To protect exam integrity, candidates are not allowed access to their mobile phones, tablets or any other electronic items for the duration of the entire exam. This means that in the breaks between components they are not allowed access to these items.

Be aware of local laws when you are removing unauthorised materials.
4. Test day photos

Test day photos are mandatory for CB PET, CB FCE, CB CAE, CB CPE and CB BEC (not including the For Schools versions). You must also offer a test day photo service to CB KET candidates. Check with them if they want to use their results for visa purposes. If yes, arrange to take their photo on the test day.

The exams listed above might change. See the Guide to test day photos on the support website for instructions on how to use the software. You must take a photo of each candidate on the test day for the exams listed above.

Centres in the UK, Africa, Asia and Australasia: If you run the Speaking test on a different day from the other components, 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.

SALT Voice sample regulations

For each of these candidates, you must make a recording of the candidate’s voice on the exam day. See Appendix 1 for instructions on making the recording.

You must check the candidate’s ID before recording the voice sample.

5. Starting each component

Only candidates, supervisors, invigilators, Test Sitting Administrators and Inspectors are allowed in the exam room. You must not allow anyone else into the exam room. Inspectors will provide proof of identity.

You must repeat these actions at the beginning of each test:

- Ensure the mobile phones of all staff are switched off.
- 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 headphones.
- 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 ID wallets/holders for unauthorised items, and that pencil cases on desks are left open.
Distribute the candidate logins.

Checking candidates’ photo ID

You must check the photo ID of each candidate who takes the exam at your centre. You must check their ID for each component; it is not enough to check it once on the exam day.
If you are not confident about the identity of a candidate on the exam day, you must not let them take the exam.

During each component the IDs must be left on the candidates’ desks. Inspectors might also check IDs and might ask candidates questions about their ID if they wish.
This must be done at all centres, including internal centres, boarding schools and colleges.

When to check IDs:
- For all written components: before the start of the component or in the first 15 minutes
- For Listening components: before the start of the component
- For Speaking tests: when candidates arrive and before they enter the test room
- In addition to the above, check the ID when the candidate arrives at the venue before the exam - this can be done at the door of the exam room, or when they arrive at the venue and is in addition to checking ID when taking photos and in addition to checking IDs at the candidates’ desks.
- The ID must be checked each time the candidate leaves and returns to the exam room (for example, after a toilet break).
- Check the candidate’s ID before recording a voice sample
- Ask the candidate to put their signature on a piece of paper on the exam day and check that signature against the signature in their ID.

Which IDs can you accept:

<table>
<thead>
<tr>
<th>Type of ID (this must have a photo, be original and not expired)</th>
<th>Accepted for non-UK visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Yes</td>
</tr>
<tr>
<td>National ID</td>
<td>Yes</td>
</tr>
<tr>
<td>Driving licence</td>
<td>Yes</td>
</tr>
<tr>
<td>College/school/university ID</td>
<td>Yes, but only if the centre has taken steps to ensure the identity of the candidate during registration and they are confident of their identity on the exam day.</td>
</tr>
<tr>
<td>Candidate Identification form (only for candidates aged 17 and under)</td>
<td>Yes</td>
</tr>
<tr>
<td>Bank cards</td>
<td>No</td>
</tr>
</tbody>
</table>

Taking an exam for immigration purposes: for UK visa purposes see below. For immigration to any other country, ask the candidates if they have checked what ID document that country’s immigration authority requires and act accordingly. You must make candidates aware that if they are not sure which ID document must be used, their result might not be accepted by the immigration authority.
Outside of the UK, you must only accept passports for SELT candidates. For UK SELT centres, please see the list of IDs which you can accept below.

In the UK, you must only accept the following types of ID for SELT candidates:

<table>
<thead>
<tr>
<th>Tests taken outside the candidate’s country of origin</th>
<th>Valid international passport or European Union (EU) ID card</th>
<th>Valid photographic government ID card (except the EU ID card)</th>
<th>Valid Biometric Residence permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tests taken overseas within the candidate’s country of origin</th>
<th>Valid international passport or European Union (EU) ID card</th>
<th>Valid photographic government ID card (except the EU ID card)</th>
<th>Valid Biometric Residence permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tests taken in the UK</th>
<th>Valid international passport or European Union (EU) ID card</th>
<th>Valid photographic government ID card (except the EU ID card)</th>
<th>Valid Biometric Residence permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>x</td>
<td>x</td>
<td>✓</td>
</tr>
</tbody>
</table>

- European Union ID cards can only be accepted for candidates whose country of origin is within the European Union.
- Biometric Residence permits can only be accepted for tests taken in the UK by candidates who do not have a valid passport. For example, asylum seekers who have been awarded refugee status or leave to remain under a form of temporary protection will not usually possess a national passport endorsed with leave to enter or remain in the UK.

Candidates who do not have the correct ID must not be allowed to sit the exam.

How to check IDs:

<table>
<thead>
<tr>
<th>Check that it is valid</th>
<th>Check there are no impostors*</th>
<th>Check the person is sitting at the right desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure it’s the right type of ID. (Please see above for further details.)</td>
<td>The photo on the ID and the details must match the candidate.**</td>
<td>Make sure the name on the ID matches the desk label and/or the list of names.</td>
</tr>
<tr>
<td>It must not have expired.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>It must be an original, not a copy.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If you have any doubts about a candidate’s identity, take them to one side during a break or before starting the component and ask them questions about the information in their ID. For example, when/where they were born, address etc. If a candidate cannot answer these questions, do not allow them to take the exam. Tell your CEM, who must inform us immediately.

**If a candidate’s face is covered for religious reasons, arrange for a female member of staff to go with the candidate to a suitably private area where they can politely ask the candidate to remove the face covering for identification purposes. Once identification has been confirmed, the candidate can replace their face covering and proceed as normal to sit the test.
Additional regulation for centres in the UK, Africa, Asia and Australasia:
Once on the exam day, also check that the ID they are using is the same as the one they used when they registered for the exam. Your CEM will give you a list of the candidate ID references from the point of registration so you can check the same ID is used.

This section includes some typical queries we receive about IDs

Candidates who do not own any ID*

<table>
<thead>
<tr>
<th>Candidates aged 17 or under</th>
<th>Candidates aged 18 or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>These candidates must complete the Candidate ID form** before the exam day and bring it with them on the exam day. You check their ID using that form on the day. If they don’t bring the form on the exam day, do not allow them to take the exam.</td>
<td>These candidates cannot take the exam.</td>
</tr>
</tbody>
</table>

*See the Which IDs can you accept section on the previous page.

**Available on the support website.

Candidates who do not bring suitable ID on the exam day

Candidates taking the exam for UK visa purposes must use one of the forms of IDs listed in the tables above as their ID for the exam. You must not accept any other forms of ID for these candidates. If they have not brought the correct form of ID, you must not allow them to take the exam.

Written components

If taking the exam for other purposes, check if someone can bring the ID to them during the exam.

<table>
<thead>
<tr>
<th>If someone can bring their ID to the venue during the exam</th>
<th>No one can bring their ID to the venue during the exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>For written components: Allow candidate to sit the exam. Warn them that if no one brings their ID by the end of the exam, they will not receive any results.</td>
<td>You must not allow the candidate to take the exam.</td>
</tr>
</tbody>
</table>

Candidates who do not bring suitable ID on the exam day – Speaking tests

Check if they or someone else can bring the ID to the waiting room. Do not allow the candidate to take the test until the ID arrives.

If no one brings the ID by the end of the exam, you must inform the Helpdesk to withdraw their results because of ID issues. You must tell candidates that they will not receive any results.

If the person bringing the ID was stopped because of an emergency, please contact the Helpdesk and this will be discussed on a case-by-case basis.
Candidate who does not bring suitable ID on the exam days

If you are running written and Speaking components on two different days and a candidate doesn’t bring their ID to one of these days and it is impossible for them to get the ID brought to the exam venue by the end of the exam day, you must follow the guidance below.

<table>
<thead>
<tr>
<th>Candidate fails to bring suitable ID to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking test which takes place before the written exam day</td>
<td>You must either:</td>
</tr>
<tr>
<td></td>
<td>• not allow them to take the Speaking test and mark them as absent. Tell the CEM so they can inform the candidate that they cannot take the written component. We will not issue a result for the candidate.</td>
</tr>
<tr>
<td></td>
<td>• or, you can reschedule their Speaking test for another date within the Speaking test window. It is at your discretion if you can accommodate them on a different day.</td>
</tr>
<tr>
<td>Written component which takes place before the Speaking test day</td>
<td>You must not allow them to take the written component and must also not allow them to take the Speaking test. We will not issue a result for the candidate.</td>
</tr>
<tr>
<td>Speaking test which takes place on the last day of the Speaking test window</td>
<td>Do not allow the candidate to take the test. Mark them as absent on the system. We will not issue a result for the candidate.</td>
</tr>
</tbody>
</table>

What to tell candidates

Tell the candidate that they will not receive a result because they have not provided suitable ID on the exam day. In all cases where you do not allow candidates to take the exam, make sure you mark them as absent on the system.

5.1 Log into Test Sitting Administration

Important note: This should be done via the Connect Plus Test Sitting Administrator software unless you need to use the Connect Plus Test Sitting Administration website in additional rooms.
<table>
<thead>
<tr>
<th>5.2</th>
<th>Select the Test Sitting you wish to administrate if there is more than one.</th>
</tr>
</thead>
</table>

| 5.3 | **Open Test**  
Click the **Open Test** button for the test you are about to run in the correct order as stipulated on page 3 of this document.  
**Important note:** The components are NOT necessarily displayed here in the correct order. |
|-----|-----------------------------------------------------------------------------|
6. Instructions to candidates

This section contains instructions that you must read out to candidates before they begin a test.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Component</th>
<th>Page</th>
<th>Exam</th>
<th>Component</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>KET and KET for Schools</td>
<td>Reading &amp; Writing</td>
<td>9</td>
<td>CPE</td>
<td>Reading &amp; Use of English</td>
<td>24</td>
</tr>
<tr>
<td>PET and PET for Schools</td>
<td>Listening</td>
<td>11</td>
<td></td>
<td>Writing</td>
<td>25</td>
</tr>
<tr>
<td>FCE and FCE for Schools</td>
<td>Reading &amp; Use of English</td>
<td>12</td>
<td>BEC Preliminary</td>
<td>Reading &amp; Writing</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
<td>14</td>
<td></td>
<td>Listening</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Listening</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAE</td>
<td>Reading &amp; Use of English</td>
<td>18</td>
<td>BEC Vantage</td>
<td>Reading</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
<td>19</td>
<td></td>
<td>Writing</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>Listening</td>
<td>21</td>
<td></td>
<td>Listening</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TKT</td>
<td>All modules</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that all candidates start at the same time.

- Do not switch off or restart your computer at any time before, during or after the test.
- 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 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 not start the test until you are told to do so.
- Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.
- If you cannot log in, put your hand up and we will come and help you.
- Look at your name, date of birth and candidate number on the screen.
- If your details are correct, click on the My details are correct button and wait for more instructions.
- If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their
details are incorrect, and hand this to your Centre Exams Manager after the exam.

<table>
<thead>
<tr>
<th>Once everyone has confirmed their details, read out:</th>
<th>• Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once everyone has clicked OK on the Settings screen, read out:</td>
<td>• Click on the forward arrow on the Candidate Information screen and answer the 11 questions. When you have finished, click YES to the question ‘Are you sure you’ve finished entering your details?’ and wait for more instructions.</td>
</tr>
<tr>
<td>Once all candidates have entered their details on the Candidate Information screen and clicked on YES, read out:</td>
<td>• Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.</td>
</tr>
<tr>
<td>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</td>
<td>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</td>
</tr>
</tbody>
</table>
| Read out the appropriate timings: | • This KET/KET for Schools Reading & Writing test lasts for 1 hour 10 minutes. You are not allowed to leave the room permanently within the first 45 minutes or the final 10 minutes of the test.  
  • This PET/PET for Schools Reading & Writing test lasts for 1 hour 30 minutes. You are not allowed to leave the room permanently within the first hour or the final 10 minutes of the test. |
| Then read out: | • The test will stop automatically once the time has run out. If you complete the test early, click on the HIDE button and tell the invigilator.  
  • At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.  
  • If you have any problems during the test put your hand up.  
  • Are there any questions?  
  • Click on START TEST to begin. |
| Now go to Section 8. | |

---
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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

| Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that candidates start at the same time. | • Do not switch off or restart your computer at any time before, during or after the test.  
• 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 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 not start the test until you are told to do so.  
• Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.  
• If you cannot log in, put your hand up and we will come and help you.  
• Look at your name, date of birth and candidate number on the screen.  
• If your details are correct, click on the My details are correct button and wait for more instructions.  
• If your details are not correct, put your hand up and we will come and help you.  

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

| Once everyone has confirmed their details, read out: | • Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.  

| Once everyone has confirmed their details, read out: | • Put on your headphones and click on the PLAY SOUND button to check the volume on the Test Sound screen.  
If you can hear the sample sound clearly click on the Continue button and take your headphones off. If you cannot hear anything at all put your hand up and we will come and help you. If the volume of the sample sound is too quiet or too loud, you can change the volume using the bar in the top right corner.  

| Wait for candidates to check Test Sound and make sure they have taken their headphones off to listen to further instructions. In large test rooms make sure all candidates have followed this instruction before | • Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.  

<table>
<thead>
<tr>
<th>Reading the next instructions.</th>
<th>If you are visually impaired or have accessibility issues, you can change the settings during the test.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</td>
<td></td>
</tr>
</tbody>
</table>
| Read out the appropriate timings: | • This KET/KET for Schools Listening test lasts for approximately 30 minutes. You are not allowed to leave the room after the test has begun.  
• This PET/PET for Schools Listening test lasts for approximately 35 minutes. You are not allowed to leave the room after the test has begun. |
| Then read out: | • The test will stop automatically once the time has run out. If you complete the test early click on the HIDE button and tell the invigilator. 
• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room. 
• If you have any problems during the test put your hand up. 
• Are there any questions? 
• Put on your headphones and click on START TEST to begin. |
| Now go to Section 8. |  |

### FCE and FCE for Schools Reading & Use of English

* 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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are **not** allowed to translate or explain any other part of the test.

**Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that all candidates start at the same time.**

- Do not switch off or restart your computer at any time before, during or after the test.
- 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 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 not start the test until you are told to do so.
- Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.
- If you cannot log in, put your hand up and we will come and help you.
- Look at your name, date of birth and candidate number.
on the screen.
- If your details are correct, click on the My details are correct button and wait for more instructions.
- If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once everyone has confirmed their details, read out:</td>
<td>• Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</td>
</tr>
<tr>
<td>Once everyone has clicked OK on the Settings screen, read out:</td>
<td>• Click on the forward arrow on the Candidate Information screen and answer the 11 questions. When you have finished, click YES to the question ‘Are you sure you’ve finished entering your details?’ and wait for more instructions.</td>
</tr>
<tr>
<td>Once all candidates have entered their details on the Candidate Information screen and clicked on YES, read out:</td>
<td>• Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.</td>
</tr>
<tr>
<td>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</td>
<td>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</td>
</tr>
<tr>
<td>Read out the appropriate timings:</td>
<td>• This FCE/FCE for Schools Reading &amp; Use of English test lasts for 1 hour 15 minutes. You are not allowed to leave the room permanently within the first 55 minutes or the final 10 minutes of the test.</td>
</tr>
<tr>
<td>Then read out:</td>
<td>• The test will stop automatically once the time has run out. If you complete the test early, click on the HIDE button and tell the invigilator.</td>
</tr>
<tr>
<td></td>
<td>• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.</td>
</tr>
<tr>
<td></td>
<td>• If you have any problems during the test put your hand up.</td>
</tr>
<tr>
<td></td>
<td>• Are there any questions?</td>
</tr>
<tr>
<td></td>
<td>• Click on START TEST to begin.</td>
</tr>
</tbody>
</table>

Now go to Section 8.

FCE and FCE for Schools Writing

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

- Do not switch off or restart your computer at any time before, during or after the test.
- Do you still have anything electronic, including
**them. You must ensure that candidates start at the same time.**

<table>
<thead>
<tr>
<th>mobile phones, with you? If you do, switch it off and give it to me.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The use of any electronic items or mobile phones ringing will be treated as malpractice.</td>
</tr>
<tr>
<td>• You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</td>
</tr>
<tr>
<td>• Anyone who does not follow instructions may be disqualified.</td>
</tr>
<tr>
<td>• Do not start the test until you are told to do so.</td>
</tr>
<tr>
<td>• Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.</td>
</tr>
<tr>
<td>• If you cannot log in, put your hand up and we will come and help you.</td>
</tr>
<tr>
<td>• Look at your name, date of birth and candidate number on the screen.</td>
</tr>
<tr>
<td>• If your details are correct, select the My details are correct button and wait for more instructions.</td>
</tr>
<tr>
<td>• If your details are not correct, put your hand up and we will come and help you.</td>
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Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

<table>
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<tr>
<th>Once everyone has confirmed their details, read out:</th>
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<td>• Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</td>
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<tr>
<th>Once everyone has clicked OK on the Settings screen, read out:</th>
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<tbody>
<tr>
<td>• Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.</td>
</tr>
</tbody>
</table>

Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:

| If you are visually impaired or have accessibility issues, you can change the settings during the test. |

<table>
<thead>
<tr>
<th>Read out the appropriate timings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• This FCE/FCE for Schools Writing test lasts for 1 hour 20 minutes. You are not allowed to leave the room permanently within the first hour or the final 10 minutes of the test.</td>
</tr>
</tbody>
</table>

Then read out:

<table>
<thead>
<tr>
<th>The test will stop automatically once the time has run out. If you complete the test early click on the HIDE button and tell the invigilator.</th>
</tr>
</thead>
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<tr>
<td>• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.</td>
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<td>• If you have any problems during the test put your hand up.</td>
</tr>
<tr>
<td>• Are there any questions?</td>
</tr>
<tr>
<td>• Click on <strong>START TEST</strong> to begin.</td>
</tr>
</tbody>
</table>

**Now go to Section 8.**
FCE and FCE for Schools Listening

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are **not** allowed to translate or explain any other part of the test.

<table>
<thead>
<tr>
<th>Read out the following instructions to candidates and check that they are following the instructions as you read them. <strong>You must ensure that candidates start at the same time.</strong></th>
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<tbody>
<tr>
<td>• Do not switch off or restart your computer at any time before, during or after the test.</td>
</tr>
<tr>
<td>• Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</td>
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<td>• If you cannot log in, put your hand up and we will come and help you.</td>
</tr>
<tr>
<td>• Look at your name, date of birth and candidate number on the screen.</td>
</tr>
<tr>
<td>• If your details are correct, click on the <strong>My details are correct</strong> button and <strong>wait for more instructions</strong>.</td>
</tr>
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Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

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<th>Once everyone has confirmed their details, read out:</th>
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<tr>
<td>• Click on <strong>OK</strong> on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</td>
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</table>

<table>
<thead>
<tr>
<th>Once everyone has confirmed their details, read out:</th>
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<tbody>
<tr>
<td>• Put on your headphones and click on the <strong>PLAY SOUND</strong> button to check the volume on the <strong>Test Sound</strong> screen. If you can hear the sample sound clearly click on the <strong>Continue</strong> button and take your headphones off. If you cannot hear anything at all put your hand up and we will come and help you. If the volume of the sample sound is too quiet or too loud, you can change the volume using the bar in the top right corner.</td>
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<tbody>
<tr>
<td>• Before you begin the test, read the Instructions to Candidates and Information for Candidates and <strong>wait for more instructions</strong>.</td>
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<tr>
<td>Reading the next instructions.</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</td>
</tr>
<tr>
<td>Read out the appropriate timings:</td>
</tr>
<tr>
<td>Then read out:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**CAE Reading & Use of English**

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

<table>
<thead>
<tr>
<th>Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that all candidates start at the same time.</th>
<th>Do not switch off or restart your computer at any time before, during or after the test.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</td>
</tr>
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<td></td>
<td>The use of any electronic items or mobile phones ringing will be treated as malpractice.</td>
</tr>
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<td></td>
<td>You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</td>
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<td></td>
<td>Anyone who does not follow instructions may be disqualified.</td>
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<td></td>
<td>Do not start the test until you are told to do so.</td>
</tr>
<tr>
<td></td>
<td>Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.</td>
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<tr>
<td></td>
<td>If you cannot log in, put your hand up and we will come and help you.</td>
</tr>
<tr>
<td></td>
<td>Look at your name, date of birth and candidate number on the screen.</td>
</tr>
<tr>
<td></td>
<td>If your details are correct, click on the My details are correct button and wait for more instructions.</td>
</tr>
<tr>
<td></td>
<td>If your details are not correct, put your hand up and we...</td>
</tr>
<tr>
<td><strong>Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Once everyone has confirmed their details, read out:</strong></td>
<td></td>
</tr>
<tr>
<td>• Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</td>
<td></td>
</tr>
<tr>
<td><strong>Once everyone has clicked OK on the Settings screen, read out:</strong></td>
<td></td>
</tr>
<tr>
<td>• Click on the forward arrow on the Candidate Information screen and answer the 11 questions. When you have finished, click YES to the question ‘Are you sure you’ve finished entering your details?’ and wait for more instructions.</td>
<td></td>
</tr>
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<td><strong>Once all candidates have entered their details on the Candidate Information screen and clicked on YES, read out:</strong></td>
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<td>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</td>
<td></td>
</tr>
<tr>
<td><strong>Read out the appropriate timings:</strong></td>
<td></td>
</tr>
<tr>
<td>• This CAE Reading &amp; Use of English test lasts for 1 hour 30 minutes. You are not allowed to leave the room permanently within the first hour or the final 10 minutes of the test.</td>
<td></td>
</tr>
<tr>
<td><strong>Then read out:</strong></td>
<td></td>
</tr>
<tr>
<td>• The test will stop automatically once the time has run out. If you complete the test early, click on the HIDE button and tell the invigilator.</td>
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<td>• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.</td>
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<tr>
<td>• Are there any questions?</td>
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</tr>
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<td>• Click on START TEST to begin.</td>
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</table>

**Now go to Section 8.**

### CAE Writing

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are **not** allowed to translate or explain any other part of the test.

**Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that candidates start at the same time.**

- Do not switch off or restart your computer at any time before, during or after the test.
- 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 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
Anyone who does not follow instructions may be disqualified.
- Do not start the test until you are told to do so.
- Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.
- If you cannot log in, put your hand up and we will come and help you.
- Look at your name, date of birth and candidate number on the screen.
- If your details are correct, click on the **My details are correct** button and wait for more instructions.
- If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

**Once everyone has confirmed their details, read out:**
- Click on **OK** on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.

**Once everyone has clicked OK on the Settings screen, read out:**
- Before you begin the test, read the instructions to Candidates and Information for Candidates and wait for more instructions.

**Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:**
- If you are visually impaired or have accessibility issues, you can change the settings during the test.

**Read out the appropriate timings:**
- This **CAE Writing** test lasts for 1 hour 30 minutes. You are not allowed to leave the room permanently within the first 70 minutes or the final 10 minutes of the test.

**Then read out:**
- The test will stop automatically once the time has run out. If you complete the test early click on the **HIDE** button and tell the invigilator.
- At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.
- If you have any problems during the test put your hand up.
- Are there any questions?
- Click on **START TEST** to begin.

**Now go to Section 8.**
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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

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Once everyone has confirmed their details, read out:

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<td>Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.</td>
</tr>
</tbody>
</table>
### Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:

- If you are visually impaired or have accessibility issues, you can change the settings during the test.

### Read out the appropriate timings:

- This CAE Listening test lasts for approximately 40 minutes. You are not allowed to leave the room after the test has begun.

### Then read out:

- The test will stop automatically once the time has run out. If you complete the test early click on the **HIDE** button and tell the invigilator.
- At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.
- If you have any problems during the test put your hand up.
- Are there any questions?
- Put on your headphones and click on **START TEST** to begin.

**Now go to Section 8.**

---

### CPE Reading & Use of English

⚠️ 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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are **not** allowed to translate or explain any other part of the test.

Read out the following instructions to candidates and check that they are following the instructions as you read them. **You must ensure that all candidates start at the same time.**

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</tr>
<tr>
<td>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</td>
</tr>
<tr>
<td><strong>Read out the appropriate timings:</strong></td>
</tr>
<tr>
<td>• This CPE Reading &amp; Use of English test lasts for 1 hour 30 minutes. You are not allowed to leave the room permanently within the first 45 minutes or the final 10 minutes of the test.</td>
</tr>
<tr>
<td><strong>Then read out:</strong></td>
</tr>
<tr>
<td>• The test will stop automatically once the time has run out. If you complete the test early, click on the HIDE button and tell the invigilator.</td>
</tr>
<tr>
<td>• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.</td>
</tr>
<tr>
<td>• If you have any problems during the test put your hand up.</td>
</tr>
<tr>
<td>• Are there any questions?</td>
</tr>
<tr>
<td>• Click on START TEST to begin.</td>
</tr>
</tbody>
</table>

---

**CPE Writing**

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

**Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that candidates start at the same time.**

- Do not switch off or restart your computer at any time before, during or after the test.
- 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 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 not start the test until you are told to do so.
- Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.
- If you cannot log in, put your hand up and we will come and help you.
- Look at your name, date of birth and candidate number on the screen.
- If your details are correct, click on the **My details are correct** button and wait for more instructions.
- If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once everyone has confirmed their details, read out:</td>
<td>- Click on <strong>OK</strong> on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</td>
</tr>
<tr>
<td>Once everyone has clicked <strong>OK</strong> on the Settings screen, read out:</td>
<td>- Before you begin the test, read the instructions to Candidates and Information for Candidates and wait for more instructions.</td>
</tr>
<tr>
<td>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</td>
<td>- If you are visually impaired or have accessibility issues, you can change the settings during the test.</td>
</tr>
<tr>
<td>Read out the appropriate timings:</td>
<td>- This CPE Writing test lasts for 1 hour 30 minutes. You are not allowed to leave the room permanently within the first 45 minutes or the final 10 minutes of the test.</td>
</tr>
<tr>
<td>Then read out:</td>
<td>- The test will stop automatically once the time has run out. If you complete the test early click on the <strong>HIDE</strong> button and tell the invigilator.</td>
</tr>
<tr>
<td></td>
<td>- At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.</td>
</tr>
<tr>
<td></td>
<td>- If you have any problems during the test put your hand up.</td>
</tr>
<tr>
<td></td>
<td>- Are there any questions?</td>
</tr>
<tr>
<td></td>
<td>- Click on <strong>START TEST</strong> to begin.</td>
</tr>
</tbody>
</table>

Now go to Section 8.
**CPE Listening**

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are **not** allowed to translate or explain any other part of the test.

| Read out the following instructions to candidates and check that they are following the instructions as you read them. **You must ensure that candidates start at the same time.** | • Do not switch off or restart your computer at any time before, during or after the test.  
• 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 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 not start the test until you are told to do so.  
• Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.  
• If you cannot log in, put your hand up and we will come and help you.  
• Look at your name, date of birth and candidate number on the screen.  
• If your details are correct, click on the **My details are correct** button and **wait for more instructions**.  
• If your details are not correct, put your hand up and we will come and help you.  
  
  **Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.** |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Once everyone has confirmed their details, read out:</td>
<td>• Click on <strong>OK</strong> on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</td>
</tr>
<tr>
<td>Once everyone has confirmed their details, read out:</td>
<td>• Put on your headphones and click on the <strong>PLAY SOUND</strong> button to check the volume on the <strong>Test Sound</strong> screen. If you can hear the sample sound clearly click on the <strong>Continue</strong> button and take your headphones off. If you cannot hear anything at all put your hand up and we will come and help you. If the volume of the sample sound is too quiet or too loud, you can change the volume using the bar in the top right corner.</td>
</tr>
<tr>
<td>Wait for candidates to check <strong>Test Sound</strong> and make sure they have taken their headphones off to listen to further instructions. In large test rooms make sure all candidates have followed this instruction before</td>
<td>• Before you begin the test, read the Instructions to Candidates and Information for Candidates and <strong>wait for more instructions</strong>.</td>
</tr>
</tbody>
</table>
**BEC Preliminary Reading & Writing**

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

**Reading the next instructions.**

<table>
<thead>
<tr>
<th>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</th>
<th>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Read out the appropriate timings:</strong></td>
<td>• This CPE Listening test lasts for approximately 40 minutes. You are not allowed to leave the room after the test has begun.</td>
</tr>
</tbody>
</table>
| **Then read out:** | • The test will stop automatically once the time has run out. If you complete the test early click on the **HIDE** button and tell the invigilator.  
• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.  
• If you have any problems during the test put your hand up.  
• Are there any questions?  
• Put on your headphones and click on **START TEST** to begin. |
| **Now go to Section 8.** |  |

---

**Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that all candidates start at the same time.**

| | • Do not switch off or restart your computer at any time before, during or after the test.  
| | • 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 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 not start the test until you are told to do so.  
| | • Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.  
| | • If you cannot log in, put your hand up and we will come and help you.  
| | • Look at your name, date of birth and candidate number on the screen.  
| | • If your details are correct, click on the **My details are correct** button and **wait for more instructions**.  
| | • If your details are not correct, put your hand up and  

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26 Computer-Based Testing Exam Day Booklet 2015 v1 © UCLES 2014
Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

Once everyone has confirmed their details, read out:

- Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.

Once everyone has clicked OK on the Settings screen, read out:

- Click on the forward arrow on the Candidate Information screen and answer the 11 questions. When you have finished, click YES to the question ‘Are you sure you’ve finished entering your details?’ and wait for more instructions.

Once all candidates have entered their details on the Candidate Information screen and clicked on YES, read out:

- Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.

Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:

- If you are visually impaired or have accessibility issues, you can change the settings during the test.

Read out the appropriate timings:

- This BEC Preliminary Reading & Writing test lasts for 1 hour 30 minutes. You are not allowed to leave the room permanently within the first 45 minutes or the final 10 minutes of the test.

Then read out:

- The test will stop automatically once the time has run out. If you complete the test early, click on the HIDE button and tell the invigilator.
- At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.
- If you have any problems during the test put your hand up.
- Are there any questions?
- Click on START TEST to begin.

Now go to Section 8.

BEC Preliminary Listening

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that candidates start at the same time.

- Do not switch off or restart your computer at any time before, during or after the test.
- 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 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 not start the test until you are told to do so.
- Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.
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- If your details are correct, click on the **My details are correct** button and **wait for more instructions**.
- If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

Once everyone has confirmed their details, read out:

- Click on **OK** on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.

Once everyone has confirmed their details, read out:

- Put on your headphones and click on the **PLAY SOUND** button to check the volume on the **Test Sound** screen. If you can hear the sample sound clearly click on the **Continue** button and take your headphones off. If you cannot hear anything at all put your hand up and we will come and help you. If the volume of the sample sound is too quiet or too loud, you can change the volume using the bar in the top right corner.

Wait for candidates to check **Test Sound** and make sure they have taken their headphones off to listen to further instructions. In large test rooms make sure all candidates have followed this instruction before reading the next instructions.

- Before you begin the test, read the Instructions to Candidates and Information for Candidates and **wait for more instructions**.

Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:

- If you are visually impaired or have accessibility issues, you can change the settings during the test.

Read out the appropriate timings:

- This **BEC Preliminary Listening** test lasts for approximately 40 minutes. You are not allowed to leave the room after the test has begun.

Then read out:

- The test will stop automatically once the time has run out. If you complete the test early click on the **HIDE** button and tell the invigilator.
- At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.
- If you have any problems during the test put your
hand up.

- Are there any questions?
- Put on your headphones and click on **START TEST** to begin.

**Now go to Section B.**

---

**BEC Vantage Reading**

**BEC Higher Reading**

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

<table>
<thead>
<tr>
<th>Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that all candidates start at the same time.</th>
<th>Do not switch off or restart your computer at any time before, during or after the test.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Do you still have anything electronic, including mobile phones, with you? If you do, switch it off and give it to me.</td>
</tr>
<tr>
<td></td>
<td>The use of any electronic items or mobile phones ringing will be treated as malpractice.</td>
</tr>
<tr>
<td></td>
<td>You must not keep or use unauthorised items. You must not talk or copy anything. If you do, you may be disqualified.</td>
</tr>
<tr>
<td></td>
<td>Anyone who does not follow instructions may be disqualified.</td>
</tr>
<tr>
<td></td>
<td>Do not start the test until you are told to do so.</td>
</tr>
<tr>
<td></td>
<td>Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.</td>
</tr>
<tr>
<td></td>
<td>If you cannot log in, put your hand up and we will come and help you.</td>
</tr>
<tr>
<td></td>
<td>Look at your name, date of birth and candidate number on the screen.</td>
</tr>
<tr>
<td></td>
<td>If your details are correct, click on the <strong>My details are correct</strong> button and <strong>wait for more instructions</strong>.</td>
</tr>
<tr>
<td></td>
<td>If your details are not correct, put your hand up and we will come and help you.</td>
</tr>
</tbody>
</table>

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

**Once everyone has confirmed their details, read out:**

- Click on **OK** on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.

**Once everyone has clicked **OK** on the Settings screen, read out:**

- Click on the forward arrow on the Candidate Information screen and answer the 11 questions. When you have finished, click **YES** to the question ‘Are you sure you’ve finished entering your details?’ and **wait for more instructions**.

**Once all candidates have entered their details on the Candidate Information screen and clicked on **YES**, read out:**

- Before you begin the test, read the Instructions to Candidates and Information for Candidates and **wait for more instructions**.
Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:

- If you are visually impaired or have accessibility issues, you can change the settings during the test.

Read out the appropriate timings:

- This **BEC Vantage Reading** test lasts for 1 hour. You are not allowed to leave the room permanently within the first 45 minutes or the final 10 minutes of the test.
- This **BEC Higher Reading** test lasts for 1 hour. You are not allowed to leave the room permanently within the first 45 minutes or the final 10 minutes of the test.

Then read out:

- The test will stop automatically once the time has run out. If you complete the test early, click on the **HIDE** button and tell the invigilator.
- At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.
- If you have any problems during the test put your hand up.
- Are there any questions?
- Click on **START TEST** to begin.

Now go to Section 8.

---

**BEC Vantage Writing**

**BEC Higher Writing**

![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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are **not** allowed to translate or explain any other part of the test.](Image)

Read out the following instructions to candidates and check that they are following the instructions as you read them. **You must ensure that candidates start at the same time.**

- Do not switch off or restart your computer at any time before, during or after the test.
- 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 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 not start the test until you are told to do so.
- Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.
- If you cannot log in, put your hand up and we will come and help you.
- Look at your name, date of birth and candidate number on the screen.
- If your details are correct, click on the **My details are**
correct button and wait for more instructions.
- If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

<table>
<thead>
<tr>
<th>Once everyone has confirmed their details, read out:</th>
<th>• Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once everyone has clicked OK on the Settings screen, read out:</td>
<td>• Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.</td>
</tr>
<tr>
<td>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</td>
<td>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</td>
</tr>
</tbody>
</table>
| Read out the appropriate timings: | • This **BEC Vantage Writing** test lasts for 45 minutes. You are not allowed to leave the room permanently within the first 30 minutes or the final 10 minutes of the test.  
• This **BEC Higher Writing** test lasts for 1 hour 10 minutes. You are not allowed to leave the room permanently within the first 45 minutes or the final 10 minutes of the test. |
| Then read out: | • The test will stop automatically once the time has run out. If you complete the test early click on the **HIDE** button and tell the invigilator.  
• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.  
• If you have any problems during the test put your hand up.  
• Are there any questions?  
• Click on **START TEST** to begin. |

Now go to Section 8.

**BEC Vantage Listening**  
**BEC Higher Listening**

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

| Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that candidates start at the same time. | • Do not switch off or restart your computer at any time before, during or after the test.  
• 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 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 ... |
Anyone who does not follow instructions may be disqualified. Do not start the test until you are told to do so. Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details. If you cannot log in, put your hand up and we will come and help you. Look at your name, date of birth and candidate number on the screen. If your details are correct, click on the **My details are correct** button and wait for more instructions. If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once everyone has confirmed their details, read out:</td>
<td>• Click on <strong>OK</strong> on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.</td>
</tr>
<tr>
<td>Once everyone has confirmed their details, read out:</td>
<td>• Put on your headphones and click on the <strong>PLAY SOUND</strong> button to check the volume on the <strong>Test Sound</strong> screen. If you can hear the sample sound clearly click on the <strong>Continue</strong> button and take your headphones off. If you cannot hear anything at all put your hand up and we will come and help you. If the volume of the sample sound is too quiet or too loud, you can change the volume using the bar in the top right corner.</td>
</tr>
<tr>
<td><strong>Wait for candidates to check Test Sound and make sure they have taken their headphones off to listen to further instructions. In large test rooms make sure all candidates have followed this instruction before reading the next instructions.</strong></td>
<td>• Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.</td>
</tr>
<tr>
<td><strong>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</strong></td>
<td>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</td>
</tr>
<tr>
<td><strong>Read out the appropriate timings:</strong></td>
<td>• This <strong>BEC Vantage Listening</strong> test lasts for approximately 40 minutes. You are not allowed to leave the room after the test has begun.</td>
</tr>
<tr>
<td><strong>Then read out:</strong></td>
<td>• This <strong>BEC Higher Listening</strong> test lasts for approximately 35 minutes. You are not allowed to leave the room after the test has begun.</td>
</tr>
<tr>
<td></td>
<td>• The test will stop automatically once the time has run out. If you complete the test early click on the <strong>HIDE</strong> button and tell the invigilator.</td>
</tr>
<tr>
<td></td>
<td>• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.</td>
</tr>
</tbody>
</table>
| | • If you have any problems during the test put your hand
Now go to Section 8.

TKT Modules 1, 2 and 3

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 the instructions that candidates see onscreen if you are sure all the candidates understand the language used. You can help with technical questions. You are not allowed to translate or explain any other part of the test.

Read out the following instructions to candidates and check that they are following the instructions as you read them. You must ensure that all candidates start at the same time.

- Do not switch off or restart your computer at any time before, during or after the test.
- Switch off your mobile phone and electronic items and place them in the designated area if you have not done so already.
- 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 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 not start the test until you are told to do so.
- Log in using the candidate number and password given to you. You must enter the password exactly as it appears on your login details.
- If you cannot log in, put your hand up and we will come and help you.
- Look at your name, date of birth and candidate number on the screen.
- If your details are correct, click on the My details are correct button and wait for more instructions.
- If your details are not correct, put your hand up and we will come and help you.

Remember to complete a candidate name amendment form for any candidates who tell you their details are incorrect, and hand this to your Centre Exams Manager after the exam.

Once everyone has confirmed their details, read out:

- Click on OK on the Settings screen. If you are visually impaired and have applied for Special Arrangements please tell the invigilator who will change your settings or you can change them yourself to suit your needs.

Once everyone has clicked OK on the Settings screen, read out:

- Click on the forward arrow on the Candidate Information screen and answer the 11 questions. When you have finished, click YES to the question ‘Are you sure you’ve finished entering your details?’ and wait for more instructions.

Once all candidates have entered their details on the Candidate Information screen and clicked on YES, read out:

- Before you begin the test, read the Instructions to Candidates and Information for Candidates and wait for more instructions.
<table>
<thead>
<tr>
<th>Wait for candidates to read the Instructions to Candidates and Information for Candidates then read out:</th>
<th>• If you are visually impaired or have accessibility issues, you can change the settings during the test.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read out the appropriate timings:</td>
<td>• This TKT Module 1/2/3 test lasts for 1 hour 20 minutes. You are not allowed to leave the room permanently within the first hour or the final 10 minutes of the test.</td>
</tr>
</tbody>
</table>
| Then read out: | • The test will stop automatically once the time has run out. If you complete the test early, click on the HIDE button and tell the invigilator.  
• At the end of the test your password and any notes made on the candidate login paper will be collected before you leave the room.  
• If you have any problems during the test put your hand up.  
• Are there any questions?  
• Click on START TEST to begin. |
| Now go to Section 8. | |

### 7. During each component

**Monitor each test**

Click on the **Candidates** tab to monitor each candidates’ progress.

In particular, keep an eye on the **Status** column, which tells you whether each candidate is logged on or not, running, ‘out of contact’, or finished.

- You must invigilate the exam and ensure that there is no malpractice.  
- You must be alert at all times and regularly patrol the exam room.  
- 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.  
- You must complete an accurate seating plan **before the end of each component** with the following information:  
  - the position of each candidate by candidate number
- the direction they are facing
- the distance between the candidates, e.g. if the distance is 1.5m, indicate 1.5m on the room plan
- the number and position of invigilators.

Here is a sample seating plan. Please note that for CB exams there are a number of different possible layouts and your seating plan must accurately reflect your seating arrangements on the exam day.

7.1 A candidate arrives late

You must not accept late arrivals for the Listening test.

- For other components, you can allow late arrivals to enter (with the Test Sitting Administrator’s permission and not later than twenty minutes into the test) if no other candidate has permanently left the room.
- You must give late arrivals the same instructions as other candidates and allow them the full time of the test.
- The Test Sitting Administrator must consider whether there could be a detrimental impact on the other candidates, and any effect on timing for the rest of the exam day, when deciding whether to admit any late arrivals. The impact on the timetable is particularly important if you are running back to back sessions as you must be able to start the last test before the end of the window.

In all cases where a candidate is admitted late into the exam, the following rules apply:
- Fill in a Late Arrival Form – Local Template available on the support website during the test and give it to your supervisor/CEM.
- Your CEM is responsible for submitting the online Late Arrival form on the support website within one day of the exam.
- The candidate must be warned that Cambridge English Language Assessment may not be prepared to accept his or her exam answers.

7.2 A candidate is absent

It is not necessary to mark candidates as absent. Connect Plus will do this automatically if a candidate fails to log in. However, you must collect login details of any absent candidates and return them to the Centre Exams
7.3 There is an emergency such as a fire alarm or bomb alert

In the Overview tab in the Test Sitting, click the Pause button for the test(s) that are running

- Evacuate the exam room following the regulations of the venue.
- Supervise the candidates as closely as possible to make sure they don’t talk to each other or use mobile phones/internet.

- After the candidates have returned to the exam room and you have checked their IDs, click on the Resume button to resume the test. You will be prompted to indicate the reason for the pause.

- The time and duration of the interruption will automatically be recorded in Connect Plus.
- Candidates will be able to resume the exam from the point of the pause and will automatically be given the full remaining time for the exam.

Fill in a Special Consideration Form – Local Template available on the support website during the test and give it to your supervisor CEM. Your CEM is responsible for submitting the online Special Consideration form on the support website within one day of the exam.

7.4 There is a power cut

In the event of a power cut, you may decide to ask candidates to wait in the room, or ask them to leave the room. If candidates leave the room, make sure that they are supervised as closely as possible to prevent collusion.

If the power is restored:

- Switch on all the Test Sitting Administrator and candidate computers.
- Instruct the candidates to log in and continue their exam.
The time and duration of the interruption will automatically be recorded in Connect Plus.
Candidates will be able to resume the exam from the point of the pause and will automatically be given the full remaining time for the exam.

Fill in a Special Consideration Form – Local Template available on the support website during the test and give it to your supervisor CEM.

Your CEM is responsible for submitting the online Special Consideration form on the support website within one day of the exam.
Any decision to cancel the test must be made after contacting the Centre Exams Manager.

### 7.5 A candidate wants to leave the exam room temporarily

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

If a candidate must leave the room during the Listening test due to an emergency, do not let them re-enter the room until the end of the component and submit Special Consideration forms for both this candidate and any other candidates affected.

For all other written components, a candidate can briefly leave and return to the exam room under supervision at any time (except during the final 10 minutes). They must be escorted by a member of staff, have before-and-after search of toilets etc. If you are the only invigilator, you must ask another member of staff to help, as you must not leave the room. Make sure that the candidate does not communicate with anyone while outside the exam room.

These candidates are not allowed extra time to compensate for their temporary absence.

Tell the candidate to click on the HIDE button on their test to ensure that their work remains secure while they are away from their workstation.

- Remind the candidate that they are still under exam conditions during the time they are out of the exam room.
- The ID must be checked each time the candidate leaves and returns to the exam room.
- When the candidate comes back to the desk, they can click on Resume test.
7.6 A candidate becomes unwell during the test

If a candidate becomes unwell during the test, the Test Sitting Administrator should first select the candidate’s name from the Candidates tab in the Test Sitting and click Pause to assess the severity of the problem. This will stop the test timer on the candidate’s computer.

If the candidate is able to continue the test after a short break, select the candidate from the Candidates tab and click Resume.

The Test Sitting Administrator must write a full report of the incident and of the action taken for the Centre Exams Manager.

Your CEM is responsible for submitting the online Special Consideration Form on the support website within one day of the exam.

If the candidate cannot continue the test, select the candidate from the Candidates list and click End Test.

Important note: Please ensure that you end the test for the correct candidate, as once the test is ended, it can’t be restarted.

7.7 An incident occurs to distract or distress the candidates

The Test Sitting Administrator must write a full report of the incident and of the action taken for the Centre Exams Manager.

Your CEM is responsible for submitting the online Special Consideration Form on the support website within one day of the exam.
### 7.8 Malpractice

Candidates are told before starting the test that anyone who does not follow the regulations may be disqualified.

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

Fill in a Malpractice Form – Local Template available on the support website during the test and give it to your supervisor/CEM. If relevant for other candidates, fill in a Special Consideration Form – Local Template available on the support website and give it to your CEM/supervisor.

Your CEM is responsible for submitting the online Malpractice form on the support website within 1 day of the exam.

#### 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.

### 7.9 A candidate has finished their test and wants to leave the room permanently

- Make sure that there are more than 10 minutes remaining before allowing them to leave.
- Ask candidate to click on the Hide button on the test screen.
- Collect the candidate login details (and any other information about the exam questions or answers).
### 8. Concluding each component

<table>
<thead>
<tr>
<th>8.1</th>
<th>The software will inform candidates 5 and 10 minutes before the end of the exam. When the test time has run out, candidate computers will display the Test ended screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2</td>
<td>When the test ends, tell candidates not to touch their computers while the system finishes uploading the responses. Candidate computers will automatically upload the response files to the Test Sitting Administrator computers. The box shown on the right will disappear after approximately 30 seconds.</td>
</tr>
<tr>
<td>8.3</td>
<td><strong>Candidate login screen</strong> When the box disappears candidate computers will return to the candidate login screen. <strong>Important note:</strong> Leave candidate computers on this screen if you have more test components to run on the day.</td>
</tr>
</tbody>
</table>
| 8.4 | When the test ends:  
- Tell candidates to stay in their seats.  
- Collect login details and/or rough paper. Check you have all the materials.  
- **NEW** Tell the candidates they must not access/use their mobile phones or any other electronic items during the break.  
- Tell candidates to leave the room quietly. They must not touch anything on the computers. |
8.5 End Test
Click the **Overview** tab.

8.6 Click the **End Test** button relevant to the test component you have just administered.

**Important note:** Please ensure that you end the correct test as this action cannot be reversed.

Follow steps 5 *Starting each component* to 8 *Concluding each test* until you complete all test components.
9. Concluding the test day

When all candidates finish all tests, you need to check that their responses are collected and safely uploaded to Cambridge by the end of the day.

9.1 The Close Down tab can be viewed throughout the test to monitor the progress of response upload however the Close Down Test Sitting button will only be active once all responses have successfully uploaded.

- Click the Close Down tab.
- Click the Close Down the Test Sitting button.

9.2 Wait until both progress bars are full. **Important note:** Do not turn off candidate workstations until all candidate responses are uploaded.

9.3 Check and confirm that the list of absent candidates on the Test Sitting Close Down page is correct. It is possible to add notes to absent candidates if necessary.

9.4 Click the Print Report button to print the test sitting report (optional).
9.5 Click the **Close Down Test Sitting** button to close the test sitting.

9.6 Once the test sitting is closed, you can log out of the Test Sitting Administrator and candidate computers.

9.7 That is the end of test.

Return the following documents to your Centre Exams Manager:

**To keep in a secure place for 3 months**
- Seating Plan
- Test Sitting report, if printed
- List of names (showing which candidates were present and absent), unless you were using desk labels with candidate names to check IDs.

**To submit to Cambridge English Language Assessment**
- *Special Consideration* and *Malpractice* forms on the Customer support website (within one day of the exam).
- Submit name amendments on Cambridge English Online
10. Resolving technical problems during the test

**a. Candidates cannot log onto the test**

**Incorrect password**
Check the test and date details on the printout and make sure the candidate is entering their candidate ID and password correctly. Candidate passwords are case sensitive and are only valid for a particular test and date. Check that the login details for the correct component have been given out.

**Out of contact**
Use the Candidates tab to ensure that the candidate is sitting at a computer that is in contact and running. If they are out of contact, check that the network cable has not been removed. If necessary, move them to the spare computer.

**Test not opened**
If candidates are unable to log on, you may have forgotten to open the test.

**Test content not downloaded**
If the computer has only been switched on and in contact for a short period before the test, the content may not yet be available. Use the Computers tab on the Test Centre Website to view the computer in question and see what test content is available on it. If the expected test is not present, wait a few minutes and refresh the page. Provided the computer is in contact, the test content will be downloaded. The candidate can then log on.

**Wrong version of Connect Plus installed**
Make sure that the candidate computer has the latest version of the Connect Plus candidate workstation application installed. You can check that the correct version is installed by viewing the version column of the computers tab on the Test Centre Website. Always install Connect Plus with a fresh installer file from the Test Centre Website.

**b. A candidate’s status changes to Out of Contact in Test Sitting Administrator website during the test**

If there is intermittent ‘Out of Contact’ status on various candidate computers during the test, you do not normally need to take any action. This indicates that computers are temporarily unable to communicate with administrator computers, but candidates will be able to continue working unaffected. If the status persists, you must check that the candidate’s computer is switched on and the network cable is plugged in correctly.
c. A candidate’s test stops responding and they are not able to continue the test

On the Candidates tab in the Test Sitting, select the affected candidate and click the Pause button.

After verifying that the candidate’s status has changed to Paused click Log off Candidates.

- Ask the candidate to log in to the test again.
- If the problem persists, reboot candidate’s computer and ask the candidate to re-log on to the test.
- If the problem persists after reboot, move the candidate to the spare computer and ask them to re-log on to the test.
- The test will be recovered and the candidate will be able to continue the test from the point it stopped.
d. How do I move a candidate from one computer to another in the middle of an exam?

On the Candidates tab in the Test Sitting, select the candidate affected by the problem and click on Pause.

After verifying that the candidate’s status has changed to Paused click on Log off Candidates.

- Ask the candidate to move to the spare computer and log on to the test again.
- The test will be recovered and candidate will be able to continue the test from the point it stopped.

e. A Test Sitting Administrator (TSA) computer fails during a test session

- Restart the TSA computer and log back in to it.
- If restarting the TSA computer does not resolve the problem, switch on your previously prepared spare TSA machine and log into the TSA software.
- TSA computer failure does not disrupt the candidates.
**f. Candidate’s test response fails to upload**

If a candidate workstation is switched off too soon at the end of a test, their test response may fail to upload.

Go to the test sitting screen and click **See details** under the Close Down tab.

Locate the candidate name and the computer on which the candidate sat the test.

Switch the computer back on and restart the Connect Plus Candidate Software. You do not need to log the candidate back in the test.

If the problem persists, please contact the Helpdesk or the emergency number to have the responses retrieved manually. It is your responsibility to ensure response and/or log files are returned within three working days of the request from Cambridge English Language Assessment.

**g. I cannot close down a test sitting**

You can only close down a test sitting if all candidate responses have been uploaded (the **Close Down Test Sitting** button will be greyed out and unavailable if this is not the case). If a candidate’s response fails to upload, and it is not possible to retrieve their response, for example, because the candidate machine was out of contact at the end of the test, you will need to liaise with the Application Support team. In agreement with you, Cambridge English Language Assessment can process a partial response for the candidate, which will enable you to close down the test sitting.

**h. There are internet, network or other technical problems**

If you have a major technical problem during a test, for example internet or local network failure, you will need to inform technical staff at your test centre.

While the problem is being looked at, candidates who are logged on using the Connect Plus software will be able to continue their tests.
Part 2 – Speaking test instructions

The only people allowed in the exam room during a Speaking test are Speaking Examiners, 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(s) 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 might need more than one depending on the number of test rooms used.)
- Speaking Examiners (outside the UK: provided by the centre; in the UK: provided by Cambridge English Language Assessment).

Print the Speaking mark sheets from Cambridge English Online. You can print them when each candidate has a ‘confirmed’ status.

1. Speaking test times

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

You must also add 2 minutes to each test to allow time for pairs of candidates leaving and entering.

<table>
<thead>
<tr>
<th>FORMAT</th>
<th>3 candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>KET/KET for Schools</td>
<td>8–10 minutes</td>
</tr>
<tr>
<td>PET/PET for Schools</td>
<td>10–12 minutes</td>
</tr>
<tr>
<td>FCE/FCE for Schools</td>
<td>14 minutes</td>
</tr>
<tr>
<td>CAE</td>
<td>15 minutes</td>
</tr>
<tr>
<td>CPE</td>
<td>16 minutes</td>
</tr>
<tr>
<td>BEC P</td>
<td>12 minutes</td>
</tr>
<tr>
<td>BEC V</td>
<td>14 minutes</td>
</tr>
<tr>
<td>BEC H</td>
<td>16 minutes</td>
</tr>
</tbody>
</table>

* The time allowance for KET/KET for Schools and PET/PET for Schools must 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 a Speaking Examiner 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.
- CEMs must schedule an extra 3 minutes per Speaking test when a Team Leader is carrying out monitoring.
- If you have a large session, it is not necessary for all candidates to arrive at the start of the Speaking test session. You can group them so that they do not have to wait for a long time before the test. We recommend that candidates are instructed to arrive no earlier than 30 minutes before the Speaking test.
2. 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.

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.

- 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.

3. The Speaking test

**Before the test**

- Each SE (both Assessor and Interlocutor) 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. If you have the packs to give out to SEs, record on the log which pack is issued to which examiner. In the UK, the SEs will bring these materials with them.
- Your CEM will have informed you about arrangements for the Speaking Examiners, for example refreshments and car parking.
- Before the start of examining, check the candidates’ names with the SEs in case they know any of the candidates personally, have taught them in the last three years or examined them in the previous six weeks. There might be occasions when an examiner only realises they know a candidate when they enter the test room. In this case the examiner should quickly explain that they need to check something with the CEM/supervisor. The CEM/supervisor must then either arrange for the candidates to be examined by another pair of SEs, or, in extreme circumstances (e.g. if there is only one pair of SEs), ask the known examiner to act as the interlocutor.
- Give envelopes for sealing mark sheets to the SEs.
• Show Speaking Examiners to the test room, and inform them of any changes to the timetable.
• Check you have the mark sheets for the candidates.
• Check that you have the Speaking attendance register that your CEM will have printed from Cambridge English Online.
• Check you have paper and pencils for BEC candidates.

When candidates arrive
• Check that they have photographic IDs and have a list of names available (such as a Timetabling Report from Cambridge English Online) and tick their name when they arrive. You can check their ID at this point but you must check IDs again just before candidates are ready to go to the test room.
• In the UK, check the ID when the candidate arrives at the venue.
• 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.

When candidates are ready to go into the test room
• Check candidates’ photographic IDs. Please see Checking candidates’ photo ID on pages 6–9 for details. Please note that for Speaking tests you only have to check the ID against the attendance register and not against the desk label.
• Once you have checked their photo ID, give them their pre-printed mark sheet and ask them to check if their name is printed correctly. Write down any name corrections to give to the CEM later. If their name is not on the mark sheet, 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:
  o is known to you in a personal capacity
  o has been examined by you within the previous six weeks
  o has been taught by you in the previous three years.

Any such candidate must be examined by another SE, or the SE must 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 must 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.
• You must enter Speaking test marks on mark sheets in pencil.
• Inform the CEM and/or supervisor of any situation affecting a candidate’s performance, where the centre might have to request Special Consideration.
During the Speaking test session

- Make sure that candidates who have been examined do not communicate with 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 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 storing them in 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.

### 4. 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:

**OPTION 1 - REARRANGE THE TEST**

If a candidate misses their Speaking test for a valid reason, contact the CEM immediately so that they can:

- Make arrangements for the candidate to take the test at the same centre during the same Speaking test window.
- Arrange for the candidate to take the test at another centre during the same Speaking test window. Contact the Helpdesk before finalising any arrangements with another centre for any exams where test day photos are required. For exams where test day photos are not required, confirm your arrangements in writing to the Helpdesk.

If Option 1 is not possible, go to Option 2:

**OPTION 2 - REQUEST DUMMY PARTNER**

Phone the Helpdesk to ask for permission to use a dummy partner and explain the reasons. If you cannot contact the Helpdesk (for example, due to the time differences), ask your Professional Support Leader or Regional Team Leader for permission.

If Options 1 and 2 are not possible, go to Option 3:

**OPTION 3 - EMERGENCY DUMMY PARTNER**

Select a dummy partner. You must then contact the Helpdesk immediately after the test to report the details (exam and date, centre number, candidate number(s), why you had to use a dummy partner and any other relevant information).
A dummy partner must be:
- a speaker of English whose age and level are appropriate to the relevant exam
- familiar with the format of the Speaking test.

They might 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.

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

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 Timetable deviation request form available on the support website to do this.

**Emergency Special Arrangements**

A Speaking Examiner might 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:

<table>
<thead>
<tr>
<th>If the test has not started yet</th>
<th>If the test has started</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 54).</td>
<td>The Speaking Examiner will decide as soon as possible whether to conduct the test as normal or stop the test.</td>
</tr>
<tr>
<td>Contact the Helpdesk if you need advice about the type of Special Arrangements required or if the test needs to be taken outside the Speaking test window.</td>
<td>If the test is completed, you must not reschedule or allow the candidates to retake the test.</td>
</tr>
<tr>
<td></td>
<td>Fill in a Special Consideration Form – Local Template available on the support website and give to your supervisor/CEM.</td>
</tr>
</tbody>
</table>

Your CEM is responsible for submitting the online Special Consideration form on the support website within one day of the exam.

- 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
Fill in a Malpractice Form – Local Template available on the support website during the test and give it to your supervisor/CEM. If relevant for other candidates, fill in a Special Consideration Form – Local Template available on the support website and give it to your CEM/supervisor.

Your CEM is responsible for submitting the online Malpractice form on the support website within 1 day 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
- write down the specific and clear details of the incident and pass them to your supervisor or the CEM
- do not ask candidates to write statements at the time
- be aware of local laws when you are removing unauthorised materials.

You must not disqualify candidates from subsequent components.

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

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5. At the end of the test

Tell the SEs when they have examined their final candidates.

6. After the test

**Name corrections and forms**
Pass any name corrections to the CEM, as well as Special Consideration and Malpractice forms for the CEM to submit the online forms on the support website.

**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. Speaking Examiner must check after each test that the information on the mark sheets is complete and correct.

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. Double 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, an Examiner/supervisor opens the envelopes in the presence of the CEM/supervisor and follows the steps below:

- Check the mark sheets are in the correct order and that the examiner and candidate IDs have been filled in correctly.
- Check that the Absent box has been filled in for absentees.

Finally:

- input the marks onto Cambridge English Online within five days of the written exam date. It is the centre's responsibility to make sure they use two suitably responsible people and that they key them under secure conditions. The marks must be keyed twice.
- securely destroy the Speaking mark sheets (by shredding or burning) immediately after the Speaking mark sheets have been input.

For instructions on how to input marks, please see the Speaking marks for computer-based tests Quick Guide in the Help section of Cambridge English Online.

### Storing Speaking test packs

<table>
<thead>
<tr>
<th>UK centres</th>
<th>Non-UK centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEs are responsible for Speaking test packs, and will bring these with them on the day of the exam.</td>
<td>The Speaking tests packs must be stored securely at all times and a log of who took them out of storage, when this was done and for how long must be kept. For further details, see the Handbook for centres.</td>
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Appendix 1 – Procedure for recording a speaking sample

We recommend making and saving the recording using a PC with Microsoft Sound Recorder or another similar programme, although you can also use hand-held digital recorders.

Getting consent
You must obtain the candidate’s consent by asking them to complete the relevant Candidate Registration form. You can download the forms from the Candidate Test Day Photo Registration Form article on the support website: [https://support.cambridgeenglish.org/entries/25370576](https://support.cambridgeenglish.org/entries/25370576)

Store these consent forms at your centre for two years.

Before the exam day
- Make sure the right equipment is available at the exam venue. You will need:
  - A PC or laptop with Microsoft Windows 7 and above, or Windows XP (you could use the same PC or laptop for this and for the test day photos). The PC/laptop must have a sound card and speakers, and must be password protected.
  - A microphone that attaches to the PC/laptop.
- Make sure your invigilators for the venue are briefed on what to do.
- We recommend that you make the recording at the same time as you take the candidate’s test day photo. However, it is up to you whether to follow this recommendation, and you can make the recording on the Speaking test day, or the written test day.
- You will need to build the extra time required for this into your exam day timetable.

On the exam day
- You must check the candidate’s ID.
- You must make the recording in a quiet room.
- Make sure you have a microphone connected to the computer. Do a practice recording to make sure the microphone is working.
- For Windows 7 and above: Open Sound Recorder by clicking the Start button. In the search box, type Sound Recorder. In the list of results, click Sound Recorder.
  For Windows XP: click Start, then Programs – Accessories – Entertainment – Sound Recorder.
- Show the candidate the text so they can read it first and ask any questions they have. Explain to the candidate that this recording is not part of the test and will not be marked.
- First, check the candidate’s ID and record the candidate details:
  - Today is the [date]. This recording is for [candidate name] candidate number [number] for [exam name].
  - For example: Today is 15 April 2015. This recording is for John Bishop candidate number 5809 for Preliminary.
- Then make sure that the microphone is pointed towards the candidate.
- Give the candidate the text to read (see the end of this document for the text). At the end of each recording, check it has recorded successfully.
- Save the sound file to a folder on the laptop or PC. The file should be saved as a WAV or MP3 file. If using Microsoft Sound Recorder you will not need to change the format.
  Save the file using the following naming convention: Candidate number, exam session, candidate name, date of birth.
  For example: 5809PreliminaryApril2015JohnBishop15November1990.mp3.

After the exam day
All the sound files must be returned to the centre and stored securely at the centre. These must be accessible to the CEM and any key staff that work with them, and must be protected by a password. If there is a change in staff, make sure the new staff know where to find and how to access the sound files.

Any temporary copies of the recording stored on PCs/laptops at the venue or elsewhere must be deleted.

You must store all speaking sample files for two years and then destroy them after the two years have expired.
You must take all reasonable measures to ensure full back-up of files is conducted.
Using other technology
We recommend using Microsoft Sound Recorder. However, you can use other sound recording software, such as Audacity, as long as it has the following characteristics:
• It creates a separate file for each speaking sample.
• It is possible to extract and store each file separately.
• It has the ability to play back a recording and rewind to the start of each sample.
• It has enough recording time for the number of candidates you need to record.

Making sound files available to Cambridge English Language Assessment
We will sometimes ask you for copies of a candidate’s recording. You will need to upload the file to Fronter. We will send you instructions on where and how to upload it.

Text for candidates to read out
My name is . . . . . . . . . . . . . and I come from . . . . . . . . . . . . .
I can ask and answer simple questions in English, talk about numbers, cost and time and what I like to do in my free time. I can talk about my family and my country.