Candidates' Electronic Items - What Exam Centres Need To Do

To prevent malpractice and disturbance during the exam, candidates must not have access to electronic items during the exam. Their electronic items must be kept outside of the exam room. Electronic items required for medical conditions can be allowed provided that they cannot be used for malpractice.

Before the exam day

Inform the candidates: ➤ that they **must not keep electronic items in the exam room** ➤ if your centre will provide storage for their items *or* tell them not to bring these items	Do this when: ➤ candidates enrol/register ➤ you send their Confirmation of Entry

On the exam day

Before the **first written component** and **Speaking test:** ➤ **Instruct candidates to switch off electronic items** ➤ **Ensure all candidates' electronic items are kept outside** of the exam room during the exam **Before** the **first written component**: ➤ **Tell/remind** candidates that they will be disqualified if they use electronic items during the exam **After each written component** (except the last): ➤ **Tell/remind** candidates not to use electronic items during the break	For advice on **collecting** candidates' electronic items see the next page but, in brief, use a system that: ➤ suits your centre ➤ ensures each candidate gets their items back Candidates can access electronic items between the final written component and the Speaking test.

Do	Don't
✓ Establish a procedure for electronic items. ✓ Train your invigilation staff on your centre's procedure. ✓ Allow enough time to collect/distribute electronic items. ✓ Plan ahead for each venue and decide if you will use a spare secure room for storing candidates' items or if you will have somebody look after them. ✓ Have a plan for dealing with any electronic items that are brought even if you tell candidates before the exam day there will be no secure storage for them.	➤ Have electronic items loose (not within an envelope/bag) in a box as it will make it difficult to accurately redistribute them and could cause damage to the items. ➤ Let candidates take electronic items unsupervised or without 'proof' which items belong to them as they may collect another candidate's item. Some may simply forget to collect their own items. ➤ Use Post-it notes on the outside of any box/bag as they can become unattached too easily. ➤ Use something sticky that can damage candidates' electronic items.

Cambridge English Qualifications

Suggested procedures for dealing with electronic items

Written components – collecting electronic items <u>inside</u> the exam room

1. Leave on each desk a clear (this helps you check that the items are switched off) plastic sealable bag with a spare desk label inside that matches the candidate's label/number on their desk.

2. Ask the candidates to bring only authorised items and electronic items to their desks.

3. Ask candidates to switch off their electronic items and put them in the bags and seal them. If a candidate has no electronic items, ask them to write, 'no items' or 'no phone' on the spare desk label and to sign their name on it. This prevents anyone falsely claiming they handed in their phone and saying you lost it.

4. Collect the bags and any signed 'no item' desk labels in a box. With a lot of candidates, you may need to use and label one box per row. Seal the box with tape (you could use tamper-evident tape) and ask a candidate to sign across the seal. Candidates will then see that the box will not be opened when it is out of their sight.

5. Take the box **outside of the exam room** and store it securely or have a responsible person look after it.

6. After the final written component, ask the candidates to stay in their seats and return the electronic items to the right candidates (keep the bags if you want to reuse them). If you sealed the box, ask the candidate who signed across the seal to confirm the box was not opened while out of the exam room.

Variations that may be suitable:

➢ Ask candidates to take all belongings to their desks and after the electronic items have been collected, tell them where to put any unauthorised items.

➢ Use envelopes (ideally tamper-evident or use tamper-evident tape or stickers) and you or the candidate write their name and candidate number on the outside. If they sign across the seal, they'll know nothing is missing or has been swapped when they get their envelope back.

➢ Ask candidates to also put their Confirmation of Entry in the bag/envelope if not being used during the ID check.

➢ Use a suitcase with wheels to store candidates' electronic items. The floating invigilator keeps the suitcase outside the exam room. This invigilator can then still escort candidates to the toilet if needed without leaving the electronic items unattended.

➢ After the final written component, ask the candidates to remove their desk labels and exchange them for their items.

Written components – collecting electronic items <u>outside</u> the exam room

If you have a secure spare room at your venue that you will lock or leave supervised then either:

a) Ask candidates to leave all belongings except for ID, pencils, and other authorised items there before they go to the exam room.

b) Operate a cloakroom where candidates' electronic items are put in a bag/envelope/box/tub that has their candidate number in/on.

➢ With large groups, collecting electronic items as candidates arrive can save time compared to collecting items just before the exam.

➢ If you use raffle tickets, plan for the candidates who will lose their tickets.

➢ Ensure candidates do not access electronic items if they access their belongings before the last written test.

Signal-blocking containers

Only if you are unable to provide secure storage and you told candidates this before the exam day, may you use signal blocking containers for any items candidates still bring. These can be kept inside the exam room under supervision.

Before the exam day, check the containers really block signals. You must ensure that candidates switch off their items (including alarms) and observe them doing this. Check they are switched off before they are put in the bags/envelopes.

Speaking tests

➢ Provide an area outside the test room for candidates to leave their items.
➢ Candidates must not take electronic items into the test room.
➢ Even if you ask candidates to switch off electronic items on arrival, you need to repeat that instruction to the candidates who are the next pair to be tested.
➢ Ideally, candidates should be able to collect their belongings without returning to where candidates are waiting.