

Self-assessment checklist for written exam components (incl. TKT & Delta Module One)

This checklist has been designed to help you run an exam according to regulations. It can also be used as a tool for self-assessment (e.g. by CEMs), checking procedures (e.g. by supervisors) and for training examination staff.

1. Before the exam

Suitable arrangements for storage of materials (at least 2 secure locked barriers)	
Accurate venue/timetabling info submitted on time	
Tests are timetabled to take place on correct date, at approved time and in correct sequence	
Exam papers yet to be taken remain unopened	
Materials checked as being relevant and complete (including spare materials) for this exam	
Candidates know when & where to go for the exam	
Candidates are instructed to bring suitable original (not a copy) and unexpired photo ID to the exam	
Audio equipment is suitable and of good quality	
Listening CDs are checked under secure conditions	
Minimum 1 invigilator per 25 candidates available If there is 1 invigilator, s/he has assistance	
Invigilation staff not friend/relative of any candidate. An English teacher (or trainer for TKT/Delta) who has taught any candidate in the last 12 months can act as supervisor and give pre-exam instructions but must not stay in the exam room during the exam - NEW	
Equipment/staff/time allocated for taking Test day photos on the exam day (for specific exams only)	
Download and print the attendance register, <i>Special Consideration</i> , <i>Late Arrival</i> and <i>Malpractice</i> forms	
Yearly training for invigilation staff in how to run Cambridge English exams. Records of training kept	

2. This section should be completed on the exam day, but preparation is needed prior to the exam day

Exam materials never left unattended	
Direction signs to rooms or effective alternative	
Current <i>Notice to Candidates</i> (NtC) displayed only outside exam room – available from Support Site • Starters/Movers/Flyers NtC can be inside room	
Test day photos taken according to regulations (mandatory for First, Advanced and Proficiency). Contact Helpdesk immediately if you have problems taking test day photos.	

Checking candidate's Photo ID: • check ID at candidate's desk • check for the first component and subsequent components if candidates leave seats • check ID is original, correct type, not expired • compare photo against the candidate • compare name against the register/desk label • ID remains on desk for duration of exam • check ID before Listening and before all computer-based components • candidates taking Advanced outside of their home country must use passport or national identity card as ID - NEW	
UK/Africa/Asia/Australasia: Advanced List of ID references taken at registration is used to check the same ID is brought on exam day	
Helpful display materials are removed or covered	
Exam room conditions (noise, light, temperature, cleanliness) are checked and are favourable	
Accurate method of timing exam available to all. Clocks must have second hands.	
Centre number, exam name and component name (e.g. Reading) displayed in each exam room	
Correct start and finish times and duration of component displayed (not for CB tests or Listening)	
For paper-based exams desks are large enough to fit at least 2 A4-size sheets side by side	
Desks have easy to read candidate numbers displayed and are in a logical sequence	
Candidate spacing is at least 1.25m in all directions for paper-based tests	
Good room acoustics and equipment (Listening)	
Correct 2020 Exam Day Booklet is available in each exam room (hard copy or electronic)	
Instruct candidates to switch off mobile phones and electronic items. Ensure staff phones switched off	
Tell candidates they must not keep electronic items, such as phones and smart watches, in the exam room and they must not access them during breaks	
Ensure that no electronic items are kept in the exam room during any exam component unless required for medical reasons - NEW	
Tell candidates to take off watches and put them on their desk or in a designated area	
All other unauthorised material placed in designated area (outside or inside the exam room)	
Assistance for sole invigilator can be summoned without leaving the exam room. If using a phone for this, put it on silent and switch off for Listening	
Question paper packets are opened in exam room in front of candidates just before each component	

Instructions in relevant 2020 Exam Day Booklet read out to all candidates for each component	
Supervisory staff attentive, non-intrusive, patrol room regularly (except during Listening) and report incidents to the CEM/supervisor	
No candidate leaves during the first 30 minutes (not Starters/Movers/Flyers & except escorted toilet break), the final 10 minutes or during Listening	
Attendance register completed per component	
Accurate room plan completed per exam	
Appropriate 10 and 5 minute warnings given (not Listening or computer-based tests)	
Invigilators remind candidates to transfer answers (at 10 & 5 minute warnings). Invigilators check that answers are being transferred to answer sheets. (Not Listening, computer-based tests or Starters/Movers/Flyers)	
Prompt finish, no unauthorised additional time	
Late arrivals given full instructions and full time	
Papers/logins for computer-based tests collected before candidates leave seats (including early finishers)	

3. Computer-based test – additional requirements

Adequate spare computers for candidates	
Spare Test Sitting Administrator computer(s)	
No intrusive screen glare	
Candidates have sufficient space to make notes	
Monitors are at least 1.25m apart unless back-to-back or dividers are used	

4. After the exam

Candidates' work and register checked then sealed in envelope at end of each component in the exam room. The envelope can be: • the official script return envelope <i>or</i> • an A4 envelope with a supervisor/ invigilator's signature across the seal	
Exam materials are sealed when stored/transported	
Exam materials kept in secure storage until despatch (behind at least 2 secure locked barriers)	
Materials despatched to Cambridge or destroyed (by shredding/burning only) within 3 calendar days (to arrive in Cambridge within 1 day for Delta Module One)	
Test day photos uploaded according to regulations	
Room plan stored at centre for appropriate time	

Completed by:

Date: