

**PRETEST INSTRUCTIONS: FOR INVIGILATORS AND ADMINISTRATORS**

**PLEASE READ THESE INSTRUCTIONS BEFORE THE DAY OF THE PRETEST**

This checklist summarises the following instructions, *if you would like more information please look at the detailed instructions that follow on pages 2 & 3.*

**INVIGILATOR'S CHECKLIST**

***One week before the Pretest***

Check everything in each Pretest package is complete on arrival.

**In each package you should find:**

- Question Papers
- Answer Sheets
- Pretest Feedback Form (to be completed by teacher/invigilator at the end of the test)
- 'Silence Please' sign
- CD(s) (if a Listening Pretest, **please check at least a week before the test**)
- Candidate Register
- Session Feedback Form
- Anchor Tests (unless you are just doing a writing test)

Check and read Pretest documentation

***Before the Pretest Begins***

Seating spaced apart.

Candidates must keep same number for each Pretest.

Candidate register and Answer sheets names/numbers correspond (and are in capitals).

Start/Finish times displayed, reliable/visible clock.

Candidates told rules on pencils, phones, food/drink, time-keeping, dictionaries etc.

Candidates told rules on opening papers, writing names, communicating.

Ensure candidates know importance of completing **anchor test**, we suggest this is done first (before with a listening test where possible). *Anchor is not required if only doing writing test.*

***During the Pretest***

Monitor candidates.

Remain present and watch candidates in the room at all times.

Give verbal notification 10 minutes before end of test, to remind candidates to transfer answers.

***After the Pretest***

*Check that:*

Papers are collected in same sequence as register.

Candidates have completed Anchor test.

Candidate register is used for all candidates' Pretests (a separate register is used for Writing papers).

Papers kept in exam component, then candidate number order for despatch to Cambridge.

Pretest Feedback form is completed at the end of the Pretest.

Security Declarations and paper number checks are completed on envelopes.

*Please Turn Over for  
Detailed Instructions*

## Preparing the Room

Candidates need to feel this Pretest is a simulation of the live exam. We emphasise the importance of re-creating examination conditions as far as possible. Use the following guidelines:

**Seating:** Try to space desks apart as for a normal examination so as to prevent candidates overlooking each others' work. Candidates should keep the same desk position for each part of the Pretest, which will also help them keep the same candidate number.

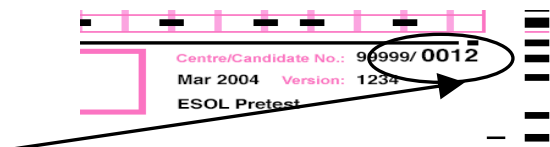
**'Silence Please' sign:** This should be placed outside the examination room.

**Time written on the board:** Clearly displaying 'Start' and 'Finish' times (immediately after question papers are distributed).

**Clock:** Accurate and visible (if not, regular time calls are required and a 10 minute warning before the end of the test is required).

## IMPORTANT INFORMATION - Candidate Numbers

It is essential that candidates keep the same candidate number for each Pretest. (The candidate numbers indicated on the answer sheet, see below for example.)



## Before the Pretest begins: What to tell candidates/students

- Briefly explain Pretests (refer to the *Pretesting Guide*. If you do not have a copy it is downloadable from our website: <http://www.cambridgeenglish.org/Images/126024-guide-to-pretesting.pdf>)
- Go through the 'Dos' and 'Do nots' and ensure these are understood, see below:

✓ Candidates: Do.....	X Candidates: Do not.....
Arrive on time for each Pretest	Use Dictionaries
Switch off mobile phones	Talk or communicate with each other during Pretests
Leave bags away from their desks	Eat, smoke or have open bottles on desks
Keep same candidate number for each part of Pretest	Re-enter the room once they have finished the Pretest
Use a pencil to complete answer sheets	Open question paper before Pretest begins

- Before giving out the question papers tell the candidates:

**Not** to open the question paper until the Pretest begins and to write their full name, Candidate number and school in **CAPITAL LETTERS** on the front of the question paper.

## Before the Pretest begins: What Invigilator/Administrator does

- Write each candidate's name in **CAPITAL LETTERS** on the candidate register next to their four digit candidate number (family name last).
- Tick off the paper they are taking in the column on the candidate register.
- Check that each candidate has a soft pencil and eraser, as all answers must be written in pencil (pen for writing papers).
- Hand out answer sheets (**check candidate number on this sheet matches the candidate's number on the register**). Candidates should write their name in **CAPITAL LETTERS** in the name box.
- Candidate Information questions:** (On the **Anchor test** answer sheet only). Allow the candidates a minute to complete the questions, pencilling in the appropriate boxes.

9. Give out the question papers; read through Time allowed and Instructions to Candidates (**this is on the front of the question paper**).
10. Check the back of the question papers for any test feedback, as an extra five minutes should be given at the end of the test for candidates to complete.
11. Answer any queries. All candidates should understand exactly what to do before the Pretest starts.
12. Complete 'Start' and 'Finish' times on the board. Insist on **silence** and **begin Pretest**

### **Before each Pretest**

**Follow the same procedure as above, with the exception of Numbers 2, 4 and 8. Always check candidate number on the answer sheet matches the candidate's number on the register.**

### **During the Pretest**

1. Monitor that candidates are doing the Pretest according to examination conditions. Candidates should raise their hands if they need anything. Any candidate suspected of cheating should be given one verbal warning and then dismissed from the Pretest if attempts to cheat continue.
2. The Invigilator should stay in the room, watching at all times and should be able to **move around the room freely**\* (\*with the exception of the Listening Pretest, where this would be a distraction).
3. Give an **oral notification 10 minutes** prior to the end of the test (with the exception of Listening tests, which tell you when to stop).

### **After the Pretest**

1. **The answer sheets should be collected first in a separate pile to question papers in the same number sequence as the register (i.e. 0001 first).** At the Invigilator's discretion, candidates may quietly leave the room early if they have finished and should leave their answer sheets under their question papers on their desks.
2. If applicable, please hand out any promotional materials (such as Top Tips letters) to the candidates.
3. Check that the total number of question papers matches the number of candidates and the number on the front of each envelope. All question papers must be accounted for and returned to Cambridge English Language Assessment including any blank and spoiled papers, which should be placed under those completed.
4. **Check that the candidate register form is complete.** The same register will be used for every Pretest the candidate takes with the exception of Writing papers. Return this with the Pretest feedback form on top of the papers in the final envelope. (Place Writing paper register with Writing paper envelope.)
5. The invigilator of each Pretest should complete the **Pretest feedback form** providing feedback on the content of each Pretest and suggestions for improvements. Your comments are very helpful to us, and much valued.

The Exam Administrator for the Pretest session should complete the **session feedback form** which concerns the administration of Pretests. This feedback helps improve the Pretest service.

6. **At the end of the Pretest**, the question papers and answer sheets should be placed in two separate piles in the envelope in which they arrived.
7. Complete the 'Declaration of Security' for each envelope, also indicating the number of used/unused question papers within each envelope. The total should equal what was sent.
8. Seal each envelope of materials and return them to the Examination Officer for immediate despatch.
9. Return Tests using UPS. To arrange collection access the UPS website via [www.ups.com](http://www.ups.com). Please quote the Cambridge Assessment account number **A7193E** to ensure that postage costs are charged to our account. Collection can also be arranged via telephone or via drop off at a UPS location. Details of this are also on the UPS website.

## Important Points to Remember

- Answer sheets must be kept flat and not folded
  - All the contents of Pretests are **STRICTLY CONFIDENTIAL** and centres must ensure that documents are not shredded or left unattended and that no copies are made of any papers or audio recordings
  - Teachers and invigilators are not permitted to discuss the Pretest with the candidates or give any feedback on its contents or answers
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## Please Note

**Please ensure all documentation is returned correctly, inability to comply with instructions may result in delays to the return of your scores.**

Thank you for taking the time to administer this Pretest.