



Cambridge

English Qualifications

Getting ready for exam day

Use these eight tips to make sure that you have covered everything your students need to know ahead of their exam.

Ask them to check their Confirmation of Entry carefully

Make sure that all your students have received their Confirmation of Entry and that all the details are correct. It can be difficult and expensive to change details later.

If your students have not received their Confirmation of Entry, contact your authorised exam centre, who can either resend the document or provide you with the necessary details.

Make sure that students register for online results

Students can get their results quicker with our Online Results Service. When your students have their Confirmation of Entry, they should use their Candidate ID number and their Secret Number to register. As soon as their result is available, they will receive a notification email.

Check your exam venue's policy for storing mobile phones

Your students will not be allowed to keep their mobile phone or any other electronic devices inside the exam room during the test. They will also not be allowed to use these items during any breaks.

Make sure you know your exam centre's policy regarding these items and what kind of storage they can offer on the test day. If the centre advises they cannot provide secure storage for electronic items, you should encourage candidates to leave them at home.

For more information about what to do with electronic items, read our information sheet.

Ensure that they have appropriate photo ID

Your students will need a passport or national identity card to show on exam day. If they are using their exam to apply for a UK visa, your students have to use their passport as ID.

Test day photos

If your students are taking a Cambridge English: First, Advanced or Proficiency exam, they must have a photo taken on the day of the exam. They (or a parent/guardian) must also give their permission beforehand. Explain to students that this is for security reasons, and only people verifying their exam results will be able to see it. Test day photos are not compulsory for any other exam, and if your student needs a photo to accompany their result for visa purposes or any other reason, they need to ask their centre to provide a test day photo service.

Remind students what to take with them on exam day

Candidates will need their photo ID and will need to bring pens and pencils and an eraser.

Remind students what they cannot take into the exam room

Students cannot take any food or drink with them, except for water in a clear plastic bottle.

Candidates cannot keep mobile phones or electronic devices in the exam room. They must follow centre instructions about where to leave these items. They cannot be used during the breaks.

Talk to students about the exam rules

Remind students that talking to other candidates, copying their work or other attempts at cheating could result in them being disqualified.

PREPARING TO HOLD AN EXAM

If your students are going to take their exam at your school, we have some useful tips to get your venue ready for the exam. If you'd like to hold exams at your school, get in contact with your authorised exam centre.

When preparing your venue for the exam, make sure that:

- you have decided whether you are able to provide secure storage for candidate's mobile phones and electronic items outside of the exam room. Discuss this with your exam centre and ensure candidates are told about the arrangements in advance.
- there are no regular bells – for example no bells to mark lesson start/finish times, which would disturb the candidates. If you can, you should switch off or disabled them on the test day
- the general environment is suitable – make sure that the rooms are not too noisy, are light enough, at a comfortable temperature, are clean and conducive to candidates performing at their best
- there are no other events planned – you have considered if there are any other events planned there that day that could disrupt the exam
- the location is accessible for candidates
- there is disabled access – ensure that candidates can access the exam room and the computers; if not, alternative arrangements need to be put in place, such as a ground floor room
- there is a place for test day photos – there is a suitable area for taking test day photos (where relevant)
- you switch off any CCTV cameras in the exam rooms during test times – this will prevent tests being made public, tests being recorded by audio devices and secure materials being recorded on camera.

If you're holding a computer-based or paper-based exam, there are specific tips to get the venue ready for these types of test.