

# Candidates' Electronic Items - What preparation centres need to know

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As you may be aware, Cambridge English does not allow candidates to keep their mobile phones and other electronic items inside the exam room once the exam has started. In 2017 it will be up to each centre to decide whether they are able to provide secure storage for these items at their venue(s), and their level of liability. Candidates are also not allowed to access these items in the breaks between exam components.

We are trying to increase candidates' awareness of this rule, so that they can make an informed decision about what to bring with them on the exam day. From 2017, centres should be telling candidates and Preparation Centres in advance what their procedure is for storing these items, to ensure that candidates know what to expect and reduce any disagreements or upset on the exam day.

## How can I help?

Whenever you enter candidates for an exam, you should be made aware of your exam centre's procedures. If you are not aware, get in touch with the exam centre to find out how they will be managing candidate's electronic items. Once this has been established, pass this information on to your candidates. If your candidates are quite young and you have access to their parent/guardian's details, it may be better to inform them of the centre's arrangements. Inform candidates of this as soon as possible, and keep reminding them as they get closer to the exam.

Please remember that regardless of a centre's arrangements, it is best to encourage candidates to leave their electronic items at home to make things simpler on the exam day.

## My venue is being used for the exam

If candidates will be sitting the exam on your own premises, then you and the exam centre should discuss what arrangements can be made for electronic items. There are many ways to store these items securely, outside of the exam room but this may need some collaboration between yourselves and the exam centre. There are some examples below, but please discuss this with your centre in advance of the exam day.

Possible methods for storing electronic items:

- Asking all candidates to put their electronics in their lockers (if available)
- Collecting items into a container which is kept in a spare lockable classroom/store cupboard/cabinet
- Collecting items into a container which is supervised by another member of staff/behind a supervised Reception

Please remember that it is the exam centre's responsibility to ensure these requirements are met. The above are only suggestions of how you may be able to help, but it will depend on your individual circumstances. If you have any questions about this please contact your local Network Services team.