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# International Education

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- Do you know what to do when:
  - your candidates enter the room?
  - your candidates are seated?
  - a candidate asks a question during the exam?
  - the exam finishes?

Meet regularly with your invigilator team to talk through any issues and to make sure they are recording any incidents.

If you need to use a supplementary attendance register, add a cover sheet to candidate's script or inform us of an incident, please complete and return the relevant form:

[Supplementary Attendance Register - Exam Day - Form 1 \(PDF, 621KB\)](#)

[Supplementary Multiple-Choice Answer Sheet - Exam Day - Form 2a \(PDF, 126KB\)](#)

[Late Arrivals - Exam Day - Form 3 \(PDF, 1MB\)](#)

[Access Arrangements Cover Sheet - Exam Day - Form 4 \(PDF, 1MB\)](#)

[Comments on the Exam - Exam Day - Form 8 \(PDF, 545KB\)](#)

[Question Paper Packet opened in error - Exam Day - Form 11 \(PDF, 607KB\)](#)

[Reporting an Unauthorised Entry - Exam Day - Form 12 \(PDF, 565KB\)](#)

[Supplementary Answer Booklet - Exam Day - Form 13 \(PDF, 1MB\)](#)

Read the section on how to conduct exams in the [Cambridge Handbook](#) to make sure you feel confident about running our exams in your school.

## Resources

There are a number of useful resources on this page, including instructions for what to say to candidates before and after an exam, and an exam day checklist to help make sure you are ready for each exam and that you are following all our regulations.

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VIDEO: Our video explains how to complete an attendance register. [Video transcript](#) [前往优酷观看](#)  
[View on YouKu](#)

## Extra guidance

For extra support view the documents for this phase of the exam cycle.

[What to say to candidates in an exam \(PDF, 500KB\)](#)

[Exam day checklist \(PDF, 377KB\)](#)

[Notice to Candidates \(PDF, 127KB\)](#)

[Candidates warning poster \(PDF, 206KB\)](#)

[Handling confidential materials poster \(PDF, 954KB\)](#)

[Information for candidates \(PDF, 119KB\)](#)

[Late arrivals: what happens when a candidate is late to an exam \(PDF, 141KB\)](#)

[Instructions for readers \(PDF, 125KB\)](#)

[Instructions for scribes \(PDF, 108KB\)](#)

[Advice regarding severe weather political unrest and natural disasters \(PDF, 135KB\)](#)

For the Additional exam materials list visit our [Before the exams](#) page.

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VIDEO: This video shows you how to invigilate an exam [监考View on YouKu](#)

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