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BOTSWANA EXAMINATIONS COUNCIL

Document Title:

Manual for Invigilators – BGCSE - 2026

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Bame Fubisani Goitseone Nkele	✓ General improvement of the manual and alignment to the Guidelines for Conduct of Examinations - BGCSE	2	2024/09/10
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	Examination Centre; • 1.2.9 Maladministration term and definition **NEW** • 1.2.11 Preliminary Investigation definition refined. ➢ 2. Introduction – Inclusion of Introductory paragraph. ➢ 4.4.1 Online completion of Invigilation Claims **NEW** ➢ Exam changed to examination throughout the document. ➢ Cambridge University Press & Assessments changed to Cambridge International Education.		

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1. Abbreviations, Terms and Definitions

1.1 Abbreviations

AA	Assessment Administration
BEC	Botswana Examinations Council
BGCSE	Botswana General Certificate of Secondary Examinations
CD	Compact Disk
DAA	Assessment Administration
DVD	Digital Versatile Disk
GCE O Level	General Certificate of Education Ordinary Level
IGCSE	International General Certificate of Secondary Examinations
OMR	Optical Mark Readers
USB	Universal Serial Bus

1.2 Terms and Definitions

1.2.1 Access Arrangements

Pre-agreed arrangements made on examination instruments during test development and at centre level through accommodations.

1.2.2 Component

Part of or a section of the syllabus examination, an individual syllabus usually has several components.

1.2.3 Discrepancy

The inconsistency between the expected number and actual number of exam material received at a centre/BEC.

1.2.4 Examination Centre

A school, organisation or institution approved and registered with BEC for the entry of candidates to BEC qualifications and to carry out related assessments.

1.2.5 Key Times

These are defined points in a timetabled session when candidates must be in the exam room or under Full Centre Supervision. Candidates must take their exams in the correct Timetabled session. You can

start the exam anytime within the session but you must follow the Key Times and Full centre Supervision.

1.2.6 Full Centre Supervision

Full Centre Supervision is a defined type of supervision for candidates that is conducted by trained members of staff at your centre. If candidates are not in their exam at the Key Time, they must be in a room under Full Centre Supervision until the Key Time has passed, or until the exam starts.

1.2.7 Main Examination Room

The primary room where opening of question paper packets and sealing of scripts occurs in the case where candidates sit the exams in multiple rooms.

1.2.8 Main investigation

It involves observation, questioning and discussions with representatives and or witnesses to establish facts.

1.2.9 Maladministration

Any act, omission, or practice by an examination centre, staff, or invigilator that contravenes our regulations and potentially threatens the integrity of BEC examinations and certificates. Maladministration can happen before, during or after timetabled exams or other assessments. **NEW**

1.2.10 Malpractice

Malpractice is any act by a candidate or centre personnel that contravenes BEC regulations and potentially threatens the integrity of BEC examinations.

1.2.11 Preliminary investigation

An initial stage in the investigation of a suspected malpractice or maladministration case which involves checking and referring to documents to establish if indeed the purported incident occurred.

1.2.12 Script

This refers to candidates' response to a whole or a part of question paper or a component in different formats.

1.2.13 Special Consideration

Special Consideration is a post-examination adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

1.2.14 Syllabus

A complete description of the content, assessment arrangement and performance requirements for a qualification.

1.2.15 Initiative Description

Refers to the level of skills and competences that an individual should possess in order to be appointed to as parts of the invigilation personnel.

2. Introduction

The Botswana Examinations Council (BEC) has been tasked with overseeing the running of the national examinations on behalf of the Ministry of Child Welfare and Basic Education as per the BEC Amendment Act of 2019. To this end, BEC has developed regulatory documents that assist the centres in the best practice administration of national examinations. BEC has developed, Guidelines and associated documents for use in the registration and conduct of examinations. These Guidelines and related procedures detailed herein apply to the examinations, assessments and qualifications provided by BEC. **NEW**

2.1 Background

Throughout this Manual, 'You' and 'Your' refer to the Centre, 'We', "Us" and 'Our' refer to Botswana Examinations Council (BEC).

The Head of Centre is responsible to BEC for the proper conduct of the examination by observance of the regulatory documents including this Manual. The Head of Centre should ensure that all invigilation personnel comply with the regulations provided in this Manual. If a situation arises which is not covered in the regulatory documents provided, our advice should be sought immediately.

This Manual refers to the conduct of examinations in all syllabus components. We will issue additional syllabus instructions for the conduct of some examinations where appropriate.

This document should be used in conjunction with the documents below and any other relevant instructions provided by BEC;

- **EA/AA/G01 - *Guidelines for Conduct of Examinations – BGCSE***
- **EA/AA/G01/AN02 - Annexure 2 - *What to say to Candidates***
- **BEC/EAC/G01 - *Access Arrangements and Special Consideration; A Guide for Centres***

2.2 Purpose

The purpose of this manual is to standardise, guide and regulate the conduct of examinations across all BEC centres and it is intended for use by all invigilators. Heads of Centres are expected to ensure that all invigilators have been taken through training using the regulatory documents and other information provided by BEC before they can invigilate any exam. Each invigilator is expected to have a copy of this manual during each examination session they invigilate.

This manual is intended to provide comprehensive instructions, guidelines, and procedures for invigilators and rovers during the conduct of examinations. Heads of Centres are advised to ensure that the manual is strictly complied with.

3. Scope

This manual explains all the administrative tasks to carry out during each Botswana General Certificate of Secondary Examinations (BGCSE) exam series. It also sets out the regulations for running our exams and assessments. The manuals also detail out the responsibilities of centres and forms part of the legal contract between BEC and the centre.

4. Position Requirements for Invigilation Personnel

4.1 Qualifications

To qualify as an Invigilator, Rover, Senior Invigilator or Chief Invigilator, one must be in possession of a minimum of a Diploma from a recognized institution, its equivalent or a higher teaching qualification.

4.2 Experience

4.2.1 Invigilator and Rover

(a) No previous experience.
(b) teaching experience serves only as an added advantage.

4.2.2 Senior Invigilator

(a) At least three (3) years continuous experience as Invigilator.
(b) Previous teaching experience will be an added advantage.

4.2.3 Chief Invigilator

(a) Served as an invigilator for a minimum of five (5) continuous years.
(b) operated at the level of Head of Department or equivalent in a school or learning institution for at least two (2) years.

4.3 Initiative Level

4.3.1 Level 1

At this level the Invigilator should be able to demonstrate ability to anticipate possible problems and suggest appropriate corrective action to supervisor.

4.3.2 Level 2

At this level, the position holder should be able to identify opportunities for efficient and effective performance of assigned tasks and objectives. Must be able to supervise and guide subordinates for successful completion of assigned work

4.4 Competencies

4.4.1 Invigilator

He/she must have the following competencies:

(a) Accuracy and attention to detail
(b) Cooperation and compliance
(c) Communication skills
(d) Procedural awareness and understanding
(e) Achievement of work targets
(f) Time management
(g) Initiative Level- 1.

4.4.2 Senior Invigilator

He/she must have the following competencies:

(a) Accuracy and attention to detail
(b) Cooperation and compliance
(c) Communication skills
(d) Procedural awareness and understanding
(e) Achievement of work targets (results oriented)
(f) Time management
(g) Planning and organising
(h) Supervisory skills
(i) Customer focus
(j) Use of technology
(k) Initiative Level - 2

4.4.3 Chief Invigilator

He/she must have the following competencies:

(a) Accuracy and attention to detail
(b) Cooperation and compliance
(c) Initiative and innovative
(d) Communication skills
(e) Procedural awareness and understanding
(f) Results oriented
(g) Time management
(h) Planning, organising and coordinating
(i) Customer focus
(j) Team leadership
(k) Use of technology
(l) Decisiveness
(m) Initiative Level – 2

4.5 Remuneration

Remuneration will be paid in accordance with the ***Schedule of Fees***. Head of Centre, Chief Invigilator and Senior Invigilator are paid a fixed fee in form of a responsibility allowance which covers all activities pertaining to the conduct of examination.

4.5.1 The Chief Invigilator is responsible for allocating personnel to supervised examination components and for approving and submitting their claims through the online Invigilation Claims Processing System. Prior to final submission, the Chief Invigilator must ensure accuracy of the claims and ensure that any discrepancies are corrected before final submission. **NEW**

Important Note: The Online Invigilation Claims Processing System shall be used exclusively by government examination centres. BEC Private examination centres personnel shall process invigilation claims by completing the appropriate claim form.

4.5.2 In the event of system failure or inadequacy, and upon instruction from BEC, personnel at government examination centres shall use the following prescribed forms to submit their claims;

(a) EA/AA/Man02/F01 - *Head of Centre Claim Form – BGCSE*
(b) EA/AA/Man02/F02 - *Chief Invigilator Claim Form – BGCSE*
(c) EA/AA/Man02/F03 - *Senior Invigilator Claim Form - BGCSE*
(d) EA/AA/Man02/F04 - *Invigilator/Rover/SPED Claim Form – BGCSE*
(e) EA/AA/Man02/F05 - *Senior Teacher Practical Exam Preparation Claim Form - BGCSE*
(f) EA/AA/Man02/F06 - *Subject Teacher Practical Exam Preparation Claim Form – BGCSE*

4.5.3 For BEC Private centres personnel, the Chief Invigilator must complete **EA/AA/Man02/F02 – *Chief Invigilator Claim Form – BGCSE***. Invigilators, rovers, scribes and readers must complete **EA/AA/Man02/F04 – *Invigilator/Rover/SPED Claim Form – BGCSE***. It is the responsibility of the claimant to ensure that required documentation is attached. The claimant must sign the form and it must be approved by the Chief Invigilator.

Important Note: Remuneration is applicable to Government centres and BEC Private centres Personnel only.

5. Roles and Responsibilities

5.1 Head of Centre

The Head of Centre is;

(a) Ultimately responsible for all matters relating to the examination at the centre.

(b) Accountable for running our examinations at your centre.

(c) Responsible for appointing a Chief Invigilator and senior invigilator(s) (where applicable). Where a Centre for private candidates has been established by BEC, the Chief Invigilator will be appointed by the Director, Assessment Administration at BEC.

5.2 Chief Invigilator

The Chief Invigilator is responsible for:

(a) Being the liaison person between BEC and the Examination Centre.

(b) Ensuring that all candidates who end up sitting our examinations are eligible to sit the examinations.

(c) Ensuring that all candidates registered for the examinations receive, are conversant with and fully observe the **EA/AA/G01/AN01 – *Annexure 1 - Notice to Candidates*** and **EA/AA/G01/AN04 – *Annexure 4 – Responsibilities of a Candidate***.

(d) Ensuring that the receipt and security of examination materials, distribution of the examination papers to the candidates, collection of scripts at the end of each examination and the delivery of the scripts to BEC are all carried out in accordance with set regulations.

(e) Ensuring that candidates are provided with all the materials specified on the question paper and any other additional materials indicated in the list provided by us.

(f) The appointment and training of suitable invigilators and ensuring that they are familiar with the instructions and requirements contained in this manual.

(g) Ensuring that each candidate entered through the Centre receives details of the dates and times of his/her examinations, a ***Statement of Entry***, ***Statement of Result*** and any Certificate issued by us.

(h) Providing us with reports of any suspected or alleged cases of malpractice by a candidate or malpractice/maladministration by a member of staff discovered by you. The Chief Invigilator is further required to assist any investigation which ensues from any alleged malpractice either reported by the Centre or suspected by us, and to provide such information and advice as we may reasonably require

IMPORTANT NOTES: The Chief Invigilator must make him/herself fully conversant with examination regulations and is responsible for ensuring that they are correctly observed and applied. A copy of this manual should be readily available throughout the examination series.

5.3 Senior Invigilator

5.3.1 Besides the Chief Invigilator the Head of Centre may assign one Senior Invigilator per every 250 or more candidates as shown in the table below;

Table 1: Invigilation Ratio

Number of candidates	Chief Invigilator	Senior Invigilator	Invigilator(s)	Rover
Up to 250	1	1	1 invigilator: 35 candidates	2
251 to 550	1	2	1 invigilator: 35 candidates	3
551 to 880	1	3	1 invigilator: 35 candidates	4
881 and above	1	4	1 invigilator: 35 candidates	5

5.3.2 Senior Invigilator will be tasked with the responsibility to supervise a group of invigilators. Senior invigilators assist the Chief Invigilator in carrying out day to day examination duties. Their duties will include among others the following:

(a) Overseeing the preparation and readiness of the examination rooms

(b) Ensuring the current copy of **EA/AA/G01 – *Guidelines for Conduct of Examinations – BGCSE*** is available in the main examination room and of **EA/AA/Man02 - *Manual for Invigilators - BGCSE*** in any other examination room for BGCSE examinations. For Cambridge International Education GCE O Level and IGCSE French, the current copies of sections 4 and 5, and the 'Key

Times and Full Centre Supervision' section of the Cambridge Handbook 2026 must be in each examination room.

(c) Ensuring that the **EA/AA/G01/AN01 - *Annexure 1 - Notice to Candidates* and *Candidate Warning Poster*** (For Cambridge International Education GCE O level and IGCSE French) are displayed both inside and outside the examination room.

(d) Ensuring that walls, chalkboards, and any other surfaces are free of any subject matter such as charts, formulae, maps etc.

(e) Ensuring that the examination environment is conducive for writing examinations; rooms are free from noise, sufficiently ventilated, lit and correct spacing between candidates is observed.

(f) Ensuring that invigilators use and follow **EA/AA/G01/AN01 - *Annexure 2 – What to Say to Candidates*** to conduct the examination.

(g) Ensuring that ***Seating Plans*** are drawn indicating the examination room(s) details, desk arrangement, candidate numbers. etc.

(h) Visiting examination rooms frequently during each session to ensure the set invigilation standards are maintained.

(i) Ensuring that invigilators complete the ***Attendance Register*** appropriately and verify accuracy of the ***Seating Plans***.

(j) Ensuring there are no unauthorised persons in or around examination room(s);

(k) ensure that scripts are properly collected, accounted for, batched and packed according to candidates' examination number order once the session has ended;

5.4 Invigilators

5.4.1 An invigilator is responsible for ensuring:

(a) Compliance to set examination regulations.

(b) Correct spacing between candidates is observed, appropriate furniture is provided etc.

(c) Examinations start and finish at the specified times.

(c) Examination papers are secure whilst in their care.

(d) The ***Attendance Registers*** and ***Seating Plans*** are accurately completed.

(e) No cheating/collusion takes place.

(f) The identify of candidates is confirmed and that they are entered for the examination being sat.

5.4.2 An invigilator must go around from one candidate to another to check each entry, i.e. candidate name, candidate number, centre name, centre number, syllabus name and component code.

5.4.3 Invigilators are required to conduct the examination in accordance with instructions contained in the **EA/AA/G01 *- Guidelines for Conduct of Examinations - BGCSE,*** related documents and any other instructions which may be issued by us.

5.4.4 Invigilators shall ensure that candidates understand and follow all instructions and regulations.

5.4.5 Where there is suspicion that any of the question paper packets could have been tampered with, the invigilator must inform the Chief Invigilator who should then notify BEC immediately.

5.4.6 Invigilators shall check in advance that the examination room and seating arrangements for the candidates are suitable and that materials provided by the Centre/candidates such as pencils, rubbers, rulers etc., are available in sufficient numbers.

5.4.7 The invigilator may not assist the candidates with answering examination questions. Once the candidate has begun answering the questions, the invigilator must not repeat instructions, nor explain difficult words, phrases or concepts contained in the questions. He/she should not in any way indicate to the candidate whether the question has been answered correctly or incorrectly. In short, he/she must never assist or encourage the candidate towards the choice of an answer.

5.4.8 Invigilators must give their full attention to invigilation during the examination and move around the examination room in order to have a clear view of all candidates.

5.4.9 Invigilators shall maintain silence throughout the examination as even whispered conversation may distract candidates.

5.4.10 Invigilators shall disengage from unnecessary conversations with non-invigilators outside or inside the examination room or anywhere nearby.

5.4.11 Invigilators must report any suspected cases of malpractice to the Chief Invigilator as soon as possible and submit a written report thereafter.

5.5 Duties of a Rover

5.5.1 Rovers are responsible for ensuring that invigilators and candidates get whatever assistance they require during the examination. The recommended number of rovers is suggested in *Table 1* in section 5.3 above.

5.5.2 The following are the duties of the Rover;

(a) Taking up a suitable position outside the examination rooms to provide assistance to the invigilators. Rovers may not be in the examination room unless summoned by the invigilator

during the period of the examination. Under no circumstance should rovers distribute question papers or stationery nor assist with the collection of candidates answer books following each examination.

(b) Ensuring as far as possible that no disturbance occurs outside the examination room which could distract the candidates from their work.

(c) Must not leave their position for any reason other than when they are requested by the invigilator to summon for assistance from the Head of Centre, Chief Invigilator or Senior Invigilator or accompany a candidate who has been given permission to leave the examination room temporarily.

NB: Rovers must not bring cell phones, books, newspapers, magazines or any reading material into the examination room nor write or read anything that is not in line with their duties while the examination is in progress.

IMPORTANT NOTE: Refer to **EA/AA/G01 – *Guidelines for Conduct of Examinations - BGCSE*** for comprehensive duties and responsibilities of the Chief Invigilator, Senior Invigilator and Invigilators.

6. Preparations for the Examination

6.1 Examination Venue

6.1.1 All candidates must sit for the examination at the Centre where they registered unless prior permission has been obtained from us for candidates to take the examination elsewhere.

6.1.2 If there is need some or all of your candidates to take some exams at a venue that is not your registered Centre, refer to section 6.2 below.

6.2 Alternative Venue

6.2.1 Alternative venues may be used where there is lack of facilities for all candidates to sit practical exams at the designated Centre or lack of an examination room large enough to accommodate all the candidates.

6.2.2 We may reject the application for an alternative venue if we think the security of the exam will be at risk. If approved, we will provide guidance on how to conduct the exam. This must be given to the Chief Invigilator at the alternative venue. Failure to follow the guidance may be considered Centre malpractice.

6.3 Preparing the Examination Room

6.3.1 Any room in which an examination is conducted must provide candidates with appropriate physical conditions in which to take the examination. Due attention must be paid to such matters as lighting, ventilation, ceilings, cleanliness and the level of extraneous noise.

6.3.2 Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the syllabus concerned. You should observe seating arrangements for practical examination in this section.

6.3.3 A working clock must be visible to each candidate in the examination room. All clocks must be synchronised before the start of the examination and monitored throughout the session to ensure that they are reporting the same time all time. Regular checks should be carried out to ensure that all clocks are in good working condition**.** For candidates using a computer, checks must be made to make sure that the time is correct on each computer**.**

6.3.4 The **Date**, **Centre number**, **Syllabus** and **Component code**, the **Start**, **Finish times** and the **Duration** of each examination must be displayed and should be visible to all candidates either on the board, a manila sheet or flipchart. The information must be clear and legible to all candidates in the examination room.

6.3.5 No display material (e.g. maps, diagrams, wall charts) which might be helpful to candidates must be visible in the examination room unless the rubric expressly states that candidates are allowed to use reference materials during the examination. Particular care must be taken with examinations which are held in laboratories.

6.4 Notice to Candidates

EA/AA/G01/AN01 – *Annexure 1 - Notice to Candidates* provided for BGCSE syllabuses, Cambridge International Education GCE O Level and IGCSE French syllabuses must be displayed both inside and outside of each examination room. If the Centre conducts examinations for, Cambridge International Education GCE O Level and IGCSE French syllabuses it must strictly adhere to, Cambridge International Education "***Notice to Candidates***" and ***"Candidates Warning Posters"*** provided for such examinations. Each candidate should be provided with the A4 version of the **EA/AA/G01/AN01 – *Annexure 1 - Notice to Candidates*** sent to centres for each candidate to familiarise themselves with what is required of them during the examination.

6.5 Seating Arrangements

6.5.1 The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. The minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres. The candidate's

chair must be pulled out from under the desk, as though a candidate were sitting in the chair when the measurement was made.

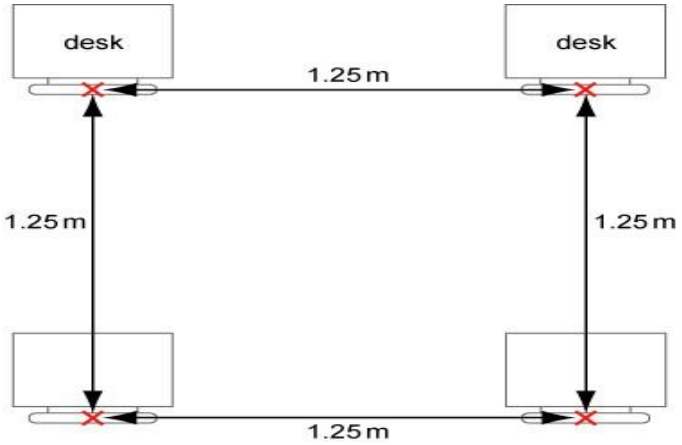


Figure 1 - Spacing between desks

6.5.2 Where candidates sit an examination in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres. If you cannot meet this requirement, candidates must sit at alternate monitors or in screened booths. Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

6.5.3 Where candidates sit an examination in a language laboratory, the minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres. If you cannot meet this requirement, you must use screened booths instead. Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

6.5.4 In cases where Centres use theatre style halls, make sure there is at least a free step between one row and the next to avoid one candidate overlooking the work of another candidate in the front.

6.5.5 Where possible, Centres should avoid using desks with storage shelves. Where desks with storage shelves are used, Invigilators must check the shelves for unauthorised notes and other items before the beginning of the examinations.

6.5.6 Invigilators must pay close attention during the examination to ensure nothing is placed in the shelves before the start and during the examination.

6.5.7 Wherever possible, for written examinations:

(a) All candidates should face in the same direction;

(b) Each candidate should have a separate desk or table of sufficient size to accommodate question papers, maps (as appropriate) and answer booklets;

(c) if candidates are not working at individual desks, they must be sufficiently far apart so that their work cannot be seen by, and contact cannot be made with other candidates. The distance from the centre of one candidate's desk to the centre of the next candidate's desk must be 1.25 metres in all directions;

(d) for multiple choice papers, if desks are spaced 1.25 metres apart, candidates may still be able to see other candidates` work, intentionally or otherwise. Where this is the case, the invigilator must use an alternative method so that no candidates work may be overseen by any other candidates. This can be achieved by:

(i) increasing the space between candidates' desks;
(ii) using extra invigilators.

NB: A copy of the guide has been provided as **Appendix B - EA/AA/G01/A02 - *BGCSE Multiple Choice papers: Guidelines for Invigilators*** of the **EA/AA/G01 - *Guidelines for Conduct of Examinations - BGCSE***;

(e) when candidates are working on a drawing board set on an easel or other non-horizontal surface, they must, wherever possible, be arranged in an inward-facing circle or in some similar pattern;

(f) you may hold other examinations in the room at the same time, provided no disturbance is caused;

(g) Candidates should be seated in candidate/index number order, with candidate numbers/indexes labelled on each desk except where variation is needed to support candidates with access arrangement.

6.5.8 Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all regulations can be applied. The candidate's script must be kept separate from other scripts from the centre and it must not be despatched until advice has been sought from us. Refer to **Appendix H - EA/AA/G03/A08 - *A Brief Guide to The Administration of Examinations Under Contagious Diseases Environment***.

Important Note: Where there is need to increase number of invigilators, a written request must be sort from BEC and granted before using extra invigilators.

6.6 Key times and Full Centre Supervision

6.6.1 What are Key times?

Key Times are a defined point in a timetable session when candidates must be in the examination or under Full Centre Supervision. Candidates must take their examination in the correct timetable session.

6.6.2 Why are Key times important?

Key times are important because they prevent confidential information being shared with your candidates before their examination. Key Times also prevent your candidates from sharing confidential information with other candidates.

6.6.3 Who is responsible for implementing Key Times?

The Head of Centre must make sure that all staff involved in the administration of our examinations understand and can correctly implement Key Times and Full Centre Supervision. You must keep records of your examination timetable, including any periods of Full Centre Supervision. These records must be kept until have been issued certificates.

6.6.4 What is Full Centre Supervision?

Full Centre Supervision is a defined type of supervision for candidates, that is conducted by trained member of staff at your centre. You must supervise candidates in Full Centre Supervision. A supervisor can also be an examination invigilator, although Full Centre Supervision is different from invigilation. There must be one supervisor for every 30 candidates and one Rover.

Key Times and Full Centre Supervision, Cambridge International Education GCE O Level and IGCSE French Syllabuses

It is most important that all centres understand and comply fully with the regulation relating to Key Times and Full Centre Supervision. It is recommended that staff watch the online video tutorial regarding Key Times that can be found on Cambridge International Education website as indicated below:

https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-1-preparation/timetabling-exams/

Centres which take, Cambridge International Education GCE O Level Syllabuses and IGCSE French should observe that, Cambridge International Education requires that at the Key Times stipulated below all candidates must be under Full Centre Supervision for security purposes. Syllabuses which are affected are 4037 Additional Mathematics, 4040 Statistics and 0520 French.

The Key Times are 11.00am local time for the morning sessions and 3.00pm local time for the afternoon session. In the October and November 2026 examination series all of the examination papers concerned are in the morning session.

The morning session for examinations will start at 8.00am and this includes, Cambridge International Education Syllabuses. Candidates who will be writing, Cambridge International Education examinations will finish before the Key Time. Since the Key Time is after the end of the examinations all candidates must remain under Full Centre Supervision until 11.00am.

Candidates can either be under Full Centre Supervision in the examinations rooms with their invigilators or when they leave the examinations rooms, they must be under Full Centre Supervision with their invigilators continuously until the Key Time.

During the period between the end of the examination and 11.00 am, candidates can have access to their printed books and notes, and they can talk to each other provided they do not cause any disturbance to other candidates who are still doing an examination. However, candidates must not look at books and notes on electronic devices**,** have access to telephones, cell phones, the internet or any means of external communications, and candidates **must not** be allowed to communicate by any means whatsoever with anyone who is not under Full Centre Supervision. As soon as the Key Time has passed, the candidates may be released.

6.7 Invigilation Arrangements

6.7.1 The Head of Centre must ensure that invigilation is carried out by suitably qualified, experienced and trained personnel. Whilst the Head of Centre has discretion to decide who is

suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole invigilator. The invigilator is required to write a letter to the Head of Centre declaring their interest.

6.7.2 The Head of Centre must ensure that invigilators are fully trained before carrying out the task of invigilation. Centres must keep records of trained invigilators which can be requested by BEC.

6.7.3 No one should be appointed an invigilator if he/she had not attended invigilators training for the series. Failure to uphold this requirement will be considered maladministration.

6.7.4 The Start and Finish times in the invigilation timetable should include Full Centre Supervision times for, Cambridge International Education GCE O Level and IGCSE French.

6.7.5 Sufficient invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

(a) A ratio of 1:35 invigilator to candidate must be maintained for BGCSE written syllabuses and 1:20 for practical examinations. For practical exams, further refer to **EA/AA/G01/A01 – *Appendix A – A Brief Guide to Invigilation of Practical and Listening Examinations***.

(b) A ratio of 1:30 invigilator to candidate must be maintained for, Cambridge International Education GCE O Level and IGCSE French written syllabuses.

(c) Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.

(d) Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task in the examination room.

(e) The invigilator, technician, syllabus specialist or rover must not bring cell phones, books, newspapers, magazines or any other electronic devices to the examination room.

(f) The invigilators must not attend to anything that is not connected to invigilation duties, while the examination is in progress.

(g) The invigilator should be able to move quietly around the room and position themselves at strategic points where they will be able to observe all the candidates in the examination room.

(h) When only one invigilator is present, they must be able to summon assistance easily without leaving the examination room and without disturbing the candidates. That means rovers must be visible, attentive to invigilators and alert at all times.

(i) Where there are both male and female candidates, you must make sure both male and female invigilators are available to take candidates to the washrooms if required. Where there is a sole invigilator the rover must be of a different sex from the one invigilating.

(j) Invigilators may be changed during the examination, provided that the number present in the examination room does not fall below the prescribed ratio.

(k) A teacher who has prepared the candidates for the syllabus of the examination during the academic year of the examination must **not** be the sole invigilator at any time during a written examination in that syllabus.

(l) For listening examinations a member of staff who speaks the language of the test should ideally be present to deal with any technical difficulties.

(m) A reader, scribe, or practical assistant **cannot** be counted as an invigilator. A reader/scribe should be maintained for a particular candidate unless when a component written is of their speciality.

(n) In practical examinations, it is essential that a teacher of the syllabus or a technician should be present in the examination room at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety. Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the invigilator, refer to **Appendix A – EA/AA/G01/A01 - *A Brief Guide to the Invigilation of Practical and Listening Examinations***.

(o) The invigilators must be familiar with the **Annexure 1 - EA/AA/G01/AN01 - *Notice to Candidates*, Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates***, this Manual and any specific regulations relating to the syllabuses being examined. **Appendix C - EA/AA/G01/A03 - *Checklist for Invigilators - BGCSE*** has been provided as part of the **EA/AA/G01 - *Guidelines for Conduct of Examinations - BGCSE*** to be used as a reminder for invigilators and should only be used in conjunction with this Manual for Invigilators.

(p) In the case where candidates have to sit the examinations in multiple several rooms, a copy of **EA/AA/G01 - *Guidelines for Conduct of Examinations – BGCSE*** must be in the main exam room. The other rooms must each have this Manual for Invigilators. However, in the case where candidates sit the exam in just one room, both the **EA/AA/G01 - *Guidelines for Conduct of Examinations – BGCSE*** and the Manual for Invigilators must be available in that room.

(q) For, Cambridge International Education GCE O Level and IGCSE French syllabus examinations centres must a copy of Section 4 and 5, and the Key Times and Full centre

supervision section in each exam room**.** Cambridge International Education no longer requires having a copy of the full Cambridge Handbook 2026 in the Main examination room.

(r) Centres must maintain signed records of the ***Seating Plan*** and ***Invigilation Timetable*** for each examination session. We may require the records at any time up to the end of results enquiry period. The records should be kept securely at the centre until end of June following the examination series.

Important Note: ***Seating Plans*** and ***Invigilation Timetables*** should **not** be sent to us unless requested.

7. At the Beginning of the Examination

7.1 Identification of Candidates

7.1.1 Invigilators must be satisfied as to the identity of every candidate attending each examination session. Identity checks must not disturb any candidates who are already taking their examinations.

7.1.2 The Head of Centre must ensure that appropriate arrangements are in place to enable all invigilators to carry out adequate checks on the identity of all candidates.

7.1.3 All candidates, including government school candidates must present their National Identity Card (Omang) if they are citizens or a passport for non-citizens. Each candidate must also present a ***Statement of Entry***. No candidate should be allowed in the examination room without any form identification.

7.1.4 The identity evidence must be presented each time they attend an examination session.

7.1.5 Candidates should be seated in candidate/index number order, with candidate numbers/indexes labelled on each desk.

7.2 Completing the Attendance Registers

7.2.1 ***Attendance Registers*** for all government centres and private school centres must be printed directly from the Malepa application in time. For BEC private centre ***Attendance Registers*** will be sent to the respective Chief Invigilators during the distribution of question papers.

7.2.2 The ***Attendance Registers*** must be completed in accordance with the instructions in the **EA/AA/G01 - *Guidelines for Conduct of Examinations - BGCSE***.

7.2.3 ***Attendance Registers*** are printed in date and session order for all components.

7.2.4 Attendance registers for, Cambridge International Education GCE O Level syllabuses and IGCSE French are printed at, Cambridge International Education and are in duplicate.

Important Note: *Attendance Registers* provided by, Cambridge International Education for those syllabuses should be used, instead of the BEC *Attendance Registers*. These *Attendance Registers* are delivered to centres together with question papers.

7.2.5 Candidate's names are printed on *Attendance Registers* exactly as they will appear on the ***Statements of Results*** and ***Certificates***.

7.2.6 Any errors in the names should be reported immediately using the **EA/RMP02/F02 - *Entry Amendment Form***. Alternatively, the name can be amended directly on the Malepa application.

7.2.7 If a candidate's name is not shown on the attendance register, the candidate number and name of the candidate should be added in the space provided at the end of the *Attendance Register*. We should be informed of this discrepancy so that, if necessary, a formal entry can be made if this has not already been done. Again, the **EA/RMP02/F02 - *Entry Amendment Form*** or Malepa Application can be used for this purpose.

7.2.8 At the end of the examination, the ***Attendance Register*** should be checked against the scripts collected, signed and dated by both the Invigilator and the Chief Invigilator.

7.2.9 If you have candidates taking an examination in a different room from the main examination room, whether in a separate examination room at your centre or at an alternative venue, do not submit a separate attendance register for them. Mark them as "present" on the main attendance register. For packaging of scripts from different rooms refer to section *16.3 – Packaging of Scripts* of the **EA/AA/G01 - *Guidelines for Conduct of Examinations - BGCSE***.

7.2.10 Due care must be taken to ensure that absent candidates are **not** marked present. An invigilator should append a signature against any candidate name marked absent as a form of verification.

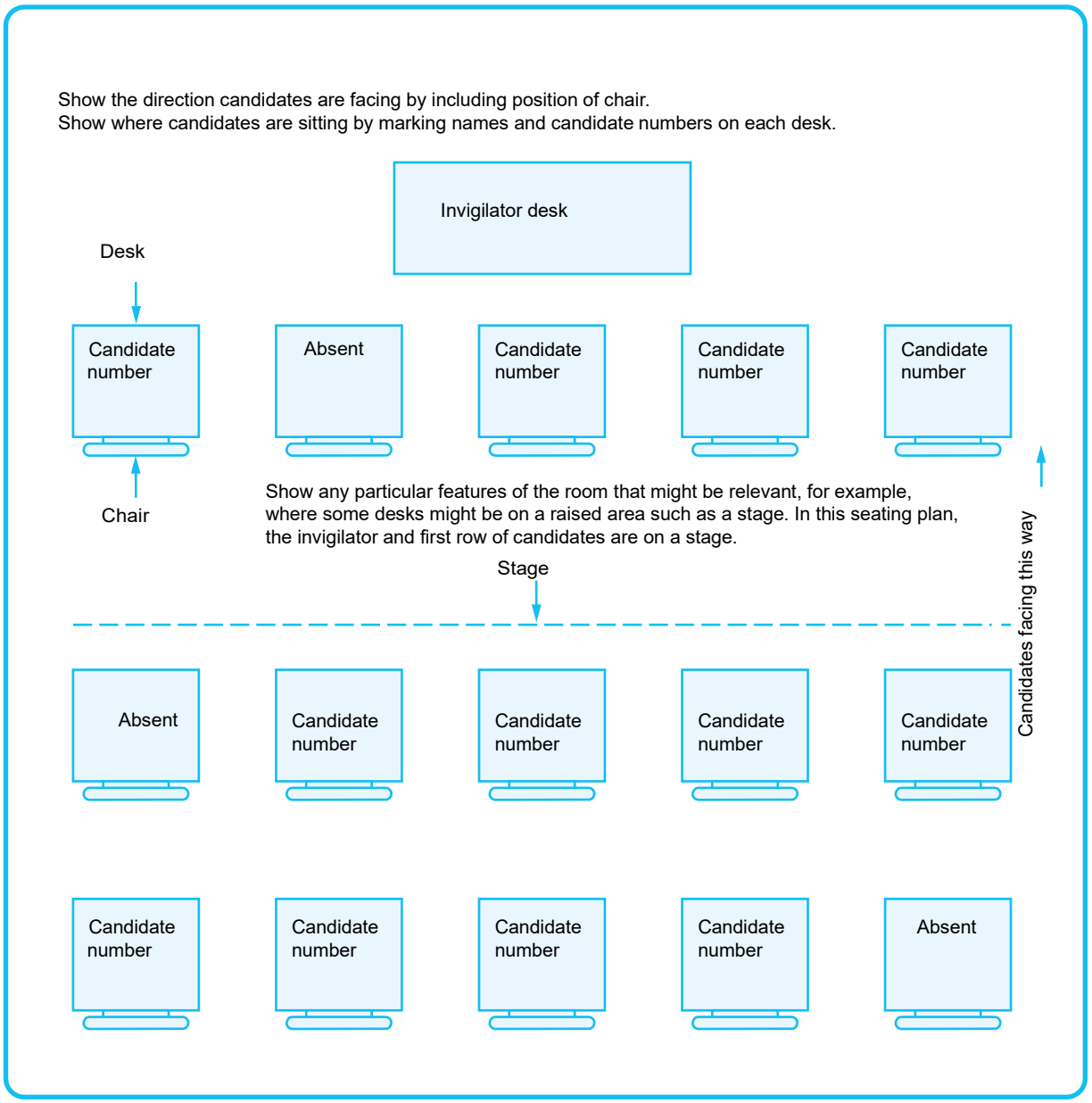
7.2.11 Please note that by signing on the script return envelope, the Chief Invigilator is verifying that they have checked and assured themselves of the accuracy of the contents of the script return envelope.

7.3 Seating Plans

7.3.1 You must produce a seating plan for each examination. A ***Seating Plan*** is a diagram that outlines how the examination room is set up, it shows the position of the tables in the room, the

position of each chair and where each candidate is seated. It must also show the position of the invigilators desk and the direction the candidates are facing. *See figure 2.*

Figure 2: An example of a seating plan



7.3.2 During each examination, you must check your seating plan is accurate and update it if necessary.

7.3.3 Seating plans must not be produced after the examination has finished.

7.3.4 The Chief Invigilator and the invigilator assigned to conduct the examination session must sign the seating plan at the end of the examination session.

7.3.5 You must keep signed records of the seating plans for each examination session. We may ask to see the seating plans at any time until we issue certificates.

7.4 Unauthorised Entries

7.4.1 If a candidate arrives for an examination they have not been entered for, you can allow them to take the examination providing that:

(a) the candidate is able to take all the components required for the syllabus option they wish to enter. This means you must have enough spare question papers so the candidates can sit all the components required for the syllabus option at the appropriate time, not just the specific examination; and

(b) you add them to the attendance register for each component they take that they were not previously entered for. Once they have completed all the components required for the entry, contact us immediately.

7.4.2 We will then mark the candidate's script, enter them for the entry option and issue a grade in the syllabus. You will be charged a late entry for any unauthorised entries.

7.4.3 If you do not have enough spare question papers for each of the relevant components, contact us immediately and we may be able to send you extra question papers. Each request will be considered on a case-by-case basis.

7.4.4 We reserve the right to decline any request received after the late entry deadline, if it is not possible for us to despatch the extra question papers in time for the examinations. In this case you must tell the candidate they cannot sit the examination as they have not been entered for it. You **must not** photocopy question papers.

7.5 Authorised Personnel

Only persons authorised by the Head of Centre are to be allowed in the examination room. An **EA/AA/G03/A09 - *Exam Room Entry Register*** should be used to capture details of personnel that enter the examination room during a live examination session.

7.6 Authorised and Unauthorised Materials

It is essential that you make sure candidates do not bring unauthorised materials in the examination room.

7.6.1 Authorised Material

Candidates may take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus booklet for the syllabus being examined as well as materials listed in the **EA/AA/G01/A05 – *Appendix E - Additional Materials List*** for that particular component.

7.6.2 Unauthorised Materials

7.6.2.1 Unauthorised materials are those that potentially enable candidates to conceal or access information in the examination room. Having unauthorised materials in the examination room is a breach of examination regulations and may be considered malpractice. You and your invigilators must be alert to candidates attempting to bring unauthorised material in the examination room and must report all instances to us. Unauthorised materials include:

(a) calculator cases
(b) instruction leaflets
(c) dictionaries (except where the rubric specifies)
(d) bags
(e) non-transparent
(f) pencil cases
(g) mobile phones
(h) camera
(i) Bluetooth headsets
(j) tablet
(k) computers
(l) smart wear (includes smart watches and smart glasses), or
(m) any watch capable of electronic storage or communication, or
(n) any other electronic devices that enable external communication or the storage and retrieval of data should not be brought into the examination room.
(o) Weapons of any kind
(p) Materials that put the healthy and safety of others at risk

7.6.2.2 Other watches can be worn at the discretion of the centre.

7.6.2.3 If you allow watches, and it is not practical to check them before the examination, candidates can place their watches on their desks so invigilators can check them as they move around

the examination room. This list does not include every possible item that will be considered "unauthorised".

7.6.2.4 You should use your judgement for any items not on the list above by asking yourself whether the item potentially enables a candidate to conceal or access information in the examination room or areas accessed by the candidate during an examination including the bathrooms.

7.6.2.5 All electronic items, including cell phones and Bluetooth devices, must be switched off and left outside the examination room.

Important Note: Other types of unauthorised material must either be left outside or handed to the invigilator before the examination begins. Materials handed to the invigilator must be placed out of reach and sight of the candidates.

7.7 Use of Calculators

7.7.1 Calculators can be used in all examinations except where their use is expressly prohibited in the syllabus or in the rubric of the question paper. Calculators must be checked before the start of the examination. When the use of calculators is allowed in examinations, candidates must be informed in advance that:

(a) the calculator must be of a size suitable for use on the desk at which the candidate will write the examination;

(b) the power supply for the calculator is the responsibility of the candidate and must be integral to the calculator (e.g. batteries). The candidate may bring spare batteries into the examination room in a transparent package;

(c) the working condition of the calculator is the responsibility of the candidate;

(d) the calculator must be silent, with a visual display only;

(e) a fault in a calculator will not normally be considered as justifying an application for special consideration on behalf of the user.

7.7.2 Calculator cases, instruction leaflets or formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination. If calculator cases cannot be removed, they should be checked by an invigilator to ensure that it does not contain any unauthorised information.

7.7.3 Calculators must not be borrowed from other candidates in the course of an examination for any reason, although the invigilator may provide a candidate with a replacement calculator.

7.7.4 Candidates are responsible for clearing any information and/or stored programs from the calculator in advance of the examination. Retrieval of prepared information and/or programs during the examination, or removal of question paper content from the examination room is malpractice.

7.7.5 Calculators must be reset before the start of the examination to remove helpful programmes/formulas. The invigilator should check a sample of the candidates' calculators before the start of the examinations to make sure they comply with regulations. Programmable calculators may be used. However, calculators with any of the following facilities are **prohibited** in the examination room, unless otherwise stated in the syllabus.

(a) data banks
(b) graphic displays
(c) dictionaries
(d) language translators
(e) retrieval or manipulation of text or formulae
(f) QWERTY keyboards
(g) built-in symbolic algebra manipulations
(h) symbolic differentiation or integration
(i) capability of remote communication with other machines.

We regard the use of any such calculator as malpractice. We do not recommend any particular brand of calculator.

7.8 Stationery, Materials and other Equipment

7.8.1 Centres will be provided with an **Appendix E - EA/AA/G01/A05 - *Additional Materials List – BGCSE*** in advance of each examination session. The appendix specifies all the materials which are required for each examination and whether the items are to be provided by BEC or Cambridge International Education or by the Centre.

7.8.2 Additional materials' section on the front cover of question papers will say 'You will need'. This will list what the candidate needs and will include items we provide such as an answer booklet, an insert or a map. It will also include the extra examination materials that you need to provide to the candidates as well as the standard material that candidates need.

7.8.3 The invigilator must ensure that only the items specified are issued to the candidates. Only answer booklets/supplementary answer sheets, provided by the invigilator should be used in the examination room.

7.8.4 For multiple choice tests, answer sheets are provided for each candidate, and invigilators must ensure that each answer sheet is given to the candidate whose name appears on it and that the sheets refer to the correct component.

7.8.5 BEC has published a brief guide to the administration of multiple-choice tests, and a copy of the guide has been provided as **Appendix B - EA/AA/G01/A02 – *A Brief Guide to Invigilation of Multiple Choice Papers: BGCSE***. Refer also to **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates*** during multiple choice examinations.

7.8.6 Candidates **must:**

(a) provide their own pens, pencils, drawing instruments and erasers;

(b) write their answers legibly in black or dark blue ink;

(c) use soft pencil (2B or HB) for multiple choice examinations;

(d) use any other material listed in the confidential instructions for science papers;

(e) use protractor, pair of compasses, calculators, rulers, mathematical sets, tracing papers, mathematical tables.

7.8.7 Candidate **must not use:**

(a) pencils or pens in other colours. These may only be used for maps and diagrams as specified in the rubric of the question paper;

(b) red ink or green ink;

(c) correction fluid or tap;

(d) highlighter pens on answer sheets, answer booklets or in the answer sections of combined questions and answer booklets

7.8.8 Where a map is used as part of the question paper, the use of string or a magnifying glass is permitted but not essential.

7.9 Checking and Distributing Question Paper Packets in the Examination Room

7.9.1 The invigilator using **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates*** announces the following as indicated on the board, the manila sheet or flipchart that is clearly visible to all candidates:

(a) Date

(b) Centre Number

(c) Syllabus Name

(d) Component Code

(e) Start and finish time

(f) Duration of the paper

7.9.2 Before opening the question paper packet, two invigilators must check it is undamaged and check that the details on the label are correct; this includes checking the centre number, examination date, session, syllabus title and component number.

7.9.3 The invigilator holds each packet of question papers out to the candidates to confirm that they have not been tampered with.

7.9.4 The invigilator gives the question paper packets to a number of candidates to verify that it is the correct component for the date and time and that the packets have not been tampered with.

7.9.5 The candidates verify and append their names, signatures and date against the component name.

7.9.6 The invigilator collects the question paper packets from the candidates.

7.9.7 The invigilator makes the final verification, signs and dates the question paper packet where indicated.

7.9.8 The invigilator neatly cuts open the question paper packets using a pair of scissors.

7.9.9 Where a Centre conducts examinations in the same syllabus in more than one room, it is permissible to open a packet of question papers in one of the rooms, in the presence of the candidates' representatives from other rooms, and to take some of the papers to the other room(s) on the same site. However, it is not permissible to open the packet of question papers earlier than the time appointed for the examination in order to take some of the papers to another site. Under these circumstances, the centre should make arrangements with us for separate packets of question papers to be supplied.

7.9.10 When all these checks have been completed, the invigilator distributes question papers according to candidate number order.

Important Note 1: It is the responsibility of the invigilator to open the question paper packet with a pair of scissors making sure not to cut the question papers contained in the packet.

Important Note 2: The invigilator should report to the Chief Invigilator any grounds for suspicion about the security of the question papers. In such cases, the Chief Invigilator must notify us immediately and submit a full written report.

7.10 Starting the Examination

7.10.1 An examination is deemed to be in progress from the time the candidates enter the examination room until all the scripts and question papers have been collected and accounted for.

7.10.2 For each examination session invigilators should follow the instruction on **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates***.

7.10.3 Before candidates are permitted to start writing, the invigilator must:

(a) Ensure that candidates are seated in accordance with the prescribed seating arrangements according to candidate number order.

(b) Inform the candidates that they are now subject to examinations regulations.

(c) Warn candidates that any unauthorised materials must be handed in.

(d) Check that candidates have all the necessary materials to enable them to complete the examination.

(e) Draw to the candidates' attention the instructions printed on the front of the question paper and ask them to check that they have been given the examination paper for the correct syllabus and component.

(f) Ensure that details of any erratum notices are brought to the attention of candidates. The invigilator must not give any information to candidates about suspected errors in the question paper except as stated on any erratum notices.

7.10.4 The Invigilator must inform candidates that:

(a) They must write their answers legibly in blue or black ink or ball-point pen;

(b) Correction fluid and highlighters should **not** be used;

(c) All work (including any rough work) must be done on the examination stationery provided by the centre and that rough work should be crossed through but not obliterated;

(d) All rough work must be kept safely at the centre until after the end of Results enquiry period.

(e) In multiple choice papers, any rough work should be done on the question paper;

(f) They should enter their names, centre number, candidate numbers and the component code/paper details on their answer booklets where applicable, and complete other details as required;

(g) They must write their name, candidate number and centre number on any work they want to hand in;

(h) They may begin to write their answers, specifying the time allowed for the paper(s).

7.11 Procedure to follow in the Event a Wrong Question Paper Packet is opened

No centre should ever have to issue the wrong question paper if the procedure stipulated in **EA/AA/G01 - *Guidelines for Conduct of Examinations*,** as well as in this Manual are adhered to. However, if a wrong question paper packet has been opened for BGCSE question papers, follow the steps described below as well as in section 14.12 of the **EA/AA/G01 - *Guidelines for Conduct of Examinations***.

If a question paper packet is opened in error for , Cambridge International Education GCE O Level or IGCSE French question paper, photograph the packet as evidence then follow the instructions on, complete and submit to us the Examination Day – Form 11 (Question Paper Packets Opened in Error) from the Cambridge International website http://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/administative-forms/.

7.11.1 If the error is discovered before the question papers are issued out:

7.11.1.1 Draw the attention of the candidates to the error and ask one of them to confirm that the wrong question paper packet has been opened.

7.11.1.2 Seal the question paper packets in front of the candidates and ask one of them to sign across the seal of the question paper packet. The packet is then placed inside a large tamper evident envelope and it is sealed and signed by both the invigilator and one of the candidates.

7.11.1.3 Apologise to the candidates and quickly replace the wrong question paper and get the examination started.

7.11.1.4 The chief invigilator must take several pictures of the tear from different angles and this must be witnessed by the senior invigilator.

(a) The pictures taken must be kept securely for investigative purposes
(b) It is the responsibility of the Chief Invigilator to ensure that such pictures are not accessed by unauthorised personnel.

7.11.1.5 The Head of Centre/Chief Invigilator should immediately inform the Director, Assessment Administration and the Regional Director by phone, followed by a letter.

7.11.2 If the error is discovered after the question papers have been distributed:

7.11.2.1 Draw the attention of the candidates to the error.

7.11.2.2 Collect all the question papers and ensure that every question paper has been accounted for before you can return them into the question paper packets.

7.11.2.3 Explain the seriousness of the situation to candidates and remind them of the consequences of sharing confidential information including electronically.

7.11.2.4 Seal the packets in front of the candidates following the same procedure as in 7.11.1 above.

7.11.2.5 In this case it is better to spend a bit more time ensuring that the security of the question papers and the integrity of the examination is maintained before issuing the correct question paper out.

7.11.2.6 Issue the correct question paper and note the time when the examination started and when it ended but afford the candidates the full examination time.

7.11.2.7 The chief invigilator must take several pictures of the tear from different angles, and this must be witnessed by the senior invigilator.

(a) The pictures taken must be kept securely for investigative purposes.
(b) It is the responsibility of the Chief Invigilator to ensure that such pictures are not accessed by unauthorised personnel.

7.11.2.8 The Head of Centre/Chief Invigilator should immediately inform the Director Assessment Administration and the Regional Director by phone, followed by a letter.

8. During the Examination

8.1 Supervision of the Candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty. They must not read through any question papers.

8.2 Supervision of Practical Examinations

During a practical examination, it is recognised that some movement by candidates and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.

8.3 Late Arrival of Candidates

8.3.1 A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and to sit the examination. A candidate who arrives after the start of the examination must not be allowed any time after the scheduled end of the examination and will finish at the same time as all other candidates. However, candidates who have valid reasons should be allowed the full time for the examination. You should warn the candidate that BEC reserves the right not to accept the script. For, Cambridge International Education syllabuses (Statistics, Additional mathematics and IGCSE French), refer to section 5.1.10 – Late Arrivals in the Cambridge Handbook 2026.

8.3.2 In all cases where a candidate is admitted late into the examination room, the following rules apply:

(a) The script must be sent to us in the normal way;

(b) **EA/AA/G03/F02 – *Late Arrivals Form*** must be completed for candidates arriving late. In addition, a full written report must be sent to us as soon as possible containing the following information:

(i) The reason for the late arrival of the candidate, including any details of Access Arrangements made for the candidate to reach the centre;

(ii) The actual starting and finishing times of the examination;

(iii) The time at which the candidate started the examination;

(iv) A statement regarding any possible breach of examination security arising from the candidate's late arrival, including information about the extent to which the candidate was under staff supervision from the actual starting time of the examination.

8.3.3 Where a candidate arrives late for the examination and after the scheduled finishing time, the candidate must be recorded as 'Absent'. In such cases, the candidate should be advised that ‘NO RESULT’ may be issued for the syllabus.

8.4 Leaving the Examination Room during the Examination

8.4.1 The invigilator must ensure that no candidate leaves the examination room until at least one hour after the published starting time if the examination lasts longer than one hour or the duration of the examination, if less than one hour.

8.4.2 Candidates who leave the examination room temporarily for to use the rest rooms must be accompanied by a member of the invigilation personnel of the same sex. Such candidates should normally not be allowed extra time on their return.

8.4.3 However, in cases where there is an application for special consideration (e.g. illness) such candidates may be allowed extra time to compensate for their temporary absence.

8.4.4 The invigilator must ensure that a candidate who has finished work and has been allowed to leave the examination room early must hand in all their work. Such candidates must not be re-admitted into the examination room. A list of such candidates must be kept until after the end of the results enquiries period.

8.4.5 For those candidates who have finished work for, Cambridge International Education GCE O Levels and IGCSE French early, they must be kept under Full Centre Supervision until the local Key Time.

8.5 Irregular Conduct

8.5.1 Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate during examination. It is the duty of the Head of Centre to ensure that all cases of irregularity or misconduct in connection with the examination are reported to us as soon as possible.

8.5.2 The Head of Centre is empowered to expel a candidate from the examination room but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to other candidates. Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with us. All candidates must be made aware that any attempt to cheat or disturb another candidate during an examination may lead to their disqualification.

8.5.3 Where an invigilator suspects any kind of collusion or misconduct, they should warn the candidate and report the matter to the Chief Invigilator who should in turn immediately notify us in writing.

8.5.4 Where an invigilator is reasonably sure that a candidate is being dishonest, they should confiscate the candidate's answer script and any other evidence available. At the bottom of

the script they should write 'Confiscated at' (and quote the time and date). The candidate may then be given a fresh answer paper on which they may continue their answers.

8.5.5 The invigilator should indicate at the top of the fresh paper the time at which the paper was given to the candidate. The confiscated and fresh answer scripts, any available evidence, a report from the invigilator, a report/statement from the candidate should be enclosed together with a full report from the Chief Invigilator. This should be sent to us in a separate envelope and **not enclosed with other scripts**.

8.5.6 In the event of a candidate being deliberately disobedient or unruly, they may be expelled from the examination room and forbidden to sit that paper. The Chief Invigilator may use their discretion on whether to admit such a candidate to a subsequent examination. Full reports in all such cases must be forwarded to us.

8.5.7 At the discretion of the Chief Executive Officer the candidate may be disqualified if that candidate introduced or tried to introduce unauthorised material into the examination room or the candidates has communicated, or tried to communicate in any way with another person during the examination, or if the candidate was wholly or partially responsible for any other kind of misconduct or disruption in connection with the examination which might affect their own results or the results of other candidates.

8.5.8 At the discretion of the Chief Executive Officer the candidate may be disqualified from all or part of the current examination, including papers written before and after the time at which the offence was committed.

8.5.9 If the Chief Executive Officer is satisfied that breaches of regulations or any irregularity, misconduct or dishonesty whatsoever in connection with the examination have been widespread at any centre, or that the circumstances in which the examinations are held at any centre are unsatisfactory, they may at their discretion cancel the entire examination at that centre, or any one or more papers or the results thereof, in relation to all the candidates at that centre.

8.5.10 If a candidate is expelled, you cannot apply for special consideration.

8.6 Emergencies

8.6.1 In an emergency, the safety of candidates and staff is the most important aspect. If it is safe and practical to do so, the invigilator should take the following steps to make sure the examination remains secure:

(a) Evacuate the examination room;

(b) Ensure that all the question papers and examination scripts are left in the examination room, and that the room is secured so that no examination materials leave the room;

(c) Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion, or external communication;

(d) After the candidates have returned to the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates' work the point at which the interruption occurred;

(e) Note the time and duration of the interruption;

(f) Allow the candidates the full working time prescribed for the examination;

(g) In the event of there being only a small number of candidates, consider the possibility of taking the candidates with question papers and scripts to another room in order to complete the examination but ensure that the safety of the candidate is a priority;

(h) Make a full report of the incident and of the action taken for direct submission to the Chief Executive Officer at BEC.

9. Conduct of Practical Examinations

9.1 General

9.1.1 Special care should be taken to prevent communication between the candidates, especially where the arrangements require candidates to move from one part of the room to another.

9.1.2 Centres should observe the seating arrangements rule. If the space allows for a greater distance between candidates, then this is recommended.

9.1.3 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator/examiner.

9.1.4 Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the syllabus concerned.

9.2 Science Practical Examinations

9.2.1 The requirements for science practical examinations in each syllabus are usually given in the *Instructions to Supervisors* for the series.

9.2.2 These instructions are sent to Centres about two months before the examinations starts.

9.2.3 These *Instructions to Supervisors* must be regarded as confidential and are intended to enable members of staff to make proper preparations for the examinations.

9.2.4 Where confidential materials such as *Instructions for Practical Examinations* are required to be opened in advance of the examination, strict precautions must be taken to safeguard them after they have been opened.

9.2.5 They must not be removed from the secure storage facility; rather the Supervisor should write down information needed and leave the instructions with the Chief Invigilator for secure storage until a day prior to the scheduled time of the practical examination where they are issued to the supervisor for preparation.

9.2.6 No information contained in the instructions must reach the candidates, either directly or indirectly.

9.2.7 It is essential that the Syllabus Specialist or a technician who set up the room must be present in the examination room at the start of the examination and as necessary thereafter, to deal with technical difficulties that may arise including matters of safety.

9.2.8 If the number of candidates for a practical test is larger than can be accommodated at one time, the candidates may be divided into manageable groups.

9.2.9 All groups must take the examination on the same day and there should be minimal possible delay between the sessions.

9.2.10 Arrangements must be made to keep the groups apart until all candidates have completed the examination. In particular, arrangements must be such that there is no contact between candidates who have completed the examination and others who are waiting to start the examination**.**

9.2.11 If equipment is limited, the Invigilator, in consultation with the syllabus specialist/technician, may make arrangements for some candidates to begin their work with one question, and some candidates with another question.

9.2.12 Where candidates need to change between one set of apparatus and another, the syllabus specialist or technician must reset the equipment back to its original state each time unless the confidential instruction says otherwise. The changeover time is in addition to the time of the exam. Invigilators must make sure candidates do not communicate with each other during the change-over. The syllabus specialist and any Invigilators should include any forms we ask for in the instructions with the answer scripts.

9.2.13 If there are any problems during the practical that disadvantage the candidates, for example, the equipment is faulty, the supervisor should record it in their report. They should then talk to the Chief Invigilator about applying for special consideration.

9.2.14 For practical tests one Invigilator must be present for every twenty (20) candidates and at least two (2) Invigilators must be present when a test is being conducted even if you have fewer than twenty (20) candidates sitting the test**.**

9.2.15 A Syllabus Specialist should take responsibility for the *Supervisor's Report.*

9.2.16 The Supervisor should submit the report to the Chief Invigilator immediately at the end of the practical session.

9.2.17 When there are separate sessions of the examination, it may be necessary to complete a separate *Supervisor's Report* for each session.

9.2.18 The Supervisor's Report varies for each syllabus as indicated below:

9.2.18.1 **Biology**: The report form is attached at the back of each candidate's script. The report must be signed and dated as specified in the form. Only the first candidate script in the packet should be completed.

9.2.18.2 **Chemistry**: The report form is attached at the back of the "Confidential Instructions". The report must be signed and dated as specified in the form. It should be completed and submitted together with the scripts.

9.2.18.3 In addition, the Supervisor should provide sample answers for **all** the questions for each session (or each laboratory where necessary). The Supervisor should perform the experiment at the same time with the candidates but in the preparation room out of sight of the candidates and answer the questions on the question paper. The Supervisor should indicate on each script of sample answers, the session time (the laboratory where necessary) and the candidates' list for the session.

9.2.18.4 **Physics**: The report form is attached at the back of the "Confidential Instructions". The report must be signed and dated as specified in the form. It should be completed and submitted together with the scripts.

Important Note: For **Biology** and **Physics**, a detailed report of the materials provided for the experiment is adequate to assist the Examiners, while for **Chemistry,** the report must be accompanied by sample answers for the questions from the supervisor.

9.2.19 Teachers involved with Preparation for Science Practical Examinations

The number of teachers involved with preparations for the practical examinations should be guided by the number of candidates in the Centre as illustrated in the table below:

Table 2: Ratio of practical examination teachers to candidates

Number of Candidates	Maximum Number of Teachers
1 - 48	4
49 - 84	5
85 - 120	6
121 - 156	7
157 - 192	8

Important Note: The numbers above do not include the Senior Teacher who oversees the practical examination.

9.3 Computer Studies Practical Examination

9.3.1 General

The Computer Studies Practical Paper (0597/01) requires candidates to demonstrate practical skills in word-processing, spread sheets and databases. The duration of the paper is 90 minutes, during which time each candidate will require;

(a) exclusive use of a computer installed with word processing, spread sheet and data base applications and

(b) access to a printer.

9.3.2 Preparation for the Examination

9.3.2.1 Setting Up

Where candidates sit an examination in a computer laboratory, the minimum distance between the outer edges of one monitor to the other should be 1.25 metres. If you cannot meet the 1.25m spacing requirement candidates must sit at alternate monitors or in screened booths. The screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators. There must be One invigilator for every 20 candidates. There must always be at least one invigilator who has not been involved in preparing any of the candidates for the test. In addition, a suitably experienced supervisor must be present in each test room to deal with any technical difficulties.

The examination should be conducted in an isolated network, without access to the internet.

9.3.2.2 Hardware and Software

The hardware (computers, printers etc) and software the candidates will be using during the tests must be in full working order. The Supervisor must pretest using the hardware and software that the candidates will be using to ensure they are not faulty before any of the tests. The files required for the examinations will be provided on a CD ROM as part of the main question paper despatch to Centres. The file will be provided as Microsoft Office document. If a centre intends to use a different package from Microsoft Office, we should be informed so that the relevant file format can be provided. At the start of the examination, candidates should be instructed to open all the files.

NB: Accessing the files is not a skill which is being tested, and so candidates may be given help at this stage. Centres can decide the best way of providing candidates with access to the files.

9.3.2.3 Question Paper

Where candidates are required to print their work, the candidates must be given access to a printer. The invigilator must collect the printouts and hand them to candidates to prevent them picking work that is not their own. The question may require candidates to add their name and candidate number to the document they are working on, such printouts will have to be identified. Other printouts will carry no such identification, and Centres need to add the candidate's name and candidate number to each printout as it is produced. Centres should decide how this can be achieved most conveniently. The printouts should be returned to the candidates during the examination (or perhaps at the end). Candidates should be instructed to write their name and candidate number on the question paper and to attach their printouts onto the question paper.

9.3.2.4 Giving Technical Assistance to Candidates

In the case of a technical problem beyond the control of the candidate, staff should give whatever help is necessary to enable the candidate to continue. In the event of the accidental deletion of files, it may be necessary for candidates to repeat some of the work. If the deletion is not the fault of the candidate, extra time should be given to ensure that the candidate is not disadvantaged, otherwise no further help should be given and all of the usual examination regulations should be applied. Centres may consider reserving one computer for use in emergencies. For example, in the case of a technical problem on one computer which cannot be resolved quickly, the candidate could be moved to the spare computer and then given time to repeat the work which was lost.

Where it is necessary to arrange more than one session of the examination, you may operate as many consecutive sessions as necessary, so long as the security of the examination is maintained throughout. Centres are free to make their own arrangements, but all such arrangements are subject to our scrutiny.

9.4 Conducting Listening Examinations

9.4.1 Check that you have good-quality recording equipment, for example, a digital voice recorder with a separate microphone.

9.4.2 In a case where a Centre does not have recording equipment, the test may be recorded on a mobile phone as long as it doesn't belong to the candidate. The mobile phone should have notifications disabled, to avoid interrupting the recording.

9.4.3 Before the test, you must check the equipment for the quality of the recording in the room where the tests are being held.

9.4.4 Where confidential material is pre-recorded on media storage devices (USBs flash drives and external hard drives CDs and/or DVDs), they should have been tested before use. Refer to section 10.5 of the **EA/AA/G01 – *Guidelines for Conduct of Examinations – BGCSE***.

9.4.5 Two members of staff must independently check they have the correct question paper packet before opening it. This includes checking the dates of the examination to make sure they are within the published window.

9.4.6 Ensure candidates are given time to write their name, candidate number and centre number on any work they want to hand in before the Invigilator plays the media device.

9.4.7 Ideally a member of staff, who speaks the language of the listening examination, should be readily available to deal with technical difficulties. If the teacher prepared the candidates for the subject under examination, they must not be the sole Invigilator.

9.4.8 Noise from the outside of the examination room does not constitute a serious emergency. The Invigilator should warn candidates of this before the examination begins.

9.4.9 The Invigilator must not stop the media device once started, except in case of emergency.

9.4.10 If the examination is stopped because of emergency, the Invigilator should restart the media device at exactly the same place once they have dealt with the emergency.

9.4.11 The Invigilator must include a report with the candidates' scripts, indicating at which point in the exam, the interruption took place, the nature of the incident and the length of the interruption.

9.4.12 If there is a good reason to doubt whether all candidates heard certain items, the Invigilator must identify these items in the report and give the reason for doubt.

9.4.13 Contact us if equipment fails during the examination.

9.4.14 At the end of the exam, you must ensure that you undertake appropriate antivirus checks on any recording media to be submitted to us**.**

9.4.15 Candidates taking French 0520 Listening examination should submit their answers on a multiple-choice answer sheet. At the end of the examination candidates have six (6) minutes to transfer the answers from the question paper onto the multiple-choice answer sheet. Refer to section 5.7.2.4 of Cambridge Handbook 2026 for more instructions.

9.4.16 French 0520 Listening component examination audio files will be downloaded from Global Listening External portal on 'My Cambridge' once they are available. You must make sure you follow the regulations for securely downloading and saving audio files securely. See section 4.3.2 of the Cambridge Handbook 2026.

9.5 Hospitality & Tourism Studies

Hospitality & Tourism Studies Practical Examination is divided into two sessions, namely: planning session and practical examination session.

9.5.1 Planning Session

9.5.1.1 The planning session for this practical examination will take place as scheduled in the published yearly Examination Timetable.

9.5.1.2 Pre-release information will be sent to you about one month before the practical examination starts. This information should be given to candidates immediately to prepare themselves for the practical examination.

9.5.1.3 The practical examination question papers are sent to you about one month before the practical examination starts.

9.5.1.4 The practical examination question papers must be locked away in a place of high security, ideally a strong room until the day of the planning session.

9.5.1.5 Chief Invigilators should prepare for this examination in the same way they do for any other examinations. Sufficient Invigilators must be appointed to ensure that the examination is conducted well.

9.5.1.6 Syllabus specialists should be present in the examination room at the start of the planning session to assist with distribution of planning sheets and/or textbooks that may be requested by the candidates.

9.5.1.7 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

9.5.1.8 Syllabus specialists should be present at the end of planning session to assist the Invigilator in collection of candidates' scripts to be stored by the Chief Invigilator.

9.5.1.9 Only the shopping list duplicate should be given to the syllabus specialist for preparation of the practical examination.

9.5.2 Practical Examination Session

9.5.2.1 This usually takes place within a week from the planning session. Time is given to allow the Centres to compile the shopping list, do the shopping and be ready for practical examination.

9.5.2.2 There must be two (2) examiners for every sixteen (16) candidates for **food preparation and cooking session**, two (2) examiners for every eight (8) candidates for **beverage preparation** and two (2) examiners for every eight (8) candidates for **customer service** session.

9.5.2.3 During practical examination, there must be two (2) Invigilators and one (1) rover available for the session of 32 candidates.

Important Note: We have published a guide to invigilating practical and listening examinations. A copy of the guide has been provided as **Appendix A – EA/AA/G01/A01 - *A Brief Guide to the Invigilation of Practical and Listening Examinations - BGCSE***. The appendix further provides guidance on administration of BSSE Practical exams/tests.

9.6 Food and Nutrition Practical Examination

Food and Nutrition Practical Examination is divided into two sections, namely: planning session and practical examination session.

9.6.1 Planning Session

9.6.1.1 Planning session for this practical examination will take place as per the yearly published Examination Timetable.

9.6.1.2 The practical examination question papers are sent to you about one month before the practical examination starts.

9.6.1.3 The practical examination question papers must be locked away in a place of high security, ideally a strong room.

9.6.1.4 Chief Invigilators should prepare for this examination in the same way they do for any other examinations. Sufficient Invigilators must be appointed to ensure that the examination is conducted well.

9.6.1.5 Syllabus specialists should be present in the examination room at the start of the planning session to assist with distribution of planning sheets and /or textbooks that may be requested by candidates.

9.6.1.6 Syllabus specialists are not allowed to move around the room unless they are summoned for assistance by the Invigilator.

9.6.1.7 Syllabus specialists should be present at the end of planning session to assist the Invigilator in collection of candidates' scripts to be stored by the Chief Invigilator.

9.6.1.8 Only the shopping list duplicate should be given to the syllabus specialist for preparation of the practical examination.

9.6.2 Practical Examination Session

9.6.2.1 This usually takes place within a week from the planning session. Time is given to allow the Centres to compile the shopping list, do the shopping and be ready for practical examination.

9.6.2.2 There must be one BEC examiner for every six (6) to eight (8) candidates for practical examinations and one Invigilator available.

9.7 Art and Design Practical Examination

The Art and Design Practical Examination is divided into two parts, namely: preparatory work and practical examination

9.7.1 Preparatory work

9.7.2 The preparatory work for this practical examination will take place as per the yearly published Examination Timetable.

9.7.3 Practical Examination question papers are sent to Centres before the practical examination starts. The question papers should be given to candidates immediately to prepare themselves for the practical examination.

9.7.4 Syllabus specialists are allowed to guide candidates during the preparation period.

9.7.5 Chief Invigilators should prepare for this examination in the same way they do for any other examinations.

9.7.6 Subject specialist shall collect all pieces of candidates' preparatory work and submit them to the Chief Invigilator at least one day before the commencement of the practical examination.

9.7.7 By submitting preparatory work to the Chief Invigilator, the subject specialist will be confirming that it is a candidate's own original work.

9.7.8 The Chief Invigilator shall use an official school stamp to mark every piece of preparatory work submitted by a subject specialist.

9.8 Practical Examination Session

9.8.1 The Practical Examination will be conducted in 10 hours and should take place over two consecutive days. Candidates should sit 5 hours per day over two (2) sessions of 2 hours 30 minutes

9.8.2 The Chief Invigilator shall hand over all pieces of preparatory work to an invigilator inside the examination room before the start of any session.

9.8.3 Invigilators shall maintain silence in the examination room and prevent any communication between the candidates, especially where the arrangements require candidates to move from one part of the room to another.

9.8.4 Syllabus specialists are not allowed to be in the examination room **unless** they are summoned for assistance by the Invigilator.

9.8.5 There must be a rover for this examination to assist in case the invigilator or candidate has to leave the examination room during conduct of the examination.

9.8.6 Centres should observe the seating arrangements rule. The selection and use of space shall be determined by the nature of the question chosen by a candidate.

9.8.7 Practical examinations must be conducted under conditions that will not disadvantage any candidates.

9.8.8 At the end of any examination session, candidates are not allowed to take any examination paper or preparatory work with them.

9.8.9 Any work that is not original will be disqualified.

9.9 Five (5) Minutes Warning

Five minutes before the end of the examination the invigilator should inform candidates of the time remaining. Refer to **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates***.

10. At the End of the Examination

10.1 Finishing the Examination

10.1.1 At the end of the examination, candidates should be told to stop writing. Refer to **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates***.

10.1.2 The invigilator, using **Annexure 2 - EA/AA/G01/AN02 - *What to Say to Candidates*** must instruct the candidates to:

(a) ensure that all the required information has been entered on their scripts;

(b) check that their answers are correctly numbered;

(c) assemble any loose sheets in the order in which the questions have been attempted and fasten them and any supplementary answer sheets to the back of their answer booklets with the string or treasury tags provided. Paper clips or staples should **not** be used to hold papers together as they could get dislodged causing the scripts to be mixed up.

10.2 Collection of Answer Scripts

10.2.1 All answer scripts, and any other examination material must be collected and accounted for before candidates are allowed to leave the room.

10.2.2 Any sheets of extra paper a candidate wants to hand in to be marked should be fastened to the main script using a treasury tag or string provided.

10.3 Packaging of the Scripts

The invigilator must:

(a) sort the answer scripts into the order shown on the attendance register in candidate number order;

(b) check that all answer scripts are present and that candidates have used correct centre and candidate numbers;

(c) For packaging multiple choice answer sheet refer to **EA/AA/G01/A02 - *Appendix B – A Brief Guide to Invigilation of Multiple Choice Papers: BGCSE***.

Important Note: All scripts must be returned to us in the Pre-bar-coded script return envelopes that we will send to your Centre. The number of script return envelopes for each component is already pre-determined for each centre. All the bar-coded script return envelopes must be returned to us, even if they are empty.

> **Example**
>
> If your Centre has been issued with three script return envelopes for 150 candidates and you were supposed to put 50 scripts in each envelope but only 100 candidates actually turned up for the exam, the envelopes should be labelled as, 1 of 3, with 50 scripts, 2 of 3 with 50 scripts and 3 of 3 with 0 scripts. You should also indicate the count on the outside of all the three envelopes. In this case, envelope 3 of 3 will have a count of zero (0) but must still be returned to us as it needs to be scanned into the system.

Important Notes:

(i) You must never tape scripts packets together which contain different components.

(ii) Scripts packets must not be tied with an adhesive tape.

(h) place the scripts in a script return envelope and seal the packet in front of the candidates. The invigilator and one candidate should sign and date the script return envelope;

(i) if the same examination is taking place in different rooms, invigilators from the small rooms should place the scripts in an envelope (which does not need to be sealed) and take the scripts to be collated with the scripts from the other rooms at a central point. Candidates' representatives must witness the sealing of the scripts at the central collation point;

(j) mark the outside of the script return envelopes with the centre number, the syllabus and component code (e.g. 0561/01), the number of scripts enclosed and the range of candidate numbers in each packet. Absent candidates' numbers must be reflected on the packet that contains their range;

(k) label the packets according to numbering indicated in the example below; e.g. if there are 5 packets they should be labelled as 1 of 5, 2 of 5, 3 of 5, 4 of 5 and 5 of 5.

10.4 Packaging of Special Needs Scripts

10.4.1 Specialised script return envelopes will be provided for Centres to package scripts of candidates who have been approved for the following arrangements:

(a) The use of a reader with extra time

(b) modified learning disability and hearing impairment scripts
(c) braille scripts
(d) extra time of 30% and above
(e) large print multiple choice answers indicated on the question paper.

Important Note: Unnecessary separation of candidates' scripts should be avoided and clarity must be sought from our Special Needs office. Multiple Choice answer sheets should not be separated and if this cannot be avoided, the answer sheets must be packaged between hard boards, placed in the correct envelope and correctly labelled.

10.5 Collection of Question Papers

10.5.1 Before candidates can leave, the invigilator must:

(a) collect, count and verify that every question paper that was issued out has been accounted for and place them in the original packets;
(b) hand over the scripts and question papers to the Chief Invigilator for safe custody before despatch to us;

(c) dismiss the candidates ensuring that they leave the room in an orderly manner.

10.5.2 Empty question paper packets must be stored securely until the certificates are issued. We may need them for investigations into suspected malpractice.

10.5.3 Answer scripts must not be removed from the examination room by candidates or unauthorised persons. If this happens you must tell us immediately. The candidate should be warned we may not accept their script.

Important Note: Answer scripts are confidential between the candidate, BEC and Cambridge International Education. They should not be read or photocopied by any person prior to despatch. By signing the outside of each script return envelope the Chief Invigilator is verifying the contents of the envelope and therefore there should be no discrepancy at the opening and verification of contents before the start of marking.

10.6 72-Hour Security Rule

10.6.1 No copy of a question paper may be taken from the examination room.

10.6.2 All question papers must be stored securely in the centre strong room until at least 72 hours after the published finishing time for the paper.

10.6.3 After the 72 hours have elapsed, question papers may be accessed in the secure storage room only and be returned to the secure storage cabinet until six (6) weeks after the release of results.

10.7 Leaving the Examination Room

10.7.1 Candidates must remain under examination conditions and in the examination room until told otherwise by the invigilator.

10.7.2 You must collect and account for all answer scripts, question papers and any other examination material before candidates leave the room.

10.7.3 For, Cambridge International Education GCE O Level and IGCSE French examinations, if an examination ends before the Key Time, candidates must be kept under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a required period of Full Centre Supervision, you must inform BEC and we will consider this as possible malpractice. Refer to section on Key Times and Full Centre Supervision of the Cambridge Handbook 2026.

10.7.4 Whether or not they leave the examination room early, candidates must not remove any question papers or transcribed content of question papers. This includes writing questions on ***Statement of Entry***, inserting question content into calculators etc. This is not an exhaustive list. You must apply the 72-hour rule for the security of question papers and their contents.

11. Examination Malpractice

11.1 General

11.1.1 Malpractice can be intentional and aim to give an unfair advantage in an examination or assessment. It can be caused by people being careless, forgetful or unaware of our regulations. It can also beyond anyone's control and be a result of circumstance.

11.1.2 A variety of people could be involved in malpractice, for example, candidates, centre staff, for example, (exams officers, teachers, invigilators, management, consultants and people who help with access arrangements) and other people, for example, the candidates' relatives or friends.

11.1.3 The Head of Centre must make sure candidates and centre staff knows their individual responsibilities as set out in our regulations. They must tell us straight away about any potential malpractice you become aware of or that is reported to you.

11.2 Candidate Malpractice

11.2.1 The following are examples of candidate malpractice. The list is not intended to be exhaustive, and other examples of malpractice may be identified and considered at our discretion.

(a) altering, falsifying or misrepresenting any results information, including certificates.

(b) Failing to follow the instructions or advice of an invigilator or other supervisor in relation to BEC regulations which apply to examinations and assessments.

(c) Failure to abide by the conditions of invigilation or supervision which is intended to maintain the security of the examination or assessment.

(d) Collusion

(e) plagiarism: not giving sources and/or submitting another person's work as if it is their own.

(f) Copying from another candidate.

(g) Allowing work to be copied by another candidate.

(h) The deliberate destruction of another candidate's work.

(i) Seeking, obtaining, exchanging or passing on confidential or receiving (or attempting to obtain or receive) information which is examination related from another candidate in the examination room, or passing any such information to another candidate in the examination room. This includes communication by speech and in writing and other non-verbal communication.

(j) Looking for, getting, receiving, exchanging or passing on confidential or fake examination material in any way.

(k) Making a false declaration of authenticity in relation to coursework.

(l) Either giving or receiving assistance in the production of coursework.

(m) Being in possession of confidential material in advance of an examination.

(n) Bringing into the examination room unauthorised materials such as notes, study guides, electronic dictionaries, cell phones, etc.

(o) Disruptive behaviour in the examination room (including talking to or attempting to talk to other candidates and or using offensive language).

(p) including threatening, offensive or obscene material in scripts or coursework.

(q) impersonation: Pretending to be someone else or arranging for another person to take one's place in an examination.

(r) stealing another person's work.

(s) deliberately destroying another person's work

(t) Behaving in such a way as to undermine the integrity of the examination.

11.3 Centre Staff Malpractice

The following are examples of malpractice by centre staff. This is not a complete list:

(a) not keeping examination material confidential.

(b) not storing examination material securely.

(c) not keeping candidates under Full Centre Supervision in relation to the Key Time.

(d) not invigilating properly.

(e) helping or prompting candidates with answers.

(f) not keeping candidates' work confidential.

(g) moving the session or date of a timetabled examination without telling us and getting our written permission.

(h) helping candidates with coursework more than the regulations allow.

(i) allowing candidates unsupervised access to coursework exemplar materials, whether this is the work of former candidates or material we have provided.

(j) not keeping candidate computer files secure.

(k) behaving in a way that undermines the integrity of the exam.

11.4 Suspected Malpractice you discover

11.4.1 The Head of Centre must report any suspected malpractice to us on the same day. Use the relevant malpractice forms.

11.4.2 The Head of Centre must:

(a) Tell us straight away about suspected malpractice they become aware of or that is reported to them. If they do not do this it might be considered malpractice in itself.

(b) Report suspected malpractice with all relevant information including:

(i) statements from relevant centre staff, for example, the Head of Centre, Chief Invigilator, invigilators or teachers. Statements should include a detailed account of the circumstances and any investigation the Head of Centre has carried out.

(ii) statements from all candidates involved in the suspected malpractice, giving their account of events in their own words or confirmation that they do not want to give a statement.

(iii) evidence of any unauthorised material the candidate had, e.g. a photograph of the unauthorised material.

(iv) seating plans.

(v) any other relevant evidence or information.

(c) All statements must be in English or Setswana.

(d) We take all reports of suspected malpractice seriously. We will write to let you know we have received your report. In our response we will do one of the following:

(i) confirm that you do not need to do anything further.

(ii) provide you with guidance.

(iii) open a suspected malpractice investigation.

12. Risk of Non-Compliance

The following are risks of non-compliance to this manual;

(a) Loss of integrity
(b) Reputational damage to the organisation's image
(c) Loss of examination credibility
(d) Results being nullified
(e) Centre disqualification and or withdrawal of centre status
(f) Huge cost to replacement of question papers

13. Records

The following forms when completed shall be maintained as records.

(g) EA/AA/Man02/F01 *Head of Centre Claim Form – BGCSE*
(h) EA/AA/Man02/F02 *Chief Invigilator Claim Form – BGCSE*
(i) EA/AA/Man02/F03 *Senior Invigilator Claim Form - BGCSE*
(j) EA/AA/Man02/F04 *Invigilator/Rover/SPED Claim Form – BGCSE*
(k) EA/AA/Man02/F05 *Senior Teacher Practical Exam Preparation Claim Form - BGCSE*
(l) EA/AA/Man02/F06 *Subject Teacher Practical Exam Preparation Claim Form – BGCSE*

14. References

14.1 Cambridge International Education (2026), *Cambridge Handbook 2026 - Regulations and Guidance for Administering Cambridge*, United Kingdom.

14.2 BEC (2026) *EA/AA/G01 - Guidelines for Conduct of Examinations - BGCSE,* Gaborone.