

Inspector Name	
Centre Number	
Centre Name	
Date / Session	
Exam (Syllabus/Component)	

<b>Provisional Rating*</b>	✓ One Rating
Completely Satisfactory	
Satisfactory with Minor Points	
Some Cause for Concern	
Serious Deficiencies	

Complete each box: ✓ if satisfactory, X if unsatisfactory or N/A if not applicable.		
Key Times and Full Centre Supervision (FCS)	✓, X, N/A	Cambridge Handbook
Key Times understood		Key Times and Full Centre Supervision
Exam timetable accurate & Key Times applied correctly		
FCS regulations understood		
FCS regulations applied correctly & recorded		
Suitable training of invigilators conducted & recorded		
Invigilation timetable accurately maintained		4.6
<b>Security of Confidential Exam Materials</b>	<b>✓, X, N/A</b>	
Secure room of solid construction		4.4.2
Secure room door solid & with strong locks and tamperproof hinges. Any glass panels in secure room door fitted with metal bars or active alarm (please provide details below)		
Any glass panels in secure room fitted with metal bars or active alarm (please provide details below)		
Secure room & secure container locked		
Suitable safe or metal container with sufficient locking bar(s) & bolted to wall/floor (please provide details below)		
Controlled and independent access to secure storage		
Correct number of key holders (please specify)		
Keys or access codes stored securely		
Question paper despatches checked & signed on receipt		
Question papers securely stored & unopened		
Recorded materials checked		5.7.2.1, 5.7.5
24-hour security rule observed		5.3.2

<b>Inspector Comments</b>

Complete each box: ✓ if satisfactory, X if unsatisfactory or N/A if not applicable.		
Exam Room(s) and the Conduct of Exams	✓, X, N/A	Cambridge Handbook
Reliable clock(s) displayed & visible		4.5.2
Notice to Candidates displayed & visible		
Candidate Warning displayed & visible		
Suitable room with appropriate conditions		
Cambridge International centre number displayed		
Date and actual start & finish times of each exam displayed		
Syllabus & component code of each exam displayed		
Cambridge Handbook available in exam room		
No helpful display material present		
Seated in candidate number order		
Suitable desks		4.5.3
Index or candidate numbers on desks		
Desks sufficiently spaced & arranged		
Correct ratio of invigilators		4.6
Invigilators mobile and attentive		
Invigilators able to obtain assistance easily		5.1.1
Process for identifying candidates		
Attendance register completed		5.1.3
Seating plan completed & accurate		5.1.4
No unauthorised materials		5.1.7
Correct announcements made		5.1.8, 5.2.6, 5.3
Sample of calculators checked		5.1.6.1
Scripts collected, packed & sent correctly		5.3, 5.4

<b>Time Arrived (24 hour clock - HH:MM)</b>	
<b>Time Left (24 hour clock - HH:MM)</b>	
<b>Exam Start Time (24 hour clock - HH:MM)</b>	

<b>Report shown to Centre Representative</b>	
<b>Centre Representative Name and Job Title</b>	