



# FCE 2009

## FIRST CERTIFICATE IN ENGLISH – EXAMINATION INSTRUCTIONS

This booklet contains step-by-step instructions on the conduct of the FCE examination and must be available to the invigilator in each examination room.

### Examination sequence

*There is no exception to this examination sequence. Papers 1–4 must be taken on the date set for the examination. It is recommended to schedule a comfort break between components for the benefit of candidates.*

<b>Paper 1: Reading</b>	Morning	1 hour
<b>Paper 2: Writing</b>	Morning	1 hour 20 minutes
<b>Paper 3: Use of English</b>	Must start before 13.00 hrs	45 minutes
<b>Paper 4: Listening</b>	May start before 13.00 hrs	Approximately 40 minutes

### Examination materials checklist

*The examination materials have been checked by the Centre Exams Manager or the supervisor on receipt. Ensure you have been given everything you need to run your examination today.*

	<i>Provided by Cambridge ESOL</i>	<i>Provided by the centre</i>
<b>Candidate Information Sheet (CIS)</b>	Personalised Candidate Information Sheets	Soft pencils (B or HB), erasers
<b>Paper 1</b>	Question papers, personalised answer sheets, attendance register, script return envelope, bar coded label	Soft pencils (B or HB), erasers
<b>Paper 2</b>	Question paper booklets, attendance register, script return envelope, bar coded label	Rough paper as required
<b>Paper 3</b>	Question papers, personalised answer sheets, attendance register, script return envelope, bar coded label	Soft pencils (B or HB), erasers
<b>Paper 4</b>	CDs, question papers, personalised answer sheets, attendance register, script return envelope, bar coded label	Soft pencils (B or HB), erasers, CD player

### Listening test (Paper 4)

There are several versions of the FCE Listening test. Please check that the question papers match the test CDs in version number, e.g. FCE Test C or D, or FCE Test E or F. You may have one or more versions, depending on local conditions.

### Supplementary materials

Non-personalised supplementary answer and mark sheets are also supplied for emergency use when an individually printed candidate sheet is not available.

## Attendance registers and room plans

The supervisor or invigilator must complete and sign the room plan and the appropriate attendance register during each paper. The plan must indicate the position of each candidate by candidate number, the direction in which candidates are facing, and the distance between the rows of candidates and between the candidates in each row. The room plan should also indicate the number and base position of invigilators. For Listening tests, the room plans must also indicate the position of playback equipment and speakers, and of any pillars or other features which might affect acoustics.

If a candidate is not shown on the attendance register, his or her name and candidate number must be added. The Centre Exams Manager must be advised of this addition as soon as possible. If there is no space available on the attendance register, a covering note with the candidate's name and candidate number should be attached. Any answer sheets or question papers for these candidates must be included with the answer materials for all candidates at the centre. Special Arrangements candidates should be identified as such on the attendance register.

**Supervisors and invigilators must also note the following important additional information:**

## Absent/withdrawn candidates

As well as recording a candidate's absence in the attendance column on the attendance register, the invigilator must shade the appropriate lozenge on the candidate's pre-printed answer sheet. The absent candidate's materials should be removed from the desk after allowing adequate time for a late arrival, in accordance with centre policy.

*Note: Under no circumstances should an absent candidate's answer sheet be used by another candidate.*

## Authorised and unauthorised materials

There are some materials that candidates can have at their desk during the examination. All other materials must be placed in a designated area.

### Authorised materials:

- photographic identification
- statements of entry
- pens, pencils and erasers
- medicine

### Unauthorised materials:

- dictionaries, spell-checkers etc
- paper (blank or otherwise) except the statement of entry and paper issued by the centre for rough work
- bags, luggage, coats, large pencil cases etc
- no smoking, eating or drinking is allowed during the exam except for plain, still water from an unbreakable bottle with a secure lid
- mobile phones, cameras or any recording devices

Note that in exceptional circumstances (e.g. due to local laws regarding personal possessions) it may be acceptable for candidates to switch off mobile phones and place them in a sealed envelope on their desk.

## Special Circumstances

- **Late arrivals** may be admitted at the supervisor's discretion if no other candidate has permanently left the room. They must be given the same instructions as other candidates and be allowed the full time for completion of the paper.
  - On the candidate's question paper and answer sheet(s), indicate the point reached at the time when the paper was due to finish, with particular care being taken if questions have not been answered in sequence.
  - If a candidate is late for a good reason (e.g. sudden illness or transport difficulties) and Cambridge ESOL is satisfied that there has been no breach of examination security, all the work completed by the candidate will be accepted.
  - If a candidate is late because of negligence or oversight (e.g. oversleeping or misreading the timetable) and Cambridge ESOL is satisfied that there has been no breach of examination security, the work completed within the scheduled examination times will be accepted.
  - A Late Arrival form should be completed and signed by the Centre Exams Manager.
- **Late arrivals** for Listening cannot be admitted once the test has started. However, the Centre Exams Manager may be able to allow the candidate to take the test using a different test version and scheduled later on the same day.
- **Temporary disability or difficulties** which affect performance should be reported with a Special Consideration form and signed by the Centre Exams Manager.
- **It is important to consider** whether adverse circumstances affect all the candidates in the room, a range of candidates in an area, or a single candidate.

## Malpractice

- Report anything unusual, such as suspicious behaviour of any candidates during the examination, to the supervisor or Centre Exams Manager. The candidate can be allowed to continue (at the supervisor's discretion) but a Malpractice form must be completed and signed by the Centre Exams Manager.
- Candidates should be advised that anyone who does not comply with the regulations may be disqualified. Should any candidate not comply, a Malpractice form must be completed and submitted to Cambridge ESOL using the contact details on the form. If appropriate, this should be accompanied by a Special Consideration form.

## Leaving the room

- A candidate may temporarily leave and return to the examination room at any time (except during the final 10 minutes) under appropriate supervision (e.g. including before-and-after search of toilets).
- Tell the candidate to turn their question paper and answer sheet face down on his or her desk.
- Ensure that the papers remain untouched until the candidate returns and resumes work.
- Remind the candidate that examination conditions remain in force during the time he or she is out of the examination room.

## Emergencies

If there is an emergency, such as a fire alarm or bomb alert, follow the instructions below:

- Evacuate the examination room following the instructions given by the appropriate authority.
- Ensure that all the question papers and answer sheets are left in the examination room.
- Ensure that candidates are supervised as closely as possible whilst they are out of the examination room to prevent collusion.
- After candidates have returned to the examination room and before the paper is resumed, indicate on each candidate's work where the interruption occurred. Be alert to the possibility of disturbance having been caused in the room during the candidates' absence.
- Note the time and length of the interruption.
- Allow candidates the full working time for the paper.
- If there is only a small number of candidates, consider taking the candidates, together with question papers and answer material, to another place to complete the examination.
- A report must be sent immediately to Cambridge ESOL, using a Special Consideration form.

## Safeguarding the welfare of children and young people

Supervisors and invigilators are responsible for safeguarding the welfare of children and young people they come into contact with during the examination.

## Venue requirements

---

### PLEASE ENSURE THAT

---

- Direction signs are clearly displayed where appropriate to enable candidates to find the room easily.
  - The current Cambridge ESOL **Notice to Candidates** is displayed in a prominent position outside (not inside) the examination rooms and is clearly visible to all candidates.
  - There is a **clock** in working order in each examination room, visible to all candidates (alternatively watches can be synchronised or other provision made to ensure all candidates have access to the same time).
  - There is a **board** or flipchart visible to all candidates showing the following information: centre number, the name of the examination, and the component about to be taken. The **start time** and **finish time** will then be entered as candidates start the examination.
  - All helpful material, such as posters or notices in English, have been removed from the examination room or completely covered.
  - Candidate numbers are clearly and securely displayed on each desk for the duration of the exam.
-

## Checking candidates' photographic identification

- 
- Check the candidates' identity documents and statements of entry (**ideally within the first 15 minutes of each written paper and before the start of the Listening test**).
- 

## Supervising the examination (written papers)

*No unauthorised person can be admitted to the examination room except for inspectors who must always provide proof of identity.*

- 
- The **Candidate Information Sheets** (CIS) should be completed by all candidates; the Centre Exams Manager has the choice as to when to ask candidates to complete them. Ensure candidates are aware that there are two sides to them.
  - Tell candidates to keep CIS and answer sheets flat and not to write on the big black rectangles at the top and on the side.
  - Collect CIS forms before starting the paper.
- 

## Starting the examination

The following are step-by-step instructions on how to administer **each** of the papers below:

- Paper 1: Reading
- Paper 2: Writing
- Paper 3: Use of English

**You must repeat this sequence at the beginning of each paper.**

- 
- 1 Switch off your mobile phone and ensure the mobile phones of all staff are switched off.
  - 2 Tell candidates to ensure that any unauthorised materials have been placed in a specifically designated area.
  - 3 Instruct candidates to disable the alarms on their mobile phones and watches and to then switch off their mobile phones. Mobile phones must be handed over to be put in a designated place and a warning should be issued that using the 'vibrate' mode is not adequate as it may interfere with playback equipment.
  - 4 Direct candidates to the desk bearing the right candidate number.
  - 5 Ensure that small pencil cases and documents required for identification have been checked for unauthorised materials, and that pencil cases in the candidates' possession are left open.
  - 6 Warn candidates about disruptive behaviour such as talking, copying, keeping or using unauthorised materials, etc.
  - 7 Distribute answer sheets. Answer sheets for consecutive papers should not be issued at the same time. Check that candidates are given answer sheets for the correct component(s) for each paper.
  - 8 Ask candidates to check the spelling of their name on the answer sheet and to let you know if there are any errors. Ensure this information is passed on to the Centre Exams Manager who will make any amendments via the Online Entries site.
  - 9 **Always open the question paper packets in the presence of candidates and distribute.**
  - 10 Tell candidates not to open the question papers until they are told to do so.
  - 11 Point out any important information about the paper (e.g. any errata).
  - 12 Ask candidates to look at the instructions on the front of the question paper and the separate answer sheet.
  - 13 Remind candidates that they must stop writing immediately when told to do so.
  - 14 **Read out the ORAL INSTRUCTIONS TO CANDIDATES in the appropriate grey-shaded box before each paper (there is an instruction box for each paper).**
-

## Once the instructions for the paper have been read out:

- 
- Allow a few minutes for questions about the instructions. You are not allowed to explain the questions.
  - Tell candidates that they may begin, specifying on the board the start and finish times for the paper.
  - Be mobile at all times.
  - Be alert to the possible use of any camera or recording device.
  - You must not perform any additional task in the examination room.
  - During Paper 2 (the Writing paper) remind candidates to write their responses within the grey lines in the spaces provided on the question paper, and encourage those who have not to do so.
- 

## Concluding the examination

- 
- Ten minutes before the end of the paper, tell candidates there are 10 minutes remaining and remind them that they must:
    - transfer their answers to the answer sheet (if relevant)
    - write within the grey lines in the spaces provided in the Writing paperTake this opportunity to ensure that they are doing so. **Repeat this warning 5 minutes before the end of the paper.**
  - Do not allow any candidate to leave the examination room in the final 10 minutes.
  - At the end of the paper tell candidates to put their pens or pencils down immediately and collect all question papers, answer sheets and rough paper before candidates leave the room (including those for early finishers).
  - If a candidate does not transfer all their answers to the Reading or Use of English answer sheets in time, the candidate's question paper may be returned and must be accompanied by a written report of the circumstances, otherwise answers will not be considered.
  - Question papers, answer sheets and rough work must be collected before candidates leave the examination room on completion of a paper.
  - Give the question papers and answer sheets to the Centre Exams Manager or supervisor, so that they can be checked and sealed in the appropriate envelope immediately after the finish of the paper and kept in secure conditions. Go to the *Post-examination arrangements* section at the end of this document.
-

## ORAL INSTRUCTIONS TO CANDIDATES

The following are the instruction boxes for each paper which should be read out to candidates just before they are allowed to open the question paper.

Translation of the instructions in the grey boxes (but not the rubrics on the questions) into other languages is allowed if the centre sees a need for it and it is practical.

### PAPER 1: READING – 1 hour

- Do not open the question paper until you are told to do so.
- Look at your name at the top of the answer sheet.
- If your name is correct, sign your name on the line just below.
- If your name is not correct, put your hand up now.
- If your name is not pre-printed, write your name, centre number and candidate number on the answer sheet.
- Read the instructions for each part of the paper carefully.
- There are 30 questions on this paper. Answer all the questions.
- Read the instructions on the separate answer sheet.
- Do not write over the black lines or black blocks printed on the answer sheet.
- Choose the answer you consider to be correct and record your choice in pencil (type B or HB) on the answer sheet.
- You may write on the question paper if you wish, but you must transfer your answers to the answer sheet within the time limit.
- Be careful to write your answers against the correct number on the answer sheet, especially if you have not answered some questions.
- Apart from signing your name at the top, do not write anything except answers on the answer sheet.
- You are not allowed to leave the examination room permanently within the first 40 minutes or the final 10 minutes.
- At the end of the examination you must hand in both the question paper and the answer sheet.
- Are there any questions?

### PAPER 2: WRITING – 1 hour 20 minutes

- Do not open the question paper until you are told to do so.
- Write your name, centre number and candidate number in the spaces on the question paper.
- Read the instructions for each part of the paper carefully.
- You must answer two questions: the Part 1 question and one question from Part 2.
- Your answers must follow exactly the instructions given.
- The Part 1 question should be between 120 and 150 words, and the Part 2 question should be between 120 and 180 words.
- You must write your answers in the spaces provided on the question paper, **within the grey lines**.
- Write clearly in pen, not pencil. You may make alterations, but make sure that your work is easy to read.
- **Do not write on the barcodes.**
- Write the number of the question you choose for Part 2 in the box provided.
- You are not allowed to leave the examination room permanently within the first hour or the final 10 minutes.
- At the end of the test you must hand in the question paper, as well as any notes you have made on rough paper. The notes will be destroyed.
- Are there any questions?

**PAPER 3: USE OF ENGLISH – 45 minutes**

- Do not open the question paper until you are told to do so.
- Look at your name at the top of the answer sheet.
- If your name is correct, sign your name on the line just below.
- If your name is not correct, put your hand up now.
- If your name is not pre-printed, write your name, centre number and candidate number on the answer sheet.
- Read the instructions for each part of the paper carefully.
- There are 42 questions on this paper. Answer all the questions.
- Read the instructions on the separate answer sheet.
- Do not write over the black lines or black blocks printed on the answer sheet.
- Record your answers in pencil (type B or HB) on the answer sheet.
- For questions 13–42, you must write your answer in capital letters. For questions 13–34, write one letter in each box.
- You may write on the question paper if you wish, but you must transfer your answers to the answer sheet within the time limit.
- Be careful to write your answers against the correct number on each answer sheet, especially if you have not answered some questions.
- Apart from signing your name at the top, do not write anything except answers on the answer sheets.
- You are not allowed to leave the examination room permanently within the first 25 minutes or the final 10 minutes.
- At the end of the examination you must hand in both the question paper and the answer sheet.
- Are there any questions?

## Supervising the Listening test

The Listening test is recorded on CD. Each candidate is provided with a question paper and an answer sheet. The test is divided into sections, and the recording on the CD is complete in itself, with all necessary pauses and instructions to candidates. The recording begins with an introduction to the test which also acts as a volume check. The CD is paused after the introduction to check that candidates can hear clearly and to make the necessary adjustments. **The recording is then played through and only stopped when you hear the announcement that the test has ended.**

**Follow instructions 1–11 on page 4 and then:**

- 
- Explain that candidates should write their answers on the question paper while listening to the recorded test and that they will be given 5 minutes at the end of the test to transfer their answers to the answer sheet.
- 
- No rough paper should be handed out.
- 
- Advise candidates to follow the numbering of the questions carefully. Remind candidates that answers must be written in pencil on the answer sheet. Remind them again that they will be required to hand in both question paper and answer sheet at the end of the test.
- 
- Tell candidates that at the end of the last part they will hear ‘There will now be a 5-minute pause to allow you to transfer your answers to the separate answer sheet’ and that there is a built-in pause. They will be given a further reminder 1 minute before the end of the test, after which they will hear the announcement that the test has ended and that they should put down their pencils and wait for the papers and answer sheets to be collected.
- 
- Inform candidates of the test version which they will hear (shown on the question paper and on the CD) and direct them to fill in this information on their answer sheet.
- 
- Announce that the Listening test recording will first be tested for sound quality.
-



## ORAL INSTRUCTIONS TO CANDIDATES

### PAPER 4: LISTENING – approximately 40 minutes

Tell candidates to look at the instructions on the front of the question paper and the separate answer sheet and read the following aloud:

- Do not open the question paper until you are told to do so.
- Write your name, centre number and candidate number on the question paper in the spaces provided at the top of the page.
- Look at your name at the top of the separate answer sheet.
- If your name is correct, sign your name on the line just below.
- If your name is not correct, put your hand up now.
- If your name is not pre-printed, write your name, centre number and candidate number on the answer sheet.
- Listen to the instructions for each part of the paper carefully.
- There are 30 questions on this paper. Answer all the questions.
- While you are listening, write your answers in the spaces provided on the question paper. You will have 5 minutes at the end to transfer them to the answer sheet.
- Read the instructions on the separate answer sheet.
- Do not write over the black lines or black blocks printed on the answer sheet.
- Use a pencil (type B or HB).
- Mark the test version lozenge on the answer sheet.
- Copy your answers onto the answer sheet.
- At the end of the examination you must hand in both the question paper and the answer sheet.
- Are there any questions?

**Tell candidates that you will now start the CD and that they may open their question papers and begin.**

- 
- During the Listening test remain in the position from which you have the best view of all candidates. Do not move around the room unless it is absolutely essential, as this can be distracting to candidates and may affect their ability to hear the recording.
- 

### Concluding the Listening test

- 
- At the end of the paper tell candidates to put their pens or pencils down immediately and collect all question papers, answer sheets and rough paper before candidates leave the room (including those for early finishers).
- 
- Give the question papers and answer sheets to the Centre Exams Manager or supervisor, so that they can be checked and sealed in the appropriate envelope immediately after the finish of the paper and kept in secure conditions. (See the *Post-examination arrangements* overleaf.)
-

## Post-examination arrangements

- Check that all papers have been collected and sort into materials to be returned to Cambridge ESOL and materials to be destroyed securely.
- Materials to be returned (see below) should be collated in candidate number order and should include answer sheets for absentees as relevant.
- Include attendance register and room plan in the script return envelope.
- Affix the bar coded label.

**The script return envelope should then be sealed immediately ready to be delivered to the person responsible for keeping it in a safe place and despatching.**

## Post-examination Materials Packing Checklist

<i>What to pack after the examination</i>	
<b>Candidate Information Sheet (CIS)</b>	Place CIS in the original envelope, if possible, or a similar A4 envelope marked CIS.
<b>Paper 1: Reading</b>	Include personalised answer sheets, room plan and attendance register in the script return envelope.  Give all question papers to the supervisor (for secure destruction or return to Cambridge ESOL).
<b>Paper 2: Writing</b>	Include used and unused question paper booklets, room plan and attendance register in the script return envelope.  Give any rough paper to the supervisor for secure destruction.
<b>Paper 3: Use of English</b>	Include personalised answer sheets, room plan and attendance register in the script return envelope.  Give all question papers to the supervisor (for secure destruction or return to Cambridge ESOL).
<b>Paper 4: Listening</b>	Include used question papers (interleaved with personalised answer sheets), room plan and attendance register in the script return envelope.  Return CDs and unused question papers to Cambridge ESOL under separate cover.

**Deliver all materials not being returned to Cambridge ESOL to the Centre Exams Manager for secure destruction.**

Special Consideration, Malpractice and Late Arrival forms should not be enclosed with candidates' answer materials, but sent separately to the Scheduled Processing Unit (Special Circumstances).

## Materials for candidates who arrive late

The question paper and answer sheet(s) should be included in the return envelope in sequence with the other candidates' work. The Centre Exams Manager must send the completed Late Arrival form to Cambridge ESOL as directed on the form, accompanied by a Special Consideration form if appropriate.

## Materials for candidates with Special Arrangements

If a candidate has had administrative Special Arrangements only, there is no change to standard procedure.

If a candidate has had modified materials, follow the procedure below:

- put the candidate's answers for each paper in a separate marked envelope
- insert the envelope in candidate number order in the correct script packet
- mark the outside of each script packet 'Candidate with Special Arrangements'
- despatch the script packets (and any other materials, such as *Instructions to Supervisors* booklets and CDs) to Cambridge ESOL in the usual way.

If the candidate answers need transcribing, please refer to *The recording of answers* section in the Appendix of the Handbook.



