

For exams where candidates answer in an answer booklet a small number of candidates may need continuation booklets if they run out of space. Continuation booklets are sent in your pre-exam despatch. If you run out of continuation booklets, give your candidates A4 lined paper. For exams where candidates answer on the question paper give your candidates A4 lined paper if they run out of space.

The invigilator must make sure that only specified items are given to candidates.

For multiple-choice tests individual pre-printed answer sheets are provided for each candidate. The invigilator must make sure that each answer sheet is given to the correct candidate and that the sheets relate to the subject and the component being examined.

Candidates must:

- provide their own pens, pencils, ink, drawing instruments (including rulers) and erasers
- write their answers legibly in permanent, non-erasable black or dark blue ink
- use soft pencils (type B or HB is recommended) for multiple-choice tests
- use pencils or pens in other colours for diagrams and maps only if indicated on the question paper.

During the exam candidates must not use:

- red or green ink
- correcting fluid or tape
- highlighter pens on answer sheets, answer booklets or in the answer sections of combined question and answer booklets.

Candidates may use highlighter pens on question papers or question sections of combined question and answer booklets.

5.1.6.1 Calculators

Candidates may use calculators in exams unless the relevant syllabus and the front of the question paper state that calculators are prohibited. If the syllabus or the front of the question paper do not state that calculators are prohibited or do not mention calculators, candidates can use a calculator if they want to.

Invigilators should check a sample of the candidates' calculators before the start of the exam to make sure they comply with the regulations below.

- We may, in consultation with the relevant Cambridge Associate, issue specific local regulations for the use of calculators. Where this happens, the local regulations will override the regulations below.

5.1.6 Stationery, materials and other equipment

Our additional exam materials list is updated before each series. For components where candidates need additional materials, use the database (www.cambridgeinternational.org/database) to check:

- which additional materials you need to provide
- which exam materials we provide
- whether candidates should answer directly on the question paper, on multiple-choice answer sheets or in an answer booklet provided as an insert in the question paper.

For exams where calculators are allowed, you must tell candidates the following:

- (a) The calculator must be of a suitable size for use during an exam.
- (b) The power supply for the calculator is the responsibility of the candidate and must be integral to the calculator. The candidate can bring a spare set of batteries into the exam in transparent packaging.
- (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) We will not consider a calculator fault as justifying special consideration for the candidate.
- (f) Candidates must not have calculator cases (unless they cannot be removed), instruction leaflets or any instructions or formulae printed on the lid or cover of a calculator, or similar. Any cover or case that the candidate cannot remove should be checked by an invigilator to ensure that it does not contain any unauthorised information.
- (g) Candidates must not borrow calculators from other candidates during the exam for any reason, although the invigilator can provide a candidate with a replacement calculator if the centre has one available.
- (h) Candidates must clear any information and/or programs stored in the calculator's memory before and after the exam; retrieval of prepared information and/or programs during the exam, or removal of question paper content from the exam room, is malpractice.
- (i) Candidates can use programmable calculators. However, calculators with any of the following facilities are not allowed, unless stated otherwise in the syllabus:
 - graphic display
 - data banks
 - dictionaries
 - language translators
 - retrieval or manipulation of text or formulae
 - QWERTY keyboards
 - built-in symbolic algebraic manipulations (output must be numeric not algebraic)
 - symbolic differentiation or integration (output must be numeric not algebraic)
 - capability of any remote communication.

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

5.1.6.2 Dictionaries

Electronic dictionaries are not allowed in any exam; this includes tablets and e-readers.

Cambridge O Level, Cambridge International AS & A Level and Cambridge Pre-U

Dictionaries are not allowed in these exams, except where specifically permitted by the syllabus.

Cambridge IGCSE

Simple translation dictionaries are allowed, except in language exams or where they are specifically prohibited in the syllabus. 'Simple translation dictionary' means a dictionary that only translates the word and does not give a translation of the meaning or definition of the word.

Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

Simple translation dictionaries are allowed in science and mathematics tests. They are not allowed in English and English as a second language tests.

5.1.6.3 Science papers

(a) The following materials must be available to candidates in all science papers:

- ruler (300 mm)
- protractor.

We do not list these materials on science question papers.

(b) You can provide candidates with graph paper if they ask for it.

(c) Candidates are permitted to use calculators in all science papers.

5.1.6.4 Mathematical tables

Candidates can only use mathematical or statistical tables that are permitted by the syllabus or included in the additional materials section of the question paper. You must provide these for the duration of the exam.

5.1.6.5 Geography papers

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

5.1.7 Authorised and unauthorised materials

It is essential that you make sure candidates do not bring any unauthorised materials into the exam room.

5.1.7.1 Authorised materials

Candidates can only take articles, instruments or materials into the exam room which are expressly permitted in the instructions on the question paper,

in the additional exam materials list or in the syllabus booklet.

The Head of Centre can decide whether to allow candidates to bring food and drink into the exam room. If they decide to allow this they must make sure it is done in accordance with our regulations on packaging and labelling (see below) and that other candidates are not disturbed.

5.1.7.2 Unauthorised materials

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

Unauthorised materials include:

- * bags
- * calculator cases
- * instruction leaflets
- * non-transparent pencil cases
- * any packaging with images or text on it (candidates should put food, drink, batteries or any other equipment in transparent, plain packaging)
- * computers of any sort
- * any recording device
- * electronic or radio communication devices
- * e-readers
- * mobile telephones
- * tablet computers
- * cameras
- * Bluetooth headsets
- * smart watches or any watch capable of electronic storage or communication. **NEW** The Head of Centre can decide whether to allow candidates to bring standard wrist watches into the exam room. If you allow this, invigilators must make sure candidates place them on their desk and that they are visible to invigilators in the exam room
- * any other electronic device that enables external communication or the storage and retrieval of data.

This list does not include every possible item that would be considered 'unauthorised'. 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 exam room.

All electronic items, including mobile phones and Bluetooth devices, must be switched off and left

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