

Examination Centre Inspection Report

Centre No	TH068	Centre Name	Headstart International School
Head of Centre/Examinations Officer	RALPH MILLINGTON		
Examination in Progress	German	Syllabus Code	0525/12

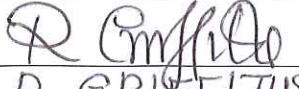

Complete each box by ✓ if completely satisfactory, * if unsatisfactory, ? if minor points or N/A if inapplicable.

Key Time and Full Centre Supervision	local Key Time? 1200 + 1600	Full Centre Supervision? ✓	invigilation/supervision number? 1:2	no unauthorised electronic material ✓	no contact with candidates not under FCS ✓	
Security of Question Papers, Scripts and Stationery	suitable safe or container ✓ location ✓	room and container locked ✓ alarm or burglar bars	key holder arrangements ✓	delivery/ checking of question papers ✓	question papers unopened ✓	
Examination Room (s)	Cambridge 'Notice to Candidates' and 'Candidate Warning' signs ✓	arrangement of desks ✓	spacing of candidates (1.25m) ✓	no 'side flaps' or sharing of desks ✓	noise temp ✓ ✓ clean light ✓ ✓	
	index no.'s on desks ✓	seating in candidate number order ✓	clock ✓	no helpful display material ✓	room type e.g. gym, library Library	
Conduct of Examination	invigilators and/or supervisors ✓	number - ✓ punctual - ✓ experienced - ✓ mobile - ✓ attentive - ✓	instructions for the conduct of Cambridge examinations available ✓	identification of candidates N/A	calculators checked N/A	
attendance register ✓	issue of question papers ✓	prompt start/finish ✓	start/finish times indicated ✓	Cambridge Centre Number displayed ✓	no unauthorised bags /materials, e.g. mobile phones ✓	seating plan ✓
means of summoning assistance ✓	invigilation timetable ✓	controlled speech and movement (practicals) N/A	correct announcements made ✓	script collection and despatch ✓	listening tests - CD/tape tested, quality of sound ✓	24 Hour Rule ✓

Other comments (continue on separate sheet if necessary)	
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Assessment (Tick one)	completely satisfactory	✓	satisfactory with minor points noted	
	some cause for concern		serious deficiencies - revisit	

General points raised by the Centre (continue on separate sheet if necessary)	An excellently run exam centre with a most helpful & professional Exams Officer
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Signature of Inspector	 R GRIFFITHS	Time	Arrived 1255	Date	19.5.14
			Left		
Name (block letters)	R. GRIFFITHS	Exam Start	1.16		
Signature for Centre	 R. MILLINGTON	Name (block letters)	R. MILLINGTON		