



Instructions for conducting Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint pretests

1. Before the pretests

Definition of a Checkpoint pretest

All questions that are used in Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint tests have been pretested by Cambridge International schools. We pretest questions for future series with candidates who are entered for the current test series. This ensures Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint questions are assessing performance reliably and the standards of the tests are maintained year on year.

We pretest all subjects, as shown below:

Cambridge Primary Checkpoint

English as a Second Language (0837)

English (0844)

Mathematics (0845)

Science (0846)

Cambridge Lower Secondary Checkpoint

English as a Second Language (1110)

English (1111)

Mathematics (1112)

Science (1113)

Pretest papers have the same format as the papers your candidates will take during the live test series. Candidates must take pretests in exam conditions and within a specified test window for the series. You then return your completed question papers to Cambridge International by a specific date.

We do not send you diagnostic feedback following the pretests. The results of the pretests are anonymised and used to analyse the standard of the tests. We do not use them to assess the performance of candidates or centres.

Who takes pretests

Candidates can take part in pretests for a particular syllabus if they have an entry for that syllabus in the live test series. For example, if a candidate has been entered for Cambridge Primary Checkpoint Science in the October series, they can take part in pretesting for Cambridge Primary Checkpoint Science in the October series of the same year.

When pretests take place

Pretests take place before the live test series. This gives your candidates the opportunity to practise in an exam environment before the live tests. You must conduct the pretests within the test window shown in your invitation letter and in the despatch note in the centre pack we send you with the pretest question papers.



Reasons to take part

We do not send you diagnostic feedback following the pretests but there are a number of reasons to take part:

- Pretest papers have the same format as the papers your candidates will take during the live test series and pretests must be taken in exam conditions. Therefore, sitting pretest papers gives your candidates the opportunity to practise in an exam environment before the live tests.
- For each pretest series we produce different versions of the same component. We will pay you 2.50 GBP for each completed original pretest paper you return to us (up to a maximum of 25 papers per version of the component). This amount will be credited to your account approximately four months after the pretests.
- There is no entry fee for taking part and we pay for your question papers to be returned to Cambridge International after the pretests.

Format of the pretest

How does pretesting work?

We ask centres to tell us how many candidates will take the pretests for each subject. We then allocate pretest question papers to participating centres on a first come, first served basis.

How many candidates can take part?

You must enter at least 10 candidates per subject for pretesting. You can enter all candidates for pretesting that are entered for the live test series. We will endeavour to send you enough pretest question papers for all your candidates, however, this might not always be possible.

How many papers will my centre receive?

For each pretest series we produce different versions of the same paper. *Example:* For Cambridge Primary Checkpoint English, we may produce two versions of Paper 1 (Reading) and two versions of Paper 2 (Writing).

You will receive a maximum of 25 papers for each version of a pretest question paper. Your centre could receive a combination of different versions of the same paper and a combination of components for the same subject. This allows us to accurately analyse candidates' performance around the world.

Please note that limited numbers of question papers are sent to centres and we need to ensure that we receive a large enough sample to make sure that the Cambridge Checkpoint questions are assessing performance reliably and that the standards of the tests are maintained year on year. With this in mind, please ensure that you:

- request only syllabuses that you believe are relevant to your candidates, so that we can allocate scripts to centres accordingly
- make every effort to complete all the papers we allocate to you.

For Cambridge Primary and Lower Secondary Checkpoint English and Maths, pretest candidates do not need to sit all the components of a subject.

However, the process is slightly different for:

- Cambridge Primary Checkpoint English as a Second Language
- Cambridge Lower Secondary Checkpoint English as a Second Language.

Candidates taking the pretest for Paper 1 (Reading) must also take the pretest for Paper 3 (Listening). The same candidates must take Papers 1 and 3 so that we can assess individual questions from both components together. Paper 2 (Writing) can be taken on its own.



Example: If you have 30 candidates taking the Cambridge Primary Checkpoint English as a Second Language pretest, you could arrange for all 30 candidates to take Papers 1, 2 and 3. Alternatively, you could arrange for one group of candidates to take Papers 1 and 3 in separate tests, and the second group to take Paper 2.

Pretest question paper confidentiality

Cambridge Checkpoint pretest question papers are classed as confidential materials. To safeguard confidentiality, you are not allowed to photocopy Cambridge Checkpoint pretest question papers. You must return all pretest question papers – used and unused – to Cambridge International.

Distribution of question papers

We will endeavour to send you enough question papers for all your candidates. We allocate pretest papers on a first come, first served basis and it might not always be possible to fulfil all requests.

Example: Your Centre has entered 225 candidates to take part in Cambridge Primary Checkpoint pretests, as shown below.

Subject	Number of candidates taking the pretests
English as a Second Language (0837)	55
English (0844)	20
Mathematics (0845)	75
Science (0846)	75

We may only be able to send you 165 question papers, as detailed in the following table.

Syllabus, component and version	Total number of question papers
English as a Second Language	
0837/01 (Reading) pretest 1	10
0837/02 (Writing) pretest 1	15
0837/03 (Listening) pretest 1	10
0837/01 (Reading) pretest 2	10
0837/02 (Writing) pretest 2	
0837/03 (Listening) pretest 2	10
English	
0844/01 pretest 1	10
0844/02 pretest 1	
0844/01 pretest 2	
0844/02 pretest 2	10
Mathematics	
0845/01 pretest 1	10
0845/02 pretest 1	10
0845/01 pretest 2	15
0845/02 pretest 2	15
Science	
0846/01 pretest 1	25
0846/02 pretest 1	
0846/01 pretest 2	15
0846/02 pretest 2	
Total number of question papers sent by Cambridge International	165

55 English as a Second Language papers

20 English papers

50 Mathematics papers

40 Science papers



In this example, you:

- have the correct number of English as a Second Language papers
- have the correct number of English papers
- have only 50 Mathematics papers – 25 less than requested
- have only 40 Science papers – 35 less than requested

You will be able to pretest Checkpoint with 165 candidates out of the 225 originally entered, and you will receive credit for returning the 165 completed question papers. You must return them to Cambridge International with any English as a Second Language CDs you have received. You cannot keep any question papers or CDs to use as teaching materials because this would compromise the integrity of future tests.

2. Test day

Conducting the pretests

It is very important that pretests are conducted in the same way as live Checkpoint tests so that we can assess the performance of individual questions under real exam conditions.

The completed question papers you return to us must be the candidates' own work. Teachers must not answer questions relating to the content of the pretest or help the candidates in any way.

Please administer pretests in the same way as live Checkpoint tests, using the same centre and candidate numbers.

The room

The room that you use to conduct pretests should be large enough to accommodate the candidates comfortably. Seating arrangements must prevent candidates from viewing the work of others, intentionally or otherwise.

Please try to remove or cover any display material in the room that may help candidates, such as wall charts and diagrams.

Before the start of each pretest, make sure all candidates have a pretest question paper, a pen/pencil and any other equipment they will need during the pretest, for example a ruler or protractor.

During the pretests

- Ask the candidates to write their name, candidate number and centre number in the boxes at the top of the front page of the question paper.
- Complete the attendance register.
- Do not tell candidates about any errors they make when answering the questions.
- Do not give candidates any information that would help them answer the questions.
- Supervise candidates as you would in a live test.
- Make sure candidates cannot view other candidates' work and make sure they do not talk or communicate with each other in any way.
- Follow the time and instructions on the front of the question paper.



3. After the pretests

Returning completed question papers to Cambridge International

We pay for your completed question papers and any English as a Second Language CDs you have received to be returned to Cambridge International after the pretests.

Return all question papers and CDs to Cambridge International using the envelopes and labels provided in the centre pack that we send you before the pretests. Your question papers and CDs must arrive by the date specified in your invitation letter and in the despatch note of your Centre pack.

When you arrange for the return of your question papers and CDs, quote the free postage codes shown in the despatch note of your centre pack.

If you have any problems returning your question papers and CDs, for example if the courier does not accept the code, email info@cambridgeinternational.org immediately. Please include a contact name and telephone number for your centre in the email. We will then arrange for your question papers to be collected free of charge.

Important: Pretest question papers and CDs are strictly confidential. Materials must not be retained, reproduced, copied or shared without our permission. You can only use it for the conducting of pretests with candidates at your school. All materials must be returned to Cambridge after you have conducted the pretests.

Crediting accounts

We will pay you 2.50 GBP for each completed question paper you return to us (up to a maximum of 25 papers for each version of the paper). Your centre's account will only be credited for returning the original papers that we send you before the pretests. These are shown in the table in the despatch note of your centre pack.

The total amount will be credited to your centre's account approximately four months after the pretests.

4. Further information and contact details

If you need further information about Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint pretests, please do not hesitate to get in touch with us using the contact details below:

Email: info@cambridgeinternational.org

Telephone: +44 1223 553554

Customer Services address:

Customer Services
Cambridge Assessment International Education
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

When contacting us please make sure you include your centre name and number.

If you work in an Associate Centre you should contact your Cambridge Associate with any queries.