

Cambridge Administrative Guide 2013 (International)

Guidance for exams officers
administering Cambridge
examinations

Valid for examinations in 2013



CAMBRIDGE
International Examinations

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This guide is for exams officers who are responsible for administering Cambridge examinations. It provides detailed information and guidance on all the administrative tasks and activities exams officers need to carry out during the exams cycle of each examination series.

Alongside this guide, you also need to read and understand the ➤ *Cambridge Handbook*. It sets out the regulations for all Cambridge examinations and assessments. The handbook forms the legal contract between Cambridge and the Centre/Cambridge Associate.

Cambridge Primary and Cambridge Secondary 1

For guidance on administering Cambridge Primary Checkpoint and Cambridge Checkpoint please see the *Cambridge Primary Checkpoint and Cambridge Checkpoint Administrative Guide* available from www.cie.org.uk/examsOfficers

Cambridge International Diplomas and ICT Starters

For guidance on administering Cambridge International Diplomas and ICT Starters please see the *Cambridge International Diplomas and ICT Starters Administrative Guide* available to download from the 'Support Materials' section of [CIE Direct](#).

The *Cambridge Administrative Guide* covers the qualifications below.

Cambridge Secondary 2

- Cambridge International General Certificate of Secondary Education (Cambridge IGCSE®)
- Cambridge International Certificate of Education (ICE)
- Cambridge O Level

Cambridge Advanced

- Cambridge International AS Level
- Cambridge International A Level
- Cambridge Advanced International Certificate of Education Diploma (AICE Diploma)
- Cambridge Pre-U

The guide is designed to support both new and experienced exams officers. It gives an overview of the exams cycle and detailed descriptions of the procedures that you need to follow.

The document is divided into the sections below:

- an overview of the Cambridge Exams Cycle
- an overview timeline of the major activities for each examination series, followed by details of the key dates and activities for each month
- a section for each phase of the Cambridge Exams Cycle which will take you through all the tasks and activities you need to complete for that phase, telling you what you need to do and how you need to do it
- an A–Z of terms to clearly explain the meaning of the key words and phrases we use throughout the guide.

If you work in an Associate Centre you need to comply with any extra local arrangements required by your Cambridge Associate.

We reserve the right to amend or vary the arrangements detailed in this guide at any time. We will communicate any changes to you. The changes will have immediate effect unless otherwise stated.

NEW

New for 2013



Look out for the 'Extra guidance' icon highlighting the extra support we provide for each phase of the exams cycle, for example, online tutorials or 'how to' guides.

Also look out for the **A** icon that highlights our processes for Cambridge Associates and their Associate Centres.

Key to icons

To make it easier for you to find the information you need quickly we have developed a set of icons especially for exams officers.

NEW

New or updated information

Highlights new or updated information so you know what has changed from last year.



Important dates

Highlights the key dates on each page.



CIE Direct

You will see this icon whenever there is a reference in the text to CIE Direct.



Cambridge Handbook

You will see this icon whenever there is a reference in the text to the *Cambridge Handbook*.



Administrative forms

Appears next to the administrative forms referenced on the page. **NEW** See the back of this guide for a full list of all our administrative forms.



Important information

Highlights the key pieces of information on each page.



Extra guidance

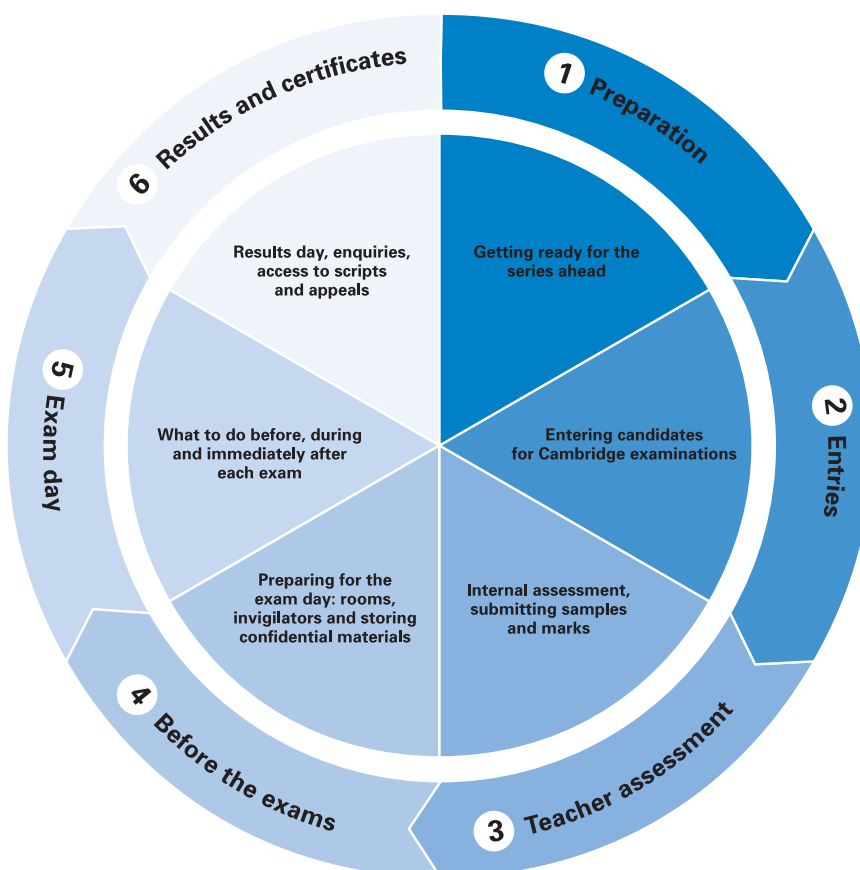
Highlights extra support available, for example, online tutorials or 'how to' guides.



Processes for Cambridge Associates and their Associate Centres

Highlights differences to processes for Cambridge Associates and their Associate Centres.

The Cambridge Exams Cycle



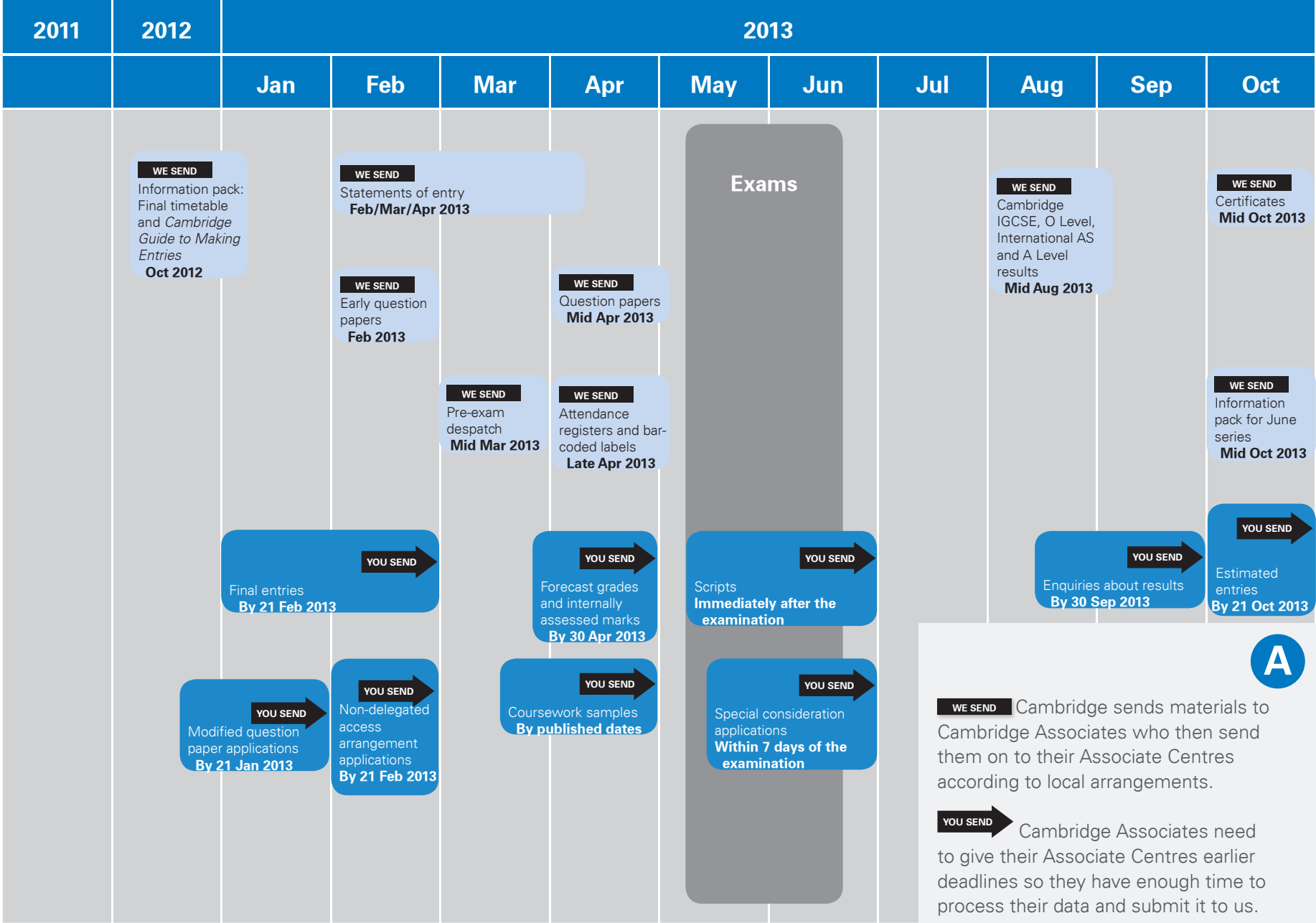
There are many different activities that need to take place to successfully deliver an exam. Sometimes, it can be challenging to remember what needs to happen when. We run two exams series a year, known as the June series and the November series, so many of our exams officers are managing different processes for different series at the same time. Our processes are grouped into six different phases to help you keep track of what you need to do when. We call this the 'Cambridge Exams Cycle'.

The cycle includes every phase of the process from the planning and preparation that takes place before you enter your candidates, to giving your candidates their certificates. The cycle has six phases:

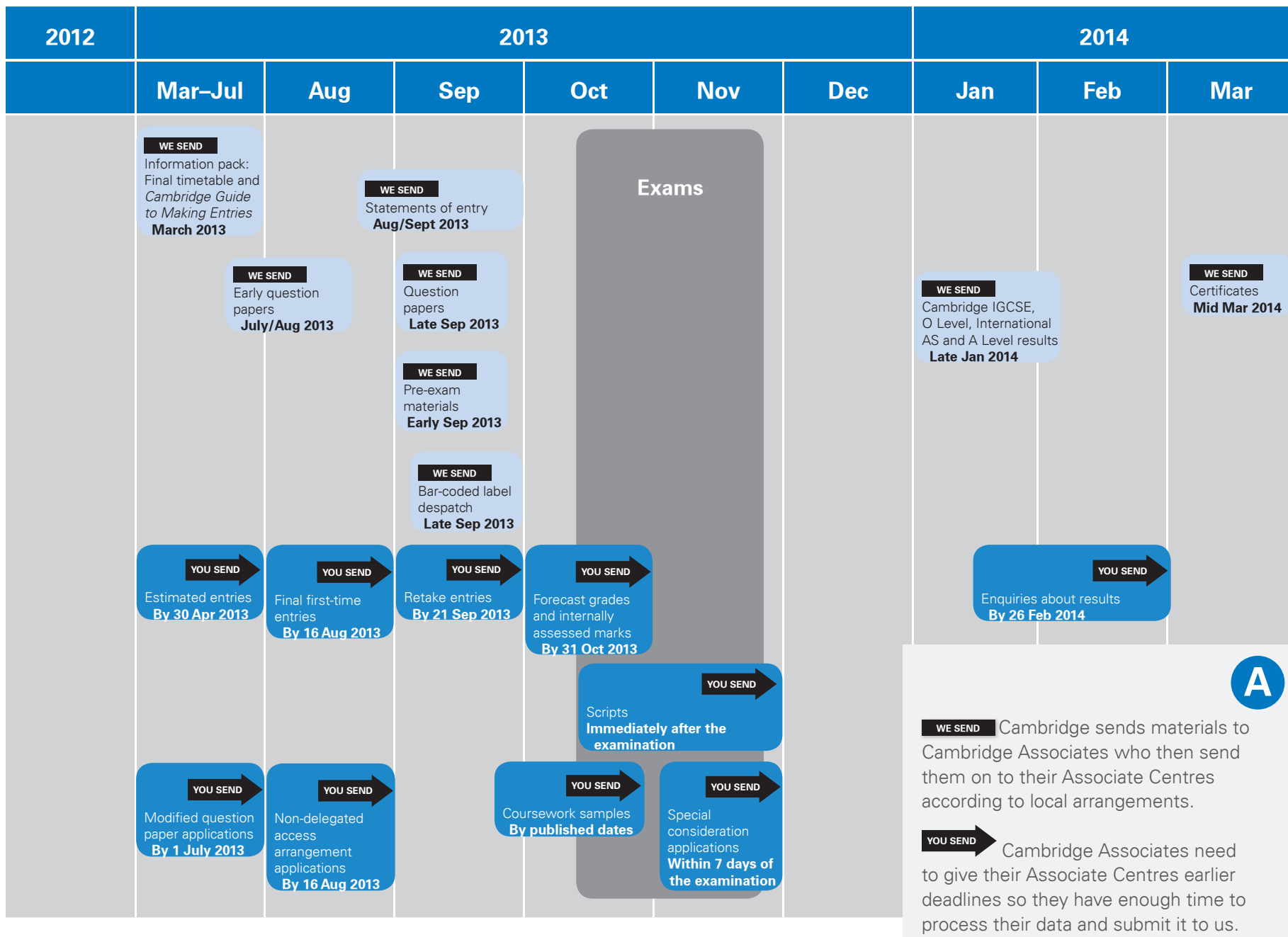
1. Preparation
2. Entries
3. Teacher assessment
4. Before the exams
5. Exam day
6. Results and certificates

All our support for exams officers is structured around this exams cycle, so at a glance you can see which phase of the cycle the communication relates to – helping you prioritise and manage your workload.

Key dates and activities overview – June series



Key dates and activities overview – November series





Key dates and activities: Monthly diaries

January–December

The monthly diaries show the dates we send information to, and need to receive information from Cambridge Associates and Cambridge International Schools. Cambridge Associates need to agree dates for when they will send information to, and receive information from their Associate Centres.

- We send (the date we despatch materials or information to you)
- You send (the date information or materials you send reach Cambridge)
- Information (other dates, for example late entry fee start dates)

January 2013

Date	June series	November series
◀ We send		
1	Cambridge Exams Officer eNewsletter containing all the dates and deadlines for the tasks you need to complete this month.	
	Question papers for Cambridge IGCSE Art and Design (0400/01, 02) and question paper for Cambridge International AS and A Level Art and Design (9704/01) available to download from  CIE Direct and Teacher Support.	
You send ▶		
21	Deadline for receipt of applications for modified question papers ('Preparation – Form 3').	
◀ We send		
22		November 2012 series provisional examination results available to download from  CIE Direct.
31		November 2012 series statements of results for issue to candidates.

Other activities to think about in January 2013

November 2012 series

- You can issue results to candidates (not including Cambridge Pre-U) as soon as they are available on [CIE Direct](#).
- If you have not received your hard-copy results by the end of January 2013 contact our Customer Services team.

Other activities to think about in January 2013 (continued)

June 2013 series

- The closing date for final entries is 21 February 2013. Please submit your entries to us at least two weeks before this date so you have time to make any amendments before the entry deadline.
- The deadline for receipt of applications for access arrangements that you need our permission to use is 21 February 2013. We may not be able to accept any applications after this date.

February 2013

Date	June series	November series
◀ We send		
1	Cambridge Exams Officer eNewsletter containing all the dates and deadlines for the tasks you need to complete this month.	
You send ▶		
1		Deadline for draft question papers and mark schemes for the Cambridge IGCSE and Cambridge International AS Level school-based assessments.
15		Deadline for submission of candidate name changes for the November 2012 series.
◀ We send		
15	NEW Early question papers and instructions (excluding science practicals) despatched based on your estimated entries. After 15 February these materials will be despatched based on your final entries.	
15 onwards	NEW Science practical instructions based on final entries.	
You send ▶		
21	Deadline for receipt of final examination entries. We will charge late entry fees for entries and amendments received after this date.	
	Deadline for receipt of access arrangement applications that you need our permission to use ('Preparation – Form 1').	

February 2013 (continued)

Date	June series	November series
22	Start of first level late entry fees (22 February–20 March).	
You send ►		
26		Deadline for receipt of enquiries about results for the November 2012 series. All enquiries must be made on 'Results and Certificates – Form 1' or 'Results and Certificates – Form 4' if you work for a ministry of education.
◀ We send		
28	Throughout late February and March, statements of entry and candidate entry lists.	

Other activities to think about in February 2013

November 2012 series

- Make sure all your candidate names are correct on results documentation ready for the certificates we will send to you next month. There is an administrative fee for any requests to amend candidate names received after 15 February 2013.
- Submit all your requests for enquiries about results before the deadline of 26 February 2013. We will not accept requests received after this date. Remember that we will invoice you for any enquiries about results so please do not enclose any payment with your application.

June 2013 series

- We will charge late entry fees for all entries and entry amendments we receive after 21 February 2013.
- The Cambridge International AS and A Level Applied ICT practical examinations take place before the main timetabled examination series. Please make sure you make all your entries by 21 February 2013 for these examinations.
- We will send you statements of entry within two weeks of receiving your entries. If you have not received your statements of entry after two weeks contact us. If you use [CIE Direct](#) online entries you can download your statements of entry from [CIE Direct](#) within 48 hours of submitting your entries.
- Please store securely any practical question paper materials and instructions you receive until the relevant examination. Check that you have all of the materials you need for these examinations. Contact us immediately if there are any problems.

March 2013

Date	June series	November series
1	Start of Cambridge IGCSE oral and practical examination period (see June 2013 final timetable for full details of ranges of dates for each component).	
◀ We send		
1	<i>Cambridge Exams Officer eNewsletter</i> containing all the dates and deadlines for the tasks you need to complete this month.	
15	Data files for Cambridge International AS and A Level Applied ICT Practical (9713/02) available to download from CIE Direct . A Data files for Cambridge Associates will be available on 13 March to allow time to distribute to Associate Centres.	Certificates for the November 2012 series.
16	Pre-exam despatch (examination stationery, administrative documents, despatch labels and envelopes).	
20	NEW Start of Cambridge International AS and A Level Applied ICT Practical session (9713/02) (20–26 March).	
21	Start of second level late entry fees (21 March–3 April).	
◀ We send		
31		Estimated entry forms by email; these are also available from CIE Direct . To be returned by 30 April 2013.
		<i>Cambridge Guide to Making Entries</i> .
		Final timetable, also available from CIE Direct .
You send ▶		
31	Deadline for notification of any delegated access arrangements you plan to use ('Preparation – Form 4').	

Other activities to think about in March 2013



November 2012 series

- When you receive your certificates check them carefully. The deadline for requesting replacement certificates is 30 April 2013.

June 2013 series

- **NEW** Our Cambridge office is closed from 29 March to 1 April 2013.
- Remind teachers that you need to submit internally assessed marks for the majority of syllabuses and all forecast grades by 30 April 2013.
- Check the contents of your pre-exam despatch and let us know without delay if you are missing anything.
- We will send your attendance registers and bar-coded labels for timetabled examinations at the end of April.
- When you receive your statement of entries check these carefully and let us know if any of the information is incorrect.



April 2013

Date	June series	November series
You send ▶		
1	Nomination of Oral Examiner Forms for Cambridge International AS and A Level languages.	
◀ We send		
1	<i>Cambridge Exams Officer eNewsletter</i> containing all the dates and deadlines for the tasks you need to complete this month.	
1	Start of speaking test examination period for Cambridge International AS and A Level languages (1 April–1 June).	
4	Start of third level late entry fees (4–17 April).	
◀ We send		
8	Data files for Cambridge International A Level Applied ICT Practical (9713/04) available from  CIE Direct.  Data files for Cambridge Associates will be available on 4 April to allow time to distribute to Associate Centres.	

April 2013 (continued)

Date	June series	November series
11	NEW Start of Cambridge International A Level Applied ICT Practical session (9713/04) (11–17 April).	
◀ We send		
12	Question papers and multiple-choice answer sheets.	
15	Data files for Cambridge IGCSE ICT Practical Test A Early Sitting (0417/21) and Test B Early Sitting (0417/31) available from CIE Direct . A Data files for Cambridge Associates will be available on 11 April to allow time to distribute to Associate Centres.	
You send ▶		
17	Final deadline for late entries and entry amendments. We will not accept any entries or entry amendments submitted after this date.	
	Deadline for timetable deviation forms ('Preparation – Form 2').	
18	NEW Start of Cambridge IGCSE ICT Practical Test A Early Sitting (0417/21) and Practical Test B Early Sitting (0417/31) (18–24 April).	
◀ We send		
22	Data files for Cambridge IGCSE ICT Practical Test A Late Sitting (0417/22) and Test B Late Sitting (0417/32) available to download from CIE Direct . A Data files for Cambridge Associates will be available on 18 April to allow time to distribute to Associate Centres.	
25	NEW Start of Cambridge IGCSE ICT Practical Test A Late Sitting (0417/22) and Practical Test B Late Sitting (0417/32) (25 April–1 May).	

April 2013 (continued)

Date	June series	November series
◀ We send		
27	Attendance registers and bar-coded labels for timetabled components.	
30	<i>Subject Syllabus and Support Materials</i> DVD for 2015 .	Examiner reports on the November 2012 series on <i>Syllabus and Support Materials</i> DVD.
You send ▶		
30	Deadline for forecast grades. Cambridge Schools can submit their forecast grades online through  CIE Direct.	Deadline for requests for missing certificates for the November 2012 series.
	Deadline for internally assessed marks (see 15 May for Cambridge IGCSE languages and 7 June for Cambridge AS and A Level languages). Cambridge schools can submit their internally assessed marks online through  CIE Direct.	Deadline for completed estimated entry forms (used to despatch question papers for examinations taken before the main examination period).
	Deadline for internally assessed samples, a copy of your internally assessed marks report/sheet and Working Mark Sheets (see 15 May for Cambridge IGCSE languages and 7 June for Cambridge AS and A Level languages).	
	Deadline for return of Cambridge IGCSE Art and Design (0400/01, 02) form ('Teacher Assessment – Form 5').	
	Deadline for Cambridge International AS and A Level Art and Design coursework (9704/02, 03).	
	Deadline for externally assessed coursework for Cambridge IGCSE Art and Design (0400/03, 04), Cambridge International AS and A Level Music (8663/06 and 9703/03, 04, 05).	

Other activities to think about in April 2013

June 2013 series

- **NEW** Our Cambridge office is closed from 29 March to 1 April 2013.
- Start your general preparation for the June series. Make sure that all invigilators are appointed and trained and that all examination venues are arranged and candidates know the dates, times and examination venues.
- Please label individually all coursework samples due to be submitted for moderation. Use the 'Coursework identification labels (Exam Day – Label 2) supplied in the pre-exam despatch. You can also download them from www.cie.org.uk/exams/officers
- Store Test Cards and Teachers' Notes booklets for speaking tests in a secure place until the end of the speaking test examination period.
- By the end of April, you will receive your examination administrative materials and question papers. Check you have all the question papers you need, do not open any of the question paper packets and store them in a secure place. If you have not received these materials by 30 April contact us immediately.
- Check that you have enough examination stationery. **NEW** You can find details of the stationery items you need for each question paper in the *Additional Materials List*, available in the 'Support Materials' section of [CIE Direct](#) in advance of each exam series.
- We need to receive all your late entries and entry amendments by 17 April 2013. We will not accept any late entry amendments after this date.
- The deadline for timetable deviation applications is 17 April 2013. Use 'Preparation – Form 2' to make an application.

Future examination series

- If you need extra copies of the *Syllabus and Support Materials* disc, contact our Customer Services team.

May 2013

Date	June series	November series
◀ We send		
1	<i>Cambridge Exams Officer eNewsletter</i> containing all the dates and deadlines for the tasks you need to complete this month.	
7	Start of examination period.	

May 2013 (continued)

Date	June series	November series
You send ►		
15	Deadline for internally assessed marks for Cambridge IGCSE language speaking tests. Cambridge schools can submit their marks online through CIE Direct .	
	A copy of your internally assessed marks report/sheet, Working Mark Sheets and recorded samples for Cambridge IGCSE language speaking tests.	
31	NEW Deadline for electronic submission of externally assessed coursework for: Cambridge International AS Level Global Perspectives (8987/02, 03) and Cambridge International Pre-U Global Perspectives and Research (9766/02, 03).	
◀ We send		
31	Provisional timetable for the June 2014 series available from CIE Direct .	

Other activities to think about in May 2013

June 2013 series

- After each examination, collect and keep all question papers in a secure place for 24 hours after the examination has finished. After 24 hours you may return the papers to candidates and teachers if the Head of Centre agrees.
- Send your scripts to us as soon as you can after the examination. Check the contents of the script packet against the script packet label to make sure that the scripts are for the correct syllabus and component. The script packet must contain a script for each candidate who is ticked as present on the attendance register, and the scripts should be in candidate number order with the attendance register on top.
- We must receive special consideration applications within seven days of the last examination of the syllabus affected.

Future examination series

- The deadline for the approval of Cambridge IGCSE and Cambridge International AS Level school-based courses with teaching starting in September 2013, is 31 May 2013.
- If you plan to make entries for the November 2013 series it is a good idea to start planning now to meet the August deadline.

June 2013

Date	June series	November series
◀ We send		
1	Cambridge Exams Officer eNewsletter containing all the dates and deadlines for the tasks you need to complete this month.	
You send ▶		
1	Cambridge O Level Art (6010/06) artwork.	
5	Last date for Cambridge International AS and A Level Art (9704/01) exam.	
You send ▶		
7	Deadline for internally assessed marks for Cambridge AS and A level language speaking tests. Cambridge schools can submit their marks online through CIE Direct .	
	A copy of your internally assessed marks report/sheet, Working Mark Sheets and recorded samples for Cambridge International AS and A Level Languages.	
Mid June	End of examination period.	
You send ▶		
15	Cambridge International AS and A Level Art (9704/01 and 9704/04) artwork. NEW This is the latest date artwork should arrive at Cambridge. Where possible please make sure artwork arrives before this date.	
22	Deadline for special consideration applications.	

Other activities to think about in June 2013

June 2013 series

- After each examination, collect and keep all question papers in a secure place for 24 hours after the examination has finished. After 24 hours you may return the papers to candidates and teachers if the Head of Centre agrees.
- Send your scripts to us as soon as you can after the examination. Check the contents of the script packet against the script packet label to make sure that the scripts are for the correct syllabus and component. The script packet must contain a script for each candidate who is ticked as present on the attendance register, and the scripts should be in candidate number order with the attendance register on top.

Other activities to think about in June 2013 (continued)

- We must receive special consideration applications within seven days of the last examination of the syllabus affected.
- From now until the release of results, we may contact you with questions about your scripts or candidate attendance at any of your examinations. Make sure you are available to answer these urgent queries. If we cannot resolve the issue we may have to issue a 'NO RESULT' for the candidates in question. If you need to update your contact details please let us know immediately.

November 2013 series

- The application deadline for modified papers is 1 July 2013. We may not be able to accept any applications received after this date.

July 2013

Date	June series	November series
You send ►		
1		Application deadline for modified question papers ('Preparation – Form 3').
◀ We send		
1	Cambridge Exams Officer eNewsletter containing all the dates and deadlines for the tasks you need to complete this month.	
		Question papers for Cambridge IGCSE Art and Design (0400/01, 02) and question paper for Cambridge International AS and A Level Art and Design (9704/01) available from CIE Direct and Teacher Support.
16		Early question papers and instructions (excluding science practicals) despatched based on your estimated entries. After 16 July these materials will be despatched based on your final entries.
16 onwards		Science practical instructions based on final entries.

Other activities to think about in July 2013

June 2013 series

- From now until the release of results, we may contact you with questions about your scripts or candidate attendance at any of your examinations. Make sure you are available to answer these urgent queries. If we cannot resolve the issue we may have to issue a 'NO RESULT' for the candidates in question. If you need to update your contact details please let us know immediately.

November 2013 series

- The closing date for final entries for first-time candidates is 16 August 2013. Plan to submit your entries at least two weeks before this date to allow time to make any entry amendments before the entry deadline.
- The entry closing date for retake entries is 21 September 2013. An entry is a retake entry if the candidate sat the same syllabus, regardless of entry option, in the June 2013 series. You must include a previous Centre number, candidate number and retake indicator for each syllabus that a candidate is retaking when you make the entry. If you do not include this information we will charge you a late entry fee.
- The deadline for us to receive applications for access arrangements you need our permission to use is 16 August 2013. We may not be able to process any applications received after this date.

August 2013

Date	June series	November series
◀ We send		
1	Cambridge Exams Officer eNewsletter containing all the dates and deadlines for the tasks you need to complete this month.	
Mid Aug	Provisional examination results available online (late August for Cambridge Pre-U).	
You send ▶		
16		Deadline for completed entries (first-time entry candidates). We will charge late entry fees for entries and amendments received after this date.
		Deadline for access arrangements you need our permission to use ('Preparation – Form 1').
17		Start of first level late entry fees for first-time entries (17 August–6 September).
You send ▶		
31		Deadline for notification of any delegated access arrangements you plan to use ('Preparation – Form 4').

August 2013 (continued)

Date	June series	November series
◀ We send		
Late Aug	Hard-copy provisional statements of results.	

Other activities to think about in August 2013

June 2013 series

- You can issue results to candidates as soon as they are available on [CIE Direct](#).
- If you have not received your hard-copy provisional results by 31 August 2013 contact your local courier office immediately.
- Make sure all your candidate names are correct on results documentation ready for the certificates we will send to you next month. There is an administrative fee for any requests to amend candidates' names received after 15 September 2013.

November 2013 series

- The entry closing date for retake entries is 21 September 2013. An entry is a retake entry if the candidate sat the same syllabus, regardless of entry option, in the June 2013 series. When you make your retake entries include a previous Centre number, candidate number and retake indicator for each syllabus the candidate is retaking. We will charge late entry fees if you submit any retake entries or amendments after this date or if you submit any retake entries without the correct previous entry details and retake indicator.

September 2013

Date	June series	November series
You send ▶		
1	Deadline for draft question papers and mark schemes for Cambridge IGCSE and Cambridge International AS Level school-based assessments for the June 2014 series.	
◀ We send		
Early Sep		Statements of entry and candidate entry lists throughout September.
1	<i>Cambridge Exams Officer eNewsletter</i> containing all the dates and deadlines for the tasks you need to complete this month.	

September 2013 (continued)

Date	June series	November series
7		Start of third level late entry fees for first-time entries (7–30 September).
◀ We send		
14		Pre-exam despatch (examination stationery, administrative documents, despatch labels and envelopes).
Mid Sept	NEW Estimated entry forms for the June 2014 series emailed to Centres and made available to download from CIE Direct .	
You send ▶		
15	Deadline for candidate name changes. We will charge an extra administrative fee for any changes we receive after this date.	
15		Start of Cambridge IGCSE oral and practical examination period (see November 2013 final timetable for full details of ranges of dates for each component).
◀ We send		
20		Question papers and multiple-choice answer sheets.
You send ▶		
21		Deadline for completed retake candidate entries. When making the entry include the previous Centre number, candidate number and retake indicator for each syllabus the candidate is retaking.
22		Start of third level late entry fees for retake entries (22 September–30 September).
◀ We send		
28		Attendance registers and bar-coded labels despatch for timetabled components.

September 2013 (continued)

Date	June series	November series
You send ►		
30	Deadline for enquiries about results. All enquiries must be made on 'Results and Certificates – Form 1'.	Final deadline for late entries and entry amendments. We will not accept any late entries or amendments after this date.
		Deadline for timetable deviation applications ('Preparation – Form 2').

Other activities to think about in September 2013

November 2013 series

- Start your general preparation for the November series. Make sure that all invigilators are appointed and trained and that all examination venues are arranged and candidates know the dates, times and examination venues.
- Remind teachers that you need to submit internally assessed marks (excluding speaking tests) and forecast grades by 15 October 2013.
- At the beginning of October, teachers have to send us their Nomination of Oral Examiner Forms for speaking tests in Cambridge International AS and A Level languages other than English.
- By the beginning of October, you will receive your examination administrative materials and question papers. Check you have all the question papers you need, do not open any of the question paper packets and store them in a secure place. If you have not received these materials by 5 October contact us immediately.

Examination series in 2014

- Please let our Customer Services team know, in writing, if you are planning to enter candidates for any new qualifications in the June or November 2014 series. This way we can make sure that all your despatches contain the right information.
- You will need to nominate your teachers who have been accredited as 'coursework assessors' in October. Check that there is an accredited coursework assessor for every Cambridge IGCSE coursework component that you are planning to enter candidates for. If you need additional coursework assessors, teachers can apply using 'Teacher Assessment – Form 1'. You can download the form from www.cie.org.uk/examsOfficers
- We will invoice you in October if your Centre needs to pay the annual centre registration fee.
- The deadline for the approval of Cambridge IGCSE and Cambridge International AS Level school-based courses, with teaching starting in January 2014, is 30 September 2013.

October 2013

Date	June series	November series
You send ►		
1		Deadline for Nomination of Oral Examiner Forms for Cambridge International AS and A Level languages other than English speaking tests.
◀ We send		
1	<i>Cambridge Exams Officer eNewsletter</i> containing all the dates and deadlines for the tasks you need to complete this month.	
2		Data files for Cambridge International AS and A Level Applied ICT Practical (9713/02) available from CIE Direct . A Data files for Cambridge Associates will be available on 30 September to allow time to distribute to Associate Centres.
7		Data files for Cambridge IGCSE ICT Practical Test A (0417/02) available from CIE Direct . A Data files for Cambridge Associates will be available on 3 October to allow time to distribute to Associate Centres.
7		NEW Start of Cambridge International AS and A Level Applied ICT Practical (9713/02) test period (7–13 October).
8		Start of examinations period (8 October–23 November).
10		NEW Start of Cambridge IGCSE ICT Practical Test A (0417/02) test period (10–16 October).
◀ We send		
14		Data files for Cambridge IGCSE ICT Practical Test B (0417/03) available from CIE Direct . A Data files for Cambridge Associates will be available on 10 October to allow time to distribute to Associate Centres.
Mid Oct	Certificates for the June 2013 series sent to Centres.	

October 2013 (continued)

Date	June series	November series
15		Start of examination period for Cambridge O Level and Cambridge International AS and A Level Languages speaking tests, other than English speaking tests (15 October–15 November).
17		NEW Start of Cambridge IGCSE ICT Practical Test B (0417/03) test period (17–23 October).
You send ▶		
21	NEW Deadline for completed estimated entry forms for June 2014 series (used to despatch question papers for examinations taken before the main exam period).	
◀ We send		
21		Data files for Cambridge International A Level Applied ICT Practical (9713/04) available from CIE Direct . A Data files for Cambridge Associates will be available on 17 October to allow time to distribute to Associate Centres.
22	<i>Cambridge Guide to Making Entries</i> for the June 2014 series.	
	Final timetable for the June 2014 series.	
	▶ Cambridge Administrative Guide and ▶ Cambridge Handbook 2014 .	
24		Start of Cambridge International A Level Applied ICT Practical (9713/04) test period (24–30 October).
◀ We send		
31	<i>Syllabus and Support Materials</i> disc including subject reports for the June 2013 series.	

October 2013 (continued)

Date	June series	November series
You send ►		
31		Deadline for forecast grades. Cambridge Schools can submit their forecast grades online through CIE Direct .
		Deadline for internally assessed marks (see 15 November for Cambridge IGCSE languages and 22 November for Cambridge AS and A Level languages). Cambridge schools can submit marks online through CIE Direct .
		Deadline for internally assessed samples, a copy of your internally assessed marks report/sheet and Working Mark Sheets (see 15 November for Cambridge IGCSE languages and 22 November for Cambridge AS and A Level languages).
		Deadline for return of Cambridge IGCSE Art and Design (0400/01, 02) form ('Teacher Assessment – Form 5').
		Deadline for project work for Cambridge IGCSE and Cambridge O Level Computer Studies (0420/02 and 7010/02) and Cambridge International A Level Computing (9691/04).

Other activities to think about in October 2013

June 2013 series

- Check your certificates carefully. If there is anything that needs to be changed please let us know by 30 November 2013.





November 2013 series

- Check that you have enough examination stationery. **NEW** You can find details of the stationery items you need for each question paper in the *Additional Materials List*, available in the 'Support Materials' section of [CIE Direct](#) in advance of each exam series.
- After each examination, collect and keep all question papers in a secure place for 24 hours after the examination has finished. After 24 hours you may return the papers to candidates and teachers if the Head of Centre agrees.
- Keep Test Cards and Teachers' Notes booklets for speaking tests in a secure place until the end of the speaking test examination period.

Other activities to think about in October 2013 (continued)

- Send your scripts to Cambridge as soon as you can after the examination. Check the contents of the script packet against the script packet label to make sure that the scripts are for the correct syllabus and component. The script packet must contain a script for each candidate who is ticked as present on the attendance register, and the scripts should be in candidate number order with the attendance register on top.
- We must receive special consideration applications within seven days of the last examination of the syllabus affected.

November 2013

Date	June series	November series
◀ We send		
1	Cambridge Exams Officer eNewsletter containing all the dates and deadlines for the tasks you need to complete this month.	
You send ▶		
1		Deadline for Cambridge O Level Art (6010/06) artwork.
15		Deadline for internally assessed marks for Cambridge IGCSE language speaking tests. Cambridge schools can submit marks online through  CIE Direct.
		A copy of your internally assessed marks report/sheet, Working Mark Sheets and recorded samples for Cambridge IGCSE languages. Cambridge schools can submit marks online using  CIE Direct.
◀ We send		
Mid Nov		Materials for November 2014 Cambridge O Level Design and Technology (6043/02) and Cambridge O Level CDT: Design and Communication (7048/02) available from the 'Support Materials' section of  CIE Direct. The exact date will be posted on  CIE Direct at the start of November 2013.
20	Cambridge IGCSE Drama (0411/01) and (0428/11) pre-release material for the June 2014 series.	

November 2013 (continued)

Date	June series	November series
You send ►		
22		Deadline for internally assessed marks for Cambridge International AS and A Level language speaking tests. Cambridge schools can submit marks online through CIE Direct.
		A copy of your internally assessed marks report/sheet, Working Mark Sheets and recorded samples for Cambridge International AS and A Level languages.
23		End of examination period.
You send ►		
30	Deadline for requests for replacement certificates.	Deadline for MS1 Internal Assessment Mark Sheets, Working Mark Sheets and recorded samples for Cambridge O Level languages.
30		Last date for Cambridge International AS and A Level Art (9704/01) exam.

Other activities to think about in November 2013

November 2013 series

- After each examination, collect and keep all question papers in a secure place for 24 hours after the examination has finished. After 24 hours you may return the papers to candidates and teachers if the Head of Centre agrees.
- Send your scripts to Cambridge as soon as you can after the examination. Check the contents of the script packet against the script packet label to make sure that the scripts are for the correct syllabus and component. The script packet must contain a script for each candidate who is ticked as present on the attendance register and the scripts must be in candidate number order with the attendance register on top.
- We must receive special consideration applications within seven days of the last examination of the syllabus affected.

December 2013

Date	June series	November series
◀ We send		
1	Cambridge Exams Officer eNewsletter containing all the dates and deadlines for the tasks you need to complete this month.	
You send ▶		
10		Deadline for Cambridge International AS and A Level Art and Design (9704/01 and 9704/04) artwork. NEW This is the latest date artwork should arrive at Cambridge. Where possible please make sure artwork arrives before this date. For 9704/01 the latest examination date is 30 November.
		Deadline for all special consideration applications.

Other activities to think about in December 2013

November 2013 series

- From now until the release of results, we may contact you with questions about your scripts or candidate attendance at any of your examinations. Make sure you are available to answer these urgent queries. If we cannot resolve the issue we may have to issue a 'NO RESULT' for the candidates in question. If you need to update your contact details please let us know immediately.
- Our Cambridge office is closed on 25 and 26 December 2013 and on 1 January 2014.
- If you plan to make entries for the June 2014 series it is a good idea to start planning now to meet the February deadline.

Support from Cambridge

Overview

We provide a wide range of support for exams officers. This section takes you through the support we offer and tells you how to access it. You can contact our Customer Services team between 07.45 and 19.15 UK time Monday to Friday.

NEW Email: info@cie.org.uk
NEW Contact us: www.cie.org.uk/help
 Telephone: +44 1223 553554
 Fax: +44 1223 553558

Customer Services address:
 Customer Services
 Cambridge International Examinations
 1 Hills Road, Cambridge, CB1 2EU
 United Kingdom

When contacting us please tell us your Centre name and number. **A** Associate Centres should contact their Cambridge Associate with any queries in the first instance.

1.1 Our public website

Access the main Cambridge website www.cie.org.uk, for the following information:

- our qualifications and awards
- syllabuses and specimen papers
- latest news and events
- online versions of the **>** *Cambridge Handbook*, the **>** *Cambridge Administrative Guide*, administrative forms and final timetables
- access to **A** CIE Direct (password required)
- information on Cambridge International Examinations.

Important information



Cambridge Exams Officers' Guide

Our step-by-step guide to delivering Cambridge exams at your school. Visit the guide at www.cie.org.uk/examsofficers to access our key administrative documents, administrative forms and a wide range of support materials.

1.2 CIE Direct

You can access **A** CIE Direct at <https://direct.cie.org.uk>. It is a secure online tool for Cambridge exams officers, which allows you to:

- make and submit final entries
- submit internally assessed marks and forecast grades
- upload files, such as entry files
- keep up to date with **A** CIE Direct bulletins
- download files, such as provisional and final timetables
- view our fees list in the 'My Messages' section of **A** CIE Direct.

A CIE Direct is password protected. After we have registered your Centre we send you login details in two stages by email. Keep these details secure. If you forget your password please contact our Customer Services team.

Support from Cambridge (continued)

Cambridge Associates/ Associate Centres

A

Cambridge Associates can request access to CIE Direct for their Associate Centres. They can do this by contacting Customer Services. Customer Services will then:

- set up the account(s)
- upload login details for the Associate Centre(s) to the 'My Messages' section of the Cambridge Associate's CIE Direct account.

The Cambridge Associate must pass the relevant login details securely to their Associate Centre(s).

1.3 **NEW** The 'Help' section of our website

The 'Help' section of our website contains an online bank of answers to frequently asked questions about Cambridge examinations and services. The next time you have a question about administering Cambridge examinations visit the 'Help' section. Type your question into the search box, or use the menu to guide you. There is also a Noticeboard on the 'Help' home page to alert you to important announcements.

Our 'Help' section:

- saves you time
- gives you key dates at a glance
- contains more than 1200 answers
- is reviewed and updated daily
- is available 24 hours a day.

Go to www.cie.org.uk/help

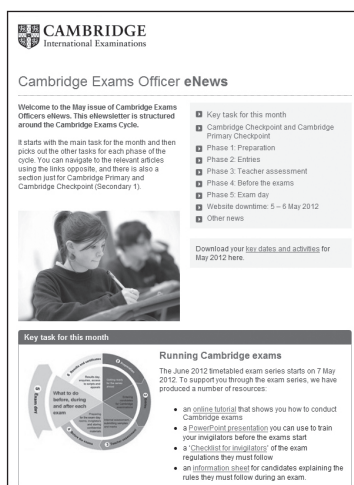
1.4 Cambridge Exams Officer eNewsletter

Look out for our eNewsletter for timely updates delivered straight to your email inbox every month.

The *Cambridge Exams Officer eNewsletter* is an essential resource, and includes:

- reminders about key dates and activities for that month

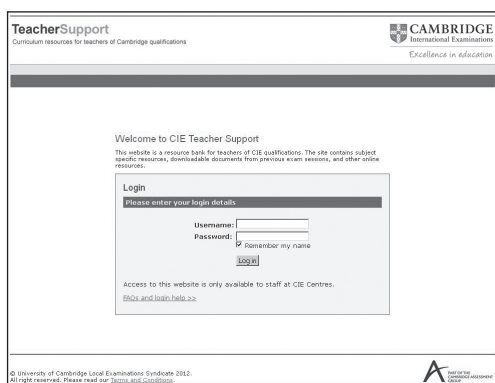
- guidance on and changes to key processes
- updates on new services
- a look forward to the next month.



The eNewsletter goes to all our Cambridge International Schools and Cambridge Associates (not including ministries). If you work in an Associate Centre your Cambridge Associate will send you the relevant information from the eNewsletter.

If you work in a Cambridge International School or a Cambridge Associate and do not receive the eNewsletter please contact our Customer Services team. Cambridge Associates should pass relevant information from the eNewsletter on to their Associate Centres.

1.5 Teacher Support



You can access **Teacher Support** at <http://teachers.cie.org.uk>. It is a valuable resource for teachers of syllabuses and is available to Cambridge Centres. To apply for access visit www.cie.org.uk/help. Complete the enquiry form and select 'Teacher Support site' as the enquiry subject. Please state that you wish to apply for

Support from Cambridge (continued)

access to Teacher Support in the body of the message.

Visit Teacher Support for:

- past question papers
- mark schemes, grade thresholds and examiner reports
- schemes of work: suggested teaching programmes and teaching activities
- online discussion forums: a place for teachers to share ideas, resources, questions and answers.

The member of staff in your Centre with access to Teacher Support is called the 'teacher support coordinator'. They create logins for their teachers by accessing the administration pages of the website. If the teacher support coordinator forgets their password they should click on the 'forgotten password' link on the home page of the website.

1.6 Our syllabuses, specimen papers and specimen mark schemes

Syllabus booklets give teachers all the information they need to deliver the subject and prepare candidates for the exam. We send them to you on the *Syllabus and Support Materials* disc and you can also download them from our public website and Teacher Support.

We also produce specimen papers and mark schemes when we introduce a new syllabus. We only update them when there is a significant revision to the syllabus booklet. The specimen paper is an example of what a question paper will look like. The specimen mark scheme provides details of how marks would be assigned to the specimen paper.

1.7 Principal Examiner Reports for teachers

We produce Principal Examiner Reports for teachers for particular qualifications and subjects at the end of each series. The reports are written by principal examiners and moderators and give an overview of how all the candidates performed. They normally give:

- guidance on what the examiners were looking for

- comments on areas of the syllabus that were done well or badly
- comments on any evidence of problems with examination technique
- examples to illustrate points made.

We send the report to Centres on the *Syllabus and Support Materials* disc, and teachers can download them from Teacher Support.

1.8 Marketing Resources

Cambridge International Schools and Cambridge Associates can download a wide range of free marketing support materials, such as factsheets and posters, from a secure area of our website called Marketing Resources.

You should have received login details for Marketing Resources; if not contact our Customer Services team. Find Marketing Resources at www.cie.org.uk/marketingresources

Outline Proposal Forms

Overview

NEW You need to make sure an Outline Proposal Form is completed for candidates doing:

- **NEW** Cambridge IGCSE Art and Design (0400/03)
- Cambridge International AS Environmental Management (8291/03)
- Cambridge International AS and A Level Travel and Tourism (9395/02)
- Cambridge International AS and A Level Design and Textiles (9631/02)
- **NEW** Cambridge International AS and A Level Art and Design (9704/04).
- Cambridge International AS and A Level Design and Technology (9705/02)
- Cambridge International Pre-U Research Reports (9766/04)
- Cambridge International Pre-U and Cambridge International AS Level Global Perspectives essays (9766/02 and 8987/02)

The following information is needed on the forms:

- the title of the proposal
- the scope of the investigation
- the content areas of the syllabus the investigation is likely to draw on
- the research methods the candidate plans to use.

1.9 When to submit the Outline Proposal Form

Please submit your Outline Proposal Forms by:

- 31 October in the year before the June exam series
- 30 April in the year before the November exam series.

We will provide feedback within four weeks of receiving your forms, so please submit them as early as possible.

1.10 Where to find Outline Proposal Forms

You can download the forms from the 'Support Materials' section of [CIE Direct](#).

Cambridge Associates/ Associate Centres



Associate Centres should submit their completed Outline Proposal Forms to us through their Cambridge Associate.

Preparing your exams timetable

Overview

The timetable shows the date, session and duration of each examination, including the range of dates for practical and oral examinations.

Each country has a **Key Time** for the morning and afternoon timetable session. All candidates must be under Full Centre Supervision or in the examination at the **Key Time**. See the [Cambridge Handbook](#) for more information.

All examinations must take place in the sessions stated on the final timetable. If you have a timetable clash you may be able to apply for a timetable deviation using 'Preparation – Form 2'.

As soon as you receive the final timetable work out how many examination rooms you need and book them. Decide how you are going to make sure your candidates know where and when their examinations will take place. You should also create a timetable specific to your Centre that you can display somewhere for all your candidates to see.

Important information



- To maintain the security of our examinations we produce question papers and timetables for different areas of the world, known as 'administrative zones'. To find out which 'administrative zone your country is in, visit the 'Exams Officers' section of the Cambridge website.
- Make sure you use the final timetable for your administrative zone. We will send you a hard copy of the final timetable. You can also download it in PDF format from www.cie.org.uk/examsOfficers

task with many constraints and it is not possible to produce a timetable that suits all 160 countries we work with.

In May each year we publish a provisional version of the timetable for the following June exam series on [CIE Direct](#). At this point you can contact us with any major difficulties the timetable presents. As changing the time of one exam for one customer can have a potentially major impact on many of our other customers, we only tend to make changes to accommodate global religious holidays or other highly significant events that impact a very large number of our entries. Sometimes this means that we cannot avoid timetabling exams on days that may be national holidays for a small number of our customers.

Administrative forms



Forms available from the 'Exams Officers' section of the Cambridge website www.cie.org.uk/examsOfficers

- Timetable Deviations and Additional Sessions: Preparation – Form 2

Once we have considered any comments we then publish the final version of the June timetable. You must use the final version of the timetable. We highlight any differences between the provisional and final timetable in red. After the final timetable has been published, we are unable to accept any requests to change exam dates.

We do not publish a provisional version of the November timetable as the vast majority of our entries for November come from ministries of education we work with in various countries and the timetable is developed in consultation with them.

1.11 Provisional and final timetables

NEW We take every care when constructing a timetable to try to avoid setting examinations on major religious and national holidays and also to try to avoid setting examinations that will cause timetable clashes. However, this is a very complex

Preparing your exams timetable (continued)

Important dates



Final timetable publication dates:

- June series final timetable – October 2012
- November series final timetable – March 2013

Timetable deviation application deadlines:

- June series – 17 April 2013
- November series – 4 October 2013

to hold an examination before the timetabled examination.

Whatever the case you must guarantee that the candidates are kept under Full Centre Supervision between the time of the timetabled examination and the start of their rescheduled examination.

We will only consider timetable deviations for candidates directly involved in the clash. Exceptions may be made in cases where it is not possible for you to invigilate the examination in two sittings or where there is limited examination space or equipment for practical examinations.

You can find more detailed information on the timetable deviation regulations in Part 1 of the **> Cambridge Handbook**.

1.12 Timetabling exams

Timetabled examinations must be taken in the morning or afternoon timetable session as shown on the final timetable. You must also follow our Key Time regulations when timetabling your exams. The Key Time is a time, defined by the location and country of a Centre, stipulated by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision.

Extra guidance



To find out more about Key Times and administrative zones view our 'Timetabling exams' online tutorial for exams officers. You can view the video from the 'Preparation' section of the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/examsofficers

1.13 Timetable deviations

If you have a timetable clash work out whether the candidates involved can sit the examinations one immediately after the other. If this is not possible, you can request that they take the examination at another point by applying for a timetable deviation.

The Head of Centre needs to propose arrangements for resolving the clash. Where possible the arrangements should allow the candidates to take the examination on the day specified on the timetable but at a different time. If this is not possible then you can apply for candidates to take the examination at another time, as long as it is no more than 24 hours after the published timetable date. You cannot request

1.14 Applying for a timetable deviation

Use 'Preparation – Form 2' to apply for a timetable deviation. **A** Associate Centres should submit their completed forms to us through their Cambridge Associate. We may not be able to deal with applications if you send them to us after the deadline.

Preparation – Form 2

Timetable Deviation and Additional Sessions

Read the guidance notes at the end of the form before you fill it in.

Centre number: _____ Centre name: _____
Exam series: _____ Contact name: _____
Institute and component number: _____

Scheduled date and time for component	ADP#1	Proposed revised date and time for component	ADP#1
Key time for exam	CARLETON LOCAL	Duration of exam	
Please list other exams to be taken on the same day			
Exam	Exam board	Duration of exam	

Reasons for application (tick the appropriate box)

☐ Clash with another Cambridge exam

☐ No space on space and/or equipment (request for split sessions)

☐ Exams total more than two hours in a day

☐ Candidate is representing teacher/country at an international event

☐ Candidate has hospital/medical appointment

☐ Candidate is appearing in court as a witness

☐ Backlog/poor facilities

☐ Other (please specify): _____

Candidate number _____ **Detail the arrangements you propose to implement and how you will make sure the exam results secure**

Signed (Head of Centre) _____ Date (month/year) _____

Name _____

If you submit this form electronically please tick the checkbox as an alternative to signing the form.

Returning this form
Return this form to international@cie.org.uk. Please include your Centre number and the Form ID number (found at the top right-hand corner of the form in the email subject line). Send a copy of the form for your own records.

Follow the instructions on the form. If the clash is due to an examination with another examination board, please include a copy of the statement of entry for the other examination, along with the candidate's details and a copy of the other board's timetable.

We let you know the outcome of your application as quickly as possible. Do not carry out a timetable deviation until you have received written permission from us to do so.

Access arrangements

Overview

Access arrangements are pre-exam arrangements made on behalf of a candidate with particular needs, for example, the use of a scribe, modified papers or extra time. There are three different groups of access arrangements, each with their own application form and set of deadlines.

- Group 1: Non-delegated access arrangements. You must get our permission to use these.
- Group 2: Delegated access arrangements. You need to notify us if you use these.
- Group 3: Modified papers. You need to order modified papers before the exams.

It is important that you read the access arrangements section of the [Cambridge Handbook](#) so you understand each type of access arrangement and the principles we apply when approving them.

Administrative forms



Forms available from the 'Exams Officers' section of the Cambridge website www.cie.org.uk/examsofficers

- Non-Delegated Access Arrangements: Preparation – Form 1
- Modified Papers: Preparation – Form 3
- Centre-Delegated Access Arrangements: Preparation – Form 4

1.15 **NEW** How to apply for access arrangements

Use the relevant forms from those listed in the 'Administrative forms' box and follow the guidance notes on the form. **A** Associate Centres should submit their completed forms to their Cambridge Associate. Remember, the Head of Centre or the Cambridge Associate, in the case of Associate Centres, needs to sign the form before it is submitted. We may not be able to accept applications if you send them to us after the deadline, especially if you require modified papers.

Modified papers

If you send us your modified papers application by the published deadline, we will process the application and the papers will be ordered and despatched in time for the examinations concerned. If we receive the application after the published deadline we may not be able to supply the modified papers you need. If this is the case we will email you to let you know. If unsure of the level of entry, you should request all levels relevant

to a syllabus, for example, core and extended, to make sure you meet the deadline.

Non-delegated access arrangements

You must send supporting medical or psychological evidence with your application. The application and the supporting evidence must be in English. You can provide a translation if necessary, along with the original document. Friends and relatives of the candidate should not supply any of the supporting evidence. Where this is unavoidable a senior member of Centre staff must countersign and authorise the evidence.

When non-delegated access arrangements application forms arrive, an experienced member of the Compliance Unit reviews the application, if necessary in consultation with subject experts, according to the criteria set out in section 1.2.4 of the [Cambridge Handbook](#).

We review all applications on an individual basis. The application must come from the Centre making the entry. We cannot accept applications from the candidate. We will email you to let you know whether your application has been approved within two days of receiving it.

If we approve the application it is up to the Head of Centre to decide whether the candidate needs to use the approved arrangements in all the requested assessments as they may not require the same degree of assistance in every subject.

Delegated access arrangements

It is up to you to decide whether or not to give your candidate(s) any of the delegated access arrangements listed in section 1.2.2 of the [Cambridge Handbook](#). You should take the following into account when deciding on whether

Access arrangements (continued)

to use any delegated access arrangements:

- the candidate's normal ways of working and any arrangements they use in the classroom
- the candidate's performance in internal assessments, such as mock exams
- any previous difficulties the candidate has experienced in relation to taking assessments and any lasting effects from those difficulties.

You must keep on file all evidence relating to the candidate's needs so you can justify the use of any delegated access arrangements. We consider it malpractice if you do not keep this evidence on file or if you do not submit it at our request.

If you use any of our delegated access arrangements you must follow the regulations for using each one set out in this section of the handbook, and notify us using 'Preparation – Form 4' by the published deadlines.

We keep all notification forms for delegated access arrangements on file in case we need to refer to them as a result of an inspection or malpractice case.

You need one of the following types of evidence on file for candidates with learning difficulties who use delegated arrangements:

- a psychological assessment carried out by a qualified psychologist confirming a learning disability
- an assessment confirming a learning disability carried out by a specialist teacher who holds a relevant qualification.

We will also accept a report written by a qualified teacher who has no additional special needs qualification, but has had at least five years' working experience in the area of special educational needs, as long as it is authenticated by the Head of Centre.

Candidates with medical, physical, mental or other ill health must have medical evidence in the form of a report, letter or sick note. The evidence should cover the candidates' period of secondary education.

Emergency access arrangements

If you have to apply for access arrangements for temporary disabilities, for example, one of your candidates breaks their arm before the exam, you must get our approval before you use any access

arrangements. You can do this by emailing or telephoning us straight away. We will then discuss the most appropriate access arrangements, give you verbal approval and ask you to submit the relevant form. State the arrangements that were agreed on the form and send it to us together with the candidate's medical certificate as soon as possible.

If it is not possible to contact us before the exam takes place, the Head of Centre should decide on the day whether to use access arrangements for the temporary disability. If this does happen then complete and send the relevant form along with the candidate's medical certificate as soon as possible.

When we give permission for a candidate to use a scribe/writer or if a transcript is provided, please attach a completed copy of the relevant form to the candidate's script/transcript.

Extra guidance



Download our *How to Apply for Access Arrangements* guide from the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/examsofficers

Important dates



Non-delegated access arrangements: get permission from us to use these:

- June series deadline: 21 February 2013
- November series deadline: 16 August 2013

Centre-delegated access arrangements: notify us if you use these:

- June series deadline: 31 March 2013
- November series deadline: 31 August 2013

Modified papers: order these papers by the dates below:

- June series deadline: 21 January 2013
- November series deadline: 1 July 2013

A Cambridge Associates should agree earlier deadline dates with their Associate Centres. This will give them time to process their applications and send them on to us.

Estimating entries

Overview

Estimated entries are your calculation of the number of candidates you will enter for examinations that are timetabled before the main series. This helps make sure we send you enough question papers for any examinations that take place before the main examination series starts.

You do not submit any candidate details with your estimated entries, therefore you still need to submit final entries. Submitting estimated entries does not commit you to paying any entry fees, as the fees we charge are based on your final entries.

2.1 How do I work out my estimated entries?

Work out your estimated entries based on the number of candidates studying the subject or the number of candidates you are expecting to recruit. If you are unsure whether you are going to enter any candidates for a particular exam, then submit at least one candidate. This will make sure you receive one set of the examination materials.

If you make major changes to the number of candidates after submitting your form, please email us to let us know.

Important dates



NEW Deadlines for estimated entries:

- November 2013 series – 30 April 2013
- June 2014 series – 21 October 2013

2.2 Completing the estimated entry form

We will email you the estimated entry forms in March 2013 for the November 2013 series and September 2013 for the June 2014 series.

You can also find the forms on [CIE Direct](#).

The forms list the syllabuses and components for the examinations that are timetabled before the main series. Send your completed forms to info@cie.org.uk

Cambridge Associates/ Associate Centres



We will email the estimated entries form to all Cambridge Associates. They should email a copy of the form to each of their Associate Centres and ask them to complete and return the form to them by a specified date. Once the Cambridge Associate has received their Associate Centres' forms they should check them and then submit them to us by the published deadlines.

CAMBRIDGE
International Examinations

Administrative Zone 5

Estimated Entry Form – November 2012 Series

Centre number Centre name

Contact name Position Date (DDMMYY)

What are estimated entries and why do you need estimated entry information?
For certain exams, we need to despatch early exam materials before the final entry deadline so that you have enough time to prepare for the assessments. Examples of these assessments include practical tests in science or ICT and language speaking tests. To plan for these early despatches we need an indication of how many candidates you expect to take these components. We call these estimated entries. If you submit estimated entries you still need to make final entries for the components by the entry deadline shown in the Cambridge Administrative Guide.

How do I complete this form?
Simply save the form to your computer, add the number of candidates you estimate you will enter against each syllabus entry option, and then save the form again. When you are ready email the completed form to info@cie.org.uk. If a component is not listed on the form you do not need to submit estimated entries for it.

What happens if I do not return the form?
If you do not complete and return the form we may not be able to send you the key materials for these early exams at the appropriate time. We will send you the materials once you make your final entries, but they may not arrive until a few days before the relevant exam. This means you will lose the valuable preparation time you would get if you had submitted estimated entries and received the materials early.

What do I do if I need to make changes after sending the form?
If you want to make any major changes to the number of candidates you expect to enter for any of the syllabus entry options listed, please email our Customer Service team.

When do I need to return my form?
Please return your completed form by the 30 April 2013.

What do I do if I am not planning to make entries for any of the syllabuses and components listed on the form?
If you do not expect to make entries for any of the syllabuses and components listed on this form then click this box ☐ and submit this form to our Customer Service team.

Returning this form
Complete and save this interactive PDF form, and return it to info@cie.org.uk. Please include your centre number and the text 'Estimated Entries' in the email subject line. Please save a copy of the form for your own records.

Making final entries

Overview

You need to submit a syllabus entry for every candidate who is planning to take an exam in the relevant examination series.

We use your entries to work out the number of question papers and provide examination materials, such as attendance registers and bar-coded labels.

Check your entries carefully before you submit them.

We charge late entry fees for any entries or amendments you submit after the entries deadline.

Read the *Cambridge Guide to Making Entries*, which contains syllabus and option codes and detailed instructions for submitting entries. Make sure you use the correct version for your administrative zone.

Remember do not send entry files via email.

Important dates




The deadlines for entries are:


- June series – 21 February 2013
- November series (first-time entries) – 16 August 2013
- November series (retake entries) – 21 September 2013



2.3 How to make final entries


You can make your final entries using one of the following methods:

-  CIE Direct online entries
- Direct Desktop.

Instructions for using all our entry methods are in the *Cambridge Guide to Making Entries* available in the 'Support Materials' section of  CIE Direct.

Extra guidance



View our online tutorials on making entries using  CIE Direct online entries. Go to www.cie.org.uk/exams officers

Cambridge Associates/ Associate Centres



It is good practice for Cambridge Associates to submit the entries for all their Associate Centres at least two weeks before the closing date. This gives time to check the entries and sort out any issues with Associate Centres before our deadline, avoiding any late entry fees.

Remember Cambridge Associates will set earlier deadlines for their Associate Centres to submit final entries.


Making final entries (continued)

Important information



- Assign one four-digit candidate number to every candidate.
- Do not assign the same candidate number to more than one candidate in the same examination series.
- A candidate's previous entry details are their Centre number and their candidate number from that previous series. You need to provide them if:
 - you enter them for retake examinations in the November series
 - you make an entry that carries forward their marks from a previous examination series
 - they have taken the AS part of a Cambridge International A Level in a previous series and you enter them for the A2 option
 - you enter them for a group award over more than one examination series.
- Please submit your entries at least two weeks before the entry closing date. This will give you time to check your entries and submit any resulting entry amendments to us before the closing date.

2.4 Confirming entries

If you make your entries using  CIE Direct online entries you can generate statements of entry and candidate entry lists at any point, to confirm the entry information for each of your candidates.

NEW You can also run a number of other reports to check the entry information you have entered is correct. Click on the 'Check Entries' tab to access the reports.

We provide statements of entry for each candidate. They show the candidate's details, their syllabuses and entry options and the dates and sessions of each of their timetabled examinations. Give them to your candidates, including private candidates, so they can check their entry details.

Statement of Entry
June 2013

All entry details, including the spelling of your name and date of birth must be checked for accuracy

Candidate Name	Date of Birth	Centre / Cand. No.	Gender
EXAMPLE CANDIDATE ONE	22 MAY 1994	XX1230001	
Centre Name	Previous Entry Details		
EXAMPLE CENTRE	XX1230001		


Syllabus/Component	Syllabus and Component Titles	Exam Date	Time
HCSE			
0510A	English as a Second Language (Chal Endorsement)	01 MAY	AM
03	Reading and Writing (Comp)	02 MAY	AM
04	Listening (Comp)	02 MAY	AM
0509B	French		
01	Listening	03 MAY	AM
02	Reading and Checked Writing	04 MAY	AM
03	Speaking	05 MAY	AM
04	Continuous Writing	05 MAY	AM
0509A	Mathematics (Without Calculus)		
01	Paper 1 (Comp)	01 JUN	PM
02	Paper 2 (Comp)	02 JUN	PM
0510C	Biology		
03	Multiple Choice	03 JUN	AM
04	Extended Theory	04 JUN	AM
05	Alternative to Practical	05 JUN	AM
0510D	Physics		
03	Multiple Choice	06 JUN	AM
04	Extended Theory	07 JUN	AM
05	Alternative to Practical	08 JUN	AM

No re-entry for these examinations are allowed by CIE rules and regulations for the conduct of examinations.
Keep this Statement of Entry in safe place with results and certificates.

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We also provide copies of the following documents:

- candidate entry list
- Centre summary of entries showing the total number of entries you made for each syllabus and option
- Centre entry warning list showing any potential timetable clashes for individual candidates.

You can view possible timetable clashes for any of your candidates by accessing the 'Timetable tool' in  CIE Direct.

Important information



The candidate name shown on the statement of entry is the name that will be printed on statements of results and certificates. We charge an administrative fee for making amendments to certificates.

Cambridge Associates/ Associate Centres





We send statements of entry to Cambridge Associates, who will send them to their Associate Centres for checking. Associate Centres should let their Cambridge Associate know if they need to make any amendments to their entries as soon as possible.

Making final entries (continued)

2.5 Amendments and late entries

If you want to make any amendments (including extra entries) to your submitted entries do so as quickly as possible.

If you use  CIE Direct online entries or Direct Desktop make the necessary amendments to the candidate details and then submit the amendments.

We charge late entry fees for amendments and entries we receive after the closing date for entries. The late entry fee increases the later you submit your entries or amendments. There are three levels of late entry fee. You can view the late entry fees in our fees list available in the 'My Messages' section of  CIE Direct.

Important dates



We can accept amendments and late entries until:

- June series – 17 April 2013
- November series – 30 September 2013

2.6 Withdrawing an entry

To withdraw a candidate delete all the syllabus entries associated with the candidate but leave the candidate details within the series.

If you withdraw a candidate after the date for submitting entries we will not refund your entry fees. However, we will refund them if you withdraw the candidate for medical reasons. Please send us your request for a refund on medical grounds in writing along with the accompanying medical certificate. **NEW** If you have requested a refund please wait until you get confirmation from us that the refund has been made before you withdraw the candidate.


2.7 November series entries for candidates entered in the previous June series

You can submit entries for candidates entered in the previous June series up until 21 September without being charged late entry fees as long as:


- The candidate sat the same syllabus, regardless of the option code, in the June examination series of the same year.
- You submit their previous entry details.
- You indicate the syllabus entry is a retake entry when you first submit it to us. This cannot be added later.

Important information



- In  CIE Direct online entries or Direct Desktop, set the retake indicator when you make a retake syllabus entry for a candidate.
- Late entry fees will be charged if the previous entry details you provide are incorrect or if you do not set the retake indicator for any retake syllabus entries.

2.8 Unauthorised entries

Every exam series we have a number of unauthorised entries. An unauthorised entry is a candidate who takes an exam they have not been entered for. Please see Part 5 of the  *Cambridge Handbook* for instructions on how to manage unauthorised entries.

2.9 Entries for group awards

Group awards require candidates to study subjects drawn from a specified number of curriculum areas.

We offer the following group awards:

- **Cambridge International Certificate of Education (Cambridge ICE)** – for Cambridge IGCSE candidates who satisfy the ICE group award rules. **NEW** Candidates can also use some Cambridge O Levels towards Cambridge ICE. A full list is in the *Cambridge Guide to Making Entries*. Group entry code: 'ICE'.

You can enter candidates for syllabuses that count towards the Cambridge ICE group award in a single series or over two series within a 13-month period.

Making final entries (continued)

- **Cambridge Advanced International Certificate of Education Diploma (Cambridge AICE Diploma)** – for Cambridge International AS and A Level candidates who satisfy the AICE Diploma group award rules. Group entry code: 'ADIP'.

You can enter candidates for syllabuses that count towards the Cambridge AICE Diploma either in a single series or over a maximum of five series within a 25-month period.

You can find a full description of the award rules in the *Cambridge Guide to Making Entries*.

Important information



Enter candidates for group awards at the same time as you make your other entries using the relevant group award entry code. Enter your candidates in the series in which you expect them to complete all the requirements for the award.

2.10 Cambridge International AS and A Level staged assessment

Candidates can use their Cambridge International AS Level results towards a Cambridge International A Level (of the same subject) in a later examination series. This must be within 13 months of the series in which they took the Cambridge International AS Level examination.

Examples:

Candidates can use their Cambridge International AS Level results achieved in the June 2012 series towards the award of a Cambridge International A Level in the November 2012 or June 2013 series.

Candidates can use their Cambridge International AS Level results achieved in the November 2012 series towards the award of a Cambridge International A Level in the June 2013 series and/or November 2013 series.

You must enter the appropriate entry option code and provide the previous entry details when entering candidates who want to carry forward a Cambridge International AS Level result achieved previously.

2.11 Transferring candidates

We accept amendments to entries of candidates that are moved to another of our registered Centres after their entries have been submitted.

NEW Please do not enter or withdraw a candidate who is being transferred until we have confirmed that the transfer process has been completed.

Make sure:

- you submit your request at least 10 days before the date of the candidate's first examination
- the request is for all their entries; we cannot accept requests for a candidate to transfer to another Centre for specific syllabuses or components.

To transfer a candidate two forms need to be submitted:

- 'Entries – Form 3' is completed by the original Centre
- 'Entries – Form 4' is completed by the receiving Centre.

A transferred candidate is the responsibility of the receiving Centre. If necessary, you will need to make arrangements with the exams officer at the receiving Centre to complete any internal assessment. Once the transfer is complete the exams officer at the receiving Centre must submit any internally assessed marks and coursework samples.

We will refund the original Centre the entry fees and charge the receiving Centre entry fees for the transferred candidate. We will not charge any late entry fees.

Making final entries (continued)

Administrative forms



Forms available from the 'Exams Officers' section of the Cambridge website
www.cie.org.uk/examsofficers

- Candidate Transfer Request: Entries – Form 3
- Candidate Transfer Confirmation: Entries – Form 4

NEW When you make your entries you may realise some or all of your candidates need to take their exams at a venue that is not your registered Centre. If this is the case you need to complete and submit 'Entries – Form 5'. For more information on this new regulation see Part 2 of the [Cambridge Handbook](#).

- Using an Alternative Venue – Entries – Form 5

2.12 Entry fees

You can find details of the fees for all our examinations and methods of payment in our fees list. We publish the fees list for the following year on 1 October each year in the 'My Messages' section of [CIE Direct](#).

We charge entry fees for each syllabus entry for each candidate. For Cambridge O Level and International AS and A Level we also charge a single candidate fee.

We charge late entry fees for any late entries, including where a candidate sits an exam without an entry, or option code changes submitted after the final entries deadline.

We will invoice you for any entries or late entries and amendments you make. **NEW** For more detail on our entry and late fee arrangements see Part 2 of the [Cambridge Handbook](#).

Accreditation of Cambridge IGCSE coursework assessors

Overview

In order for a Centre to mark coursework in a particular Cambridge IGCSE subject, at least one teacher of the subject must hold the appropriate certificate or letter of accreditation from us.

3.1 What we mean by coursework

Coursework refers to any component specified as such by a Cambridge syllabus that is marked in the Centre by the Centre's teachers or other local teachers and moderated by Cambridge. Examples of coursework components are:

- projects
- portfolio of essays
- field work
- art and craft items
- design studies
- internally assessed speaking tests
- practical work
- assignments and experiments undertaken and assessed during the course.

Coursework may include work for which the theme, experiment or parameters of a project have been set by the teacher, or specified in the syllabus, or chosen by the candidates themselves.

A teacher accredited by Cambridge may mark the coursework component in the subject in which they have been accredited. An accredited teacher can also supervise the work of other teachers in this subject.

3.2 Which syllabuses need an accredited teacher?

The following syllabuses and components require at least one teacher of the subject to hold a certificate or letter of accreditation from us.

Code	Component	Title
0400	4	Art and Design
0411	2	Drama
0413	2	Physical Education
0420	2	Computer Studies
0445	5	Design and Technology
0450	3	Business Studies
0454	2	Enterprise
NEW 0457	1 & 2	Global Perspectives
0460	3	Geography
0470	3	History
0471	3	Travel and Tourism
0486	2	English Literature
0488	2	Spanish Literature
0500	4	First Language English (oral endorsement)
0522	4	First Language English (count-in oral)
0502	4	First Language Spanish
0510	5 & 6	English as a Second Language (oral endorsement)
NEW 0511	5 & 6	English as a Second Language (count-in oral)

Accreditation of Cambridge IGCSE coursework assessors (continued)

0581	5 & 6	Mathematics (with coursework)
0600	4 & 5	Agriculture
0608	6	Twenty First Century Science
0610	4	Biology
0620	4	Chemistry
0625	4	Physics
0637	2 & 3	Child Development
0648	2	Food and Nutrition
0652	4	Physical Science
0653	4	Combined Science
0654	4	Co-ordinated Science
0680	3	Environmental Management

3.3 How does a teacher become accredited?

Teachers are accredited to mark coursework in one of two ways:

- **Submitting a Curriculum Vitae (CV)**

The quickest way to be accredited is to send us an up-to-date CV. A Cambridge subject specialist will review the CV, which needs to give information about the teacher's experience in marking coursework, namely in what subjects, to what level and when. If the experience outlined is appropriate, we will send the teacher a letter of accreditation within six weeks of the date the CV was submitted. If we do not award accreditation at this point we may recommend that the teacher applies for accreditation through the distance training option detailed below.

When teachers submit a CV they must make it clear for which subject they want accreditation. They must also supply their Centre number, which we will use for invoicing and despatch purposes. **NEW** Teachers cannot use the CV route to get accreditation for Cambridge IGCSE Global Perspectives. They must work through the coursework training DVD. This also applies to Cambridge IGCSE Food and Nutrition, Cambridge IGCSE Enterprise and Cambridge IGCSE Travel and Tourism. However, instead of the DVD, teachers must work through the relevant training handbook.

- **Using training materials**

If the teacher does not have relevant marking experience they need to work through one of our training handbooks. As they work through they will mark examples of candidates' work and then submit examples of their marking to us for review. Coursework training handbooks are gradually replacing distance training packs and you can purchase them from Cambridge Publications. View a complete list of the handbooks in the *Cambridge Publications Catalogue* available from the 'Teachers' section of our public website at www.cie.org.uk

Teachers can submit the examples of their marking for accreditation at any time during the year. The process of reviewing their work takes from four to six weeks from the time we receive the materials. **NEW** We recommend that teachers gain accreditation at least a year before the exam series in which they plan to enter candidates for Cambridge IGCSE coursework.

If the marking evidence they submit meets the required standards, we will accredit the teacher and give them a Coursework Accreditation Certificate.

If we do not accredit the teacher we will give them a report on areas they need to improve. We ask the teachers to re-assess material in line with our feedback and to submit a revised set of completed training materials.

Accreditation of Cambridge IGCSE coursework assessors (continued)

Submitting coursework and non-coursework speaking test marks

Overview

You need to submit an internally assessed mark for every candidate entered for a **coursework** component or a **non-coursework** speaking test.

Coursework refers to any component specified as such by a Cambridge syllabus that is marked in the Centre by the Centre's teachers or other local teachers and moderated by Cambridge.

Non-coursework speaking tests are internally administered and assessed by Centres' teachers or other local teachers, and then externally moderated by Cambridge.

The syllabus booklet sets out the assessment method for each component and states whether a component is assessed internally. It also gives details of the marking criteria.

If you do not submit an internally assessed mark for a candidate's coursework component the candidate will usually be awarded 'NO RESULT' in the syllabus.

A Associate Centres should submit their coursework and non-coursework speaking test marks to their Cambridge Associates by an agreed date. Cambridge Associates should check all the information has been supplied and then forward the marks to us by the deadlines below.

Important dates



We need to receive your internally assessed marks for **coursework components** by:

Cambridge IGCSE, O Level and International AS and A Level

June series – 30 April, November series – 31 October 2013

Cambridge Pre-U

June series – 15 May, November series – 31 October 2013

Cambridge International Pre-U GPR: Independent Research Project (9766/04)

June series – 30 April, November series – 31 October 2013

Important dates



We need to receive your internally assessed marks for **non-coursework speaking test components** by:

Cambridge IGCSE first, second and foreign languages (except First Language English, English as a Second Language and Afrikaans as a Second Language)

June series – 15 May 2013, November series – 15 November 2013

Cambridge IGCSE First Language English and English as a Second Language

June series – 30 April 2013, November series – 31 October 2013

Cambridge IGCSE Afrikaans as a Second Language

November series – 31 October 2013

Cambridge O Level

November series – 30 November 2013

Cambridge International AS and A Level

June series – 7 June 2013, November series – 22 November 2013

Submitting coursework and non-coursework speaking test marks (continued)

3.6 How to submit internally assessed marks

Submit the final mark the teacher awarded to each candidate. If the candidates have not submitted any coursework enter an 'A' for 'Absent'. Check that all candidates' marks are correctly entered and totalled.

If more than one teacher was involved in the assessment, the marking of the teachers should be standardised to produce a rank order of candidates for the Centre before the marks are submitted. For more information, see the [Cambridge Handbook](#).

There are a number of ways you can submit internally assessed marks.

NEW [CIE Direct](#)

You can submit your internally assessed marks as soon as your entries have been processed by [CIE Direct](#). They must be submitted by the relevant deadline and we recommend that you submit them as soon as you can.

To submit your internally assessed marks go to your 'Dashboard' in the 'Administer Exams' section.

You will see a list by syllabus of all the candidates for whom you need to submit internally assessed marks. Submit the marks or indicate that the candidate was absent in the boxes provided. You can submit your marks together or in batches.

Before you submit them, you can run a report to check all the marks you have entered into [CIE Direct](#). It is important that you do this, because once you have submitted a mark you cannot change it via [CIE Direct](#). To change a mark you have already submitted email us at info@cie.org.uk with the details. Please include a printout of the internal marks when you send us your samples and your working mark sheets for moderation.

You can also use the reporting tools to view any marks your Centre submitted for coursework or speaking samples.

Internal Assessment Mark Sheets (MS1 forms)

We send you Internal Assessment Mark Sheets in the Cambridge pre-exam despatch. If you cannot submit your internally assessed marks electronically you should use this form instead. Instructions for completing the form are on the back.

MS1 forms are printed on three-part self-copying paper.

- Send the top copy of the MS1 for each syllabus to Cambridge in the envelope provided.
- Enclose the second copy of the form with the samples of coursework and the Working Mark Sheet.
- Keep the third copy of the form for your records.

Once completed, return the forms using the envelope provided. We scan the forms so please do not bend, staple or damage the forms in any way.

If you made an entry or an entry amendment after the forms were printed and the candidate is not listed, add the candidate details to the bottom of the form. If there is not enough room, or if you do not have an MS1 form for the syllabus for which you made the late entry, use 'Teacher Assessment – Form 4'.

3.7 Carrying forward internally assessed marks

Candidates wishing to take a syllabus again in a future examination series may want to retake the written components and carry forward the mark they achieved in their coursework component. Individual syllabuses specify whether you can do this or not. If available you can carry marks forward once within a 13-month period.

Examples

- A coursework speaking test mark for the June 2012 series may be carried forward to the November 2012 series or the June 2013 series only.
- A coursework speaking test mark for the November 2012 series may be carried forward to the June 2013 series or the November 2013 series only.

You will need to enter the carry-forward option code when you enter a candidate who wants to carry forward coursework/speaking test marks from a previous series. Please also provide the candidates' previous entry details so we can locate the marks previously awarded.

Submitting coursework and non-coursework speaking test marks (continued)

Administrative forms




Forms available from the 'Exams Officers' section of the Cambridge website
www.cie.org.uk/examsofficers

- Supplementary Internal Assessment Mark Sheet (MS1): Teacher Assessment – Form 4

Extra guidance



View our online tutorials on submitting internally assessed marks using  CIE Direct online entries. Go to www.cie.org.uk/examsofficers

Selecting and submitting coursework samples

Overview

You need to submit coursework samples so that we can moderate the internally assessed marks.

Always include a copy of your internally assessed marks with your coursework samples.

Please see the next section of this guide for information on selecting and submitting non-coursework speaking test samples.

A Cambridge Associates should work with their Associate Centres to make sure they select the correct coursework samples. Once selected the Associate Centre should send them to their Cambridge Associate along with the relevant forms. The Cambridge Associate should then send the samples and forms to us.

3.8 How are samples of coursework selected?

The number of samples you need to submit will vary depending on the type of component. Please send us all the work that contributed to the final mark submitted for each candidate in your sample. Select your samples according to the following information.

Cambridge IGCSE Drama

Follow the instructions in the syllabus.

Cambridge IGCSE English – First Language (0500 and 0522)

Follow the instructions in the syllabus.

Cambridge IGCSE, Cambridge International AS and A Level Music

Submit the coursework of all the candidates.

Cambridge IGCSE Physical Education

Submit recorded performances of a maximum of five candidates from across the ability range in each of the practical activities offered by your Centre. Also submit a sample of written coursework of five candidates from across the ability range for the analysing and improving task.

Extra guidance



Use our coursework database to check on the requirements for a specific coursework component, including selection method and deadline submission dates. Simply go to the 'Teacher assessment' section of the 'Cambridge Exams Officers' Guide'. Then click on 'Selecting, sending and returning samples', download the database from the 'Extra guidance' panel, select 'Enable Macros', and enter your Centre number and up to five syllabus numbers.

Important dates



We need to receive your coursework samples by:

Cambridge IGCSE, Cambridge O Level and International AS and A Level coursework components

June series – 30 April 2013, November series – 31 October 2013

Cambridge O Level (6010/06)

June series – 1 June 2013, November series – 1 November 2013

Cambridge International AS Level Global Perspectives (8987/02 and 03)

June series – 31 May 2013, November series – 31 October 2013

Cambridge International Pre-U GPR coursework components

June series – 15 May 2013 for all components apart from:

- GPR (9766/02 and 03) (externally assessed)
June series – 31 May 2013, November series – 31 October 2013
- GPR (9766/04)
June series – 30 April 2013, November series – 31 October 2013

Selecting and submitting coursework samples (continued)

For all other components select your sample using the table below.

Select your sample so that you send us a range of marks and include at least one candidate with the highest mark and at least one with the lowest mark.

Please send us all the coursework that contributed to the final mark for the component for each candidate in your sample. If more than one teacher was involved in marking the work please include equal samples of the marking of each teacher.

Number of candidates entered	Total number of candidates whose work is required
1 to 10	all candidates
11 to 50	10
51 to 100	15
101 to 200	20
More than 200	10%

We may ask you for further samples. Please keep any records and supporting written work until after the publication of the results.

Extra guidance



You can view our 'Selecting, packing and submitting coursework samples' online tutorial for exams officers. Go to the 'Teacher assessment' section of the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/exams officers

3.9 How to submit samples of coursework

Preparing coursework materials for despatch

When you submit your coursework samples please include:

- All of the coursework for the samples clearly labelled with your Centre number, candidates' names and the syllabus/component number, including CDs, DVDs or tapes where appropriate.
- The second copy of the Internal Assessment Mark Sheet (MS1) or your MIS system or CIE Direct internal marks report.
- The external moderation forms (individual candidate record card and Coursework Assessment Summary Form) completed by the teacher who carried out the assessment. The forms are in the syllabus. Some syllabuses contain both types of form and others contain just one type.

There are different forms for each coursework component. You can find instructions for each component, and copies of each form, in the appropriate syllabus booklet.

Please complete and attach coursework identification labels to each sample. We provide separate coursework identification labels for Cambridge IGCSE Art and Design coursework. If you need additional labels you can download them from www.cie.org.uk/exams officers

Label each device used to record oral or music coursework, for example, CD, DVD or USB stick, and make sure they are packed properly so they will reach us without being damaged.

You must use separate devices to send us different components.

Submit written coursework in plain, thin covers, not in bulky ring binders.

Avoid sending materials of value or large, bulky or fragile items. If you do have materials like this please contact us for advice on what to do with them.

Packing and despatch

Correctly pack the coursework samples for each component separately. Label each package using the bar-coded label showing your Centre number, the syllabus number and component number.

Then, securely pack the sample(s) for each component in an outer package and stick the outer return label showing our address onto this package. You can use script envelopes if they are big enough, and you can pack a number of coursework packets, for a variety of components, into one outer package. You can use more than one outer package if necessary. If you need any extra return labels you can download them from our website www.cie.org.uk/exams officers

Selecting and submitting coursework samples (continued)

Send your samples to reach us no later than the published deadlines. Use a service that provides a tracking facility and keep a record of your tracking number. Send the packages to:

Cambridge International Examinations
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge
CB22 4FZ
United Kingdom

Important information



Each year we receive large numbers of coursework samples that have been damaged in the post. Please pack your coursework samples carefully to make sure they survive the trip undamaged. Contact our Customer Services team if you need any advice on packing your coursework samples.


3.10 Submitting the Independent Research Report (IRR) for Cambridge Pre-U Global Perspectives (9766/04)

NEW Submit your Research Reports in hard copy, following our despatch instructions in section 3.9, to our 'Cambridge Assessment DC10' address with the following forms:

- Internal Assessment Marks Sheet, showing all your candidates' marks (including those not in the sample)
- Coursework Assessment Summary Form
- Research Report Monitoring Form for each candidate in the sample
- a cover sheet for each candidate in the sample.

Important information



You do not need to submit individual candidate record cards for the Cambridge Pre-U Global Perspectives Independent Research Report (9766/04). But you do need to complete and submit an Independent Research Report Monitoring Form. This form is available from  CIE Direct.


3.11 What coursework materials do Centres need to keep?

Please keep the following materials and information for at least six weeks after we publish the results:

- a record of the coursework that was set
- a record of the marks awarded
- the assessed work of all candidates not included in the moderation sample submitted
- a copy of each individual candidate record card and Coursework Assessment Summary Form
- a summary of how internal moderation was carried out.

3.12 Does Cambridge return coursework to Centres?

We will normally return the internally assessed coursework samples that you submit for moderation after we have issued results and certificates. We may keep some items of coursework for research, exhibition, archive or educational purposes. When you receive the returned coursework you may return it to the candidates.

NEW We do charge a fee for return of work for Cambridge IGCSE Art and Design (0400/01 and 02). The charge per paper is printed on the Cambridge fees list which is available in the 'My Messages' section of  CIE Direct, on request from Customer Services, or from your Cambridge Associate if you work with us through another organisation. It is based on items being returned using a courier and on the work being a maximum size of A2. We may need to make an additional charge to cover costs if the maximum size is exceeded.

To apply for the return of Cambridge IGCSE Art and Design (0400/01 and 02) work please complete and return 'Teacher Assessment – Form 5'.

Administrative forms



Forms available from the 'Exams Officers' section of the Cambridge website
www.cie.org.uk/examsofficers

Returning Cambridge IGCSE Art and Design Work: Teacher Assessment – Form 5

Selecting and submitting coursework samples (continued)

3.13 Can a candidate resubmit coursework in a subsequent examination series?

Candidates retaking an examination in a subsequent series may re-submit, in whole or in part, coursework submitted in a previous series. Any work that is re-submitted needs to meet the requirements of the syllabus in that series and must be re-assessed.

3.14 Do Centres get a report after moderation of coursework samples?

We normally send a report for each coursework component along with your hard-copy statements of results. The report highlights any adjustments that are made to your candidates' marks.

Selecting and submitting non-coursework speaking test samples

Overview

You need to submit speaking test samples so that we can moderate the internally assessed marks.

Always include a copy of your internally assessed marks with your speaking test samples. You need to provide your own devices for example CDs, DVDs or cassettes, to record your sample of candidates for moderation.

A Cambridge Associates should work with their Associate Centres to make sure they select the correct non-coursework speaking samples. Once selected the Associate Centre should send them to their Cambridge Associate along with the relevant forms by an agreed date. The Cambridge Associate should then send the samples and forms to us by the relevant deadline below.

3.15 How to select samples

For each speaking test component, the subject teacher with responsibility for the speaking tests selects the sample candidates according to the instructions in the syllabus or Teachers' Notes booklet. The syllabus can be downloaded from our website.

If you have been instructed to record the speaking test for all candidates, we may request another speaking test sample. So, please keep any recordings for candidates not submitted as part of the sample until six weeks after the results have been published.

You must also keep copies of all your speaking test paperwork (Assessment Summary Forms/Working Mark Sheets and MS1 forms) and details of your internal moderation procedures, where applicable.

Important dates



We need to receive your non-coursework speaking test samples by:

Cambridge IGCSE first, second and foreign languages (except First Language English, English as a Second Language and Afrikaans as a Second Language)

June series – 15 May 2013

November series – 15 November 2013

Cambridge IGCSE First Language English and English as a Second Language

June series – 30 April 2013

November series – 31 October 2013

Cambridge IGCSE Afrikaans as a Second Language

November series – 31 October 2013

Cambridge O Level

November series – 30 November 2013

Cambridge International AS and A Level speaking test components

June series – 7 June 2013

November series – 22 November 2013

3.16 How to submit speaking test samples

Preparing speaking test samples for despatch

You need to send us:

- clearly labelled CDs, DVDs or tapes containing selected speaking test samples
- the second copy of the MS1 sheet or internally assessed marks report produced by CIE Direct or your MIS system
- assessment summary forms/working mark sheets.

There are specific assessment summary forms for each speaking component. You can find instructions on specific components in the relevant syllabus booklet.

Make sure that the CDs, DVDs or tapes you use to record speaking test samples are clearly and securely labelled with your Centre number, candidates' names and index numbers, and the syllabus/component number. Use separate CDs, DVDs or tapes for each component.

Packing and despatch

CDs, DVDs or tapes used to record speaking test samples should be packed securely. Follow the packing and despatch instructions for coursework samples in section 3.9.

Selecting and submitting non-coursework speaking test samples (continued)

3.17 Does Cambridge return speaking test samples to Centres?

We do not return the speaking test samples you submit for moderation.

3.18 Can a candidate carry forward a speaking test mark to another series?

For some syllabuses it is possible to carry forward a speaking test mark to a subsequent examination. Read the *Cambridge Guide to Making Entries* for the relevant exam series to see if there is an option to carry marks forward for a particular syllabus.

Submitting Global Perspectives work online (Cambridge IGCSE, Cambridge International AS Level and Cambridge Pre-U)

Overview

You must submit candidates' work electronically using the Cambridge Secure Exchange website (MOVEit) for the components listed below.

- **NEW** Cambridge IGCSE Global Perspectives Individual Research (0457/01) and Group Project (0457/02).
- Cambridge International AS Level Global Perspectives essay (8987/02) and presentation (8987/03).
- Cambridge Pre-U Global Perspectives and Research (GPR) essay (9766/02) and presentation (9766/03).

3.19 Preparing work for submission

Please see the *Submitting Global Perspectives Work Through Cambridge Secure Exchange* guide for detailed instructions on how to prepare and submit candidates' work.

The guide is available to download from the 'Teacher assessment' section of the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/examsofficers. Here you will also be able to view our online tutorial, which shows you how to upload files to Cambridge Secure Exchange. **A** Cambridge Associates should pass these instructions on to their Associate Centres as necessary.

Remember, do not use Cambridge Secure Exchange to submit the Independent Research Report for Cambridge Pre-U Global Perspectives (9766/04). These reports must be submitted in hard copy (see section 3.10).



Forecast grades

Overview

We ask you to submit forecast grades for all of your candidates. A forecast grade is the grade the teacher expects each candidate to achieve for each syllabus they are entered for.

It needs to be a realistic prediction of what the candidate is expected to achieve in the examination. It is not the teacher's assessment of the quality of the candidate's work during the course, or of the effort that the candidate has made. Where the candidate has already partly completed a qualification in an earlier series (for example, a Cambridge International AS Level), the forecast grade should relate to the overall qualification, including the part already assessed.

We use forecast grades:

- in making decisions about syllabus grade thresholds
- to help make a post-examination adjustment to a candidate's mark to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury
- to carry out checks before we release results.

A Associate Centres should submit their forecast grades to their Cambridge Associates by an agreed date. Cambridge Associates should check all the information has been supplied and then forward the forecast grades to us by the relevant deadlines below.

Important dates



Deadlines for submitting forecast grades:

- June series – 30 April 2013
- November series – 31 October 2013

Before you submit them, you can run a report to check all the forecast grades you have entered into CIE Direct. It is important that you do this, because once you have submitted a grade you cannot change it via CIE Direct. To change a forecast grade you have already submitted email us at info@cie.org.uk with the details.

4.1 How to submit forecast grades

There are a number of ways you can submit your forecast grades to us.

CIE Direct

You can submit your forecast grades as soon as your entries have been processed. They must be submitted by the relevant deadline and we recommend that you submit them as soon as you can.

To submit your forecast grades go to your 'Dashboard' in the 'Administer Exams' section. You will see a list by syllabus of all the candidates for whom you need to submit forecast grades. Using the radio buttons choose the correct forecast grade for each syllabus and candidate. **NEW** If you cannot forecast a grade for a candidate select 'X'. You can submit your forecast grades together or in batches.

We send you Forecast Grade Forms (F1) in the Cambridge pre-exam despatch. If you cannot submit your forecast grades electronically you should use the F1 form instead. Instructions for completing the form are on the back. **NEW** If you cannot forecast a grade enter 'X' in the 'Forecast grade' column. Once completed, return the forms

Forecast grades (continued)

using the envelope provided. We scan the forms so please do not bend, staple or damage them in any way. Before you send us your forms take copies for your own records.

If you made an entry or an entry amendment after the forms were printed, add the candidate details to the bottom of the form. If there is not enough room, or if you do not have an F1 form for the syllabus for which you made the late entry, use 'Before the Exams – Form 1'. Use a different form for each syllabus.

Administrative forms




Forms available from the 'Exams Officers' section of the Cambridge website
www.cie.org.uk/examsofficers

- Supplementary Forecast Grade Sheet (FS1):
Before the Exams – Form 1

Extra guidance



View our online tutorial on submitting forecast grades using  CIE Direct. Go to www.cie.org.uk/examsofficers

Pre-exam and question paper despatches

Overview

So that you have all the materials you need to administer our examinations we will send you a number of pre-exam despatches (depending on your entries). They are:

1. Cambridge early question paper despatch: question papers and examination materials for specific components, such as practical, project or speaking components where materials are needed before the main timetable period.
2. Cambridge entry confirmation despatch: documents confirming the details of your entries.
3. Cambridge pre-exam despatch: examination stationery, key administrative documents, despatch labels and envelopes.
4. Cambridge question paper despatch: confidential question papers and supporting materials, including multiple-choice answer sheets. Make sure you store the contents of this despatch securely.
5. Cambridge attendance registers and bar-coded labels despatch: attendance registers for recording the presence of each candidate at the start of the examination, and bar-coded labels to identify the contents of each script packet you send back to us.

The materials we send to you are based on your final entries. Therefore, please do not worry if you do not receive materials for any late or amended entries in main despatches; they will arrive at a later date. **A** We send all despatches to Cambridge Associates. The despatches are labelled for each of their Associate Centres. Cambridge Associates should pass the despatches to their Associate Centres according to their agreed arrangements.


4.2 Dates and contents

The tables show you the contents of each despatch. Remember the despatches and contents match your entries so you may not receive everything listed below.

Cambridge early question papers

Dates: June series February and March 2013
November series July 2013

Contents

Art and Design question papers	Question papers for components timetabled over a range of dates before the main examination period. Question papers 1 and 2 for Cambridge IGCSE Art and Design (0400) and question paper 1 (controlled test) for Cambridge International AS and A Level Art and Design (9704) will be available to download from  CIE Direct and Teacher Support. See the 'Monthly diaries' for the dates.
Assessment forms for practical tests	For practical examinations in ICT, fashion and fabrics, food and nutrition and food studies. Information on using these forms is in the appropriate syllabus booklet.

Important information



Do not forget that question paper security regulations outlined in the [➤ Cambridge Handbook](#) apply to early question papers too.

Pre-exam and question paper despatches (continued)

Cambridge early question papers for non-coursework speaking tests (Cambridge IGCSE languages)

Dates: June series February and March 2013
November series July 2013

Contents

Speaking Test Cards	For teachers to use when conducting speaking tests.
Speaking Test Teachers' Notes	Instructions for teachers conducting the speaking tests.

Important information



NEW Paper 3 alternative to coursework scenario: Cambridge IGCSE Computer Studies (0420) and Cambridge O Level Computer Studies (7010)

Paper 3 consists of short-answer and structured questions which refer to a given scenario. We send an outline of the scenario in advance so that candidates can do some research in preparation for the actual exam. When you receive these early release materials please make sure you open the packets and give the scenario to the candidates at least four weeks before the exam.

Please store any spare copies of the scenario under secure conditions. Remember you should not open the question paper packets. Keep them under secure conditions until the time of the exam.

For more information refer to the syllabuses.

Important information



NEW If you hold a Cambridge IGCSE oral examination at the start of the test window you may not have received the relevant attendance register. Please keep a record of the candidates that were present or absent during the test and then transfer them onto the pre-printed attendance register when it arrives. Return the attendance register with your samples for moderation.

Cambridge International AS and A Level languages other than English

The following materials needed for these speaking tests are in the 2013 syllabus booklets:

- component requirements
- mark scheme
- Working Mark Sheet
- administrative guidance
- form for the nomination of the oral examiner.

You do not need a question paper.

Cambridge IGCSE First Language English (0500/05) and First Language Spanish (0502/05)

The following materials needed for these speaking tests are in the 2013 syllabus booklets:

- component requirements
- mark scheme
- Working Mark Sheet
- administrative guidance.

You do not need a question paper.

Extra guidance



The security of question papers is vitally important. For guidance on storing confidential materials view our 'Ordering and Receiving Question Papers' online tutorial for exams officers. Go to the 'Before the exams' section of the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/examsOfficers

Pre-exam and question paper despatches (continued)

Cambridge entries confirmation

Dates: June series March/April 2013
 November series August/September 2013

Contents

Candidate statements of entry	You will get a statement of entry for each candidate showing the candidate's details, their syllabuses and entry options and the date of their examinations. Give the statements to all your candidates and ask them to check they are correct.
Candidate entry list	You will get one candidate entry list showing you all your entries by candidate.
Centre summary of entries	You will get one Centre summary of entries showing you all your entries by syllabus and option.
Candidate entry warning list	If you have any potential timetable clashes these will be highlighted in the candidate entry warning list.

Cambridge pre-exam

Dates: June series March 2013
 November series September 2013

Contents

Examination stationery

Script return envelopes	Use these envelopes to return scripts or coursework. There are four different sizes of envelope for you to use depending on the size of materials you are sending.
Graph paper	Two sheets per candidate for specific examinations (listed in the <i>Additional Materials List</i>).
Formulae and statistics tables	Reference guides for candidates taking mathematics or statistics containing important formulae and tables. One table per candidate for specific examinations.
Chemistry data booklets (Cambridge International AS and A Level)	A reference guide for candidates containing important formulae and tables. One book per candidate for specific examinations.

Pre-exam and question paper despatches (continued)

Cambridge pre-exam (continued)	
<i>Despatch labels and candidate identification labels</i>	
Bar-coded script packet labels	The labels in this despatch are for coursework and non-timetabled components. Bar-coded labels identify the contents of each packet and enable each packet to be tracked at every stage of the marking process. Pack the samples then attach the relevant bar-coded label to the front of the envelope.
Labels for the return of internally assessed samples	Use these labels for sending internally assessed samples for moderation.
Script return labels	Use these labels to return your consignment of scripts or coursework samples to us.
Coursework identification labels	Use these labels to identify individual pieces of internally assessed samples.
Cambridge IGCSE Art and Design (0400): artwork identification labels	Attach these labels to individual pieces of Cambridge IGCSE Art and Design artwork.
<i>Administrative forms and other materials</i>	
NEW Notice to Candidates and 'Candidate Warning' poster	These posters outline our exam rules and regulations for candidates. Before the examination period starts, make sure you display a copy of both posters outside and inside all examination rooms.
Forecast Grade Forms (F1)	If you do not use electronic systems to submit forecast grades, pass these forms to the relevant teachers to complete. Instructions are on the back of the form.
Internal Assessment Mark Sheets (MS1)	If you do not use electronic systems to submit internal assessment marks, pass these forms to the relevant teachers to complete. Instructions are on the back of the form.
Return envelope for forecast grades and internal assessment marks	Use these envelopes to return internal assessment marks and forecast grades.
Attendance registers for non-timetabled examinations	Use the attendance registers to record the presence of each candidate at the start of the exam. If any of your candidates aren't on the attendance registers, add them to the bottom.

Important information



NEW You need to supply answer booklets or answer sheets for exams where candidates do not write answers directly on the question paper. For a list of components where candidates write on the question paper please see the *Additional Materials List* available from the 'Support Materials' section of [CIE Direct](#).

Pre-exam and question paper despatches (continued)

Cambridge question papers

Dates:	June series	April 2013
	November series	October 2013

Contents

Question papers and supporting materials, including multiple-choice answer sheets

Confidential question papers and supporting materials provided by Cambridge for each examination component. Please follow the question paper security regulations outlined in Part 4 of the **> Cambridge Handbook** when handling question papers.

Cambridge attendance registers and bar-coded labels

Dates: May/June 2013 series April 2013
Oct/Nov 2013 series October 2013

Contents

Bar-coded labels















These labels are used to identify the contents of each script packet. The bar-coded labels contained in this despatch are for timetabled components.

Attendance registers for timetabled components

Use the attendance registers to record the presence of each candidate at the start of the exam. If any of your candidates aren't on the attendance registers, add them to the bottom.

Extra guidance

In your pre-exam despatch you will get a *Cambridge Pre-exam Despatch* guide, which explains exactly what you need to do with each item.

Cambridge pre-exam despatch guide – June 2012			
<p>At a glance table – all you need to know about the Cambridge pre-exam despatch</p> <p>Not despatched until at least 10 days before the exam. The items in this table may be subject to change only. You will have these items if you made orders for them in the pre-exam notice in the June 2012 issue.</p>			
Item	Quantity	What it is used for in the exam	Example
Information for candidates			
General pack (one per centre)	A copy of each of the candidate notices to submit for each 2012 candidate. These notices contain the format guides for the final candidates' question booklet.	If you do not use candidate notices to submit for each 2012 candidate, these notices can be used to complete instructions on the back of the final candidates' question booklet.	
Internal assessment mark sheet (IMS)	A sheet to record internal assessment marks. One per subject per candidate.	Place in the candidate assessment booklet to submit for each 2012 candidate. Instructions are on the back of the sheet.	
Internal evidence for internal assessment marks	Evidence for the return of internal assessment marks and internal packs. See Centre Evidence for Internal Assessment Marks.	Use the evidence to return your internal assessment marks and internal packs. Use the mark sheet as evidence.	
Materials for checking completed candidate work			
Completed candidate work	Copies of all the work submitted by candidates for each 2012 candidate. One sheet per candidate.	Compare the tables and work them to each candidate's work. Check each work to see if it is correct.	
Cambridge GCSE and AS/A-level syllabuses	Details of the syllabus in individual subjects of Cambridge GCSE and AS/A-level. Includes the syllabus for each subject. One sheet per subject.	Compare the tables and work them to each candidate's work. Check each work to see if it is correct.	
The correct order of the work to be checked	The correct order of the work to be checked. Includes the correct order of the work to be checked. One sheet per subject.	Check the correct order of the work to be checked. Includes the correct order of the work to be checked.	
Labels for the return of internal assessment marks	Labels for the return of internal assessment marks. One sheet per subject.	Attach a label to each candidate's work. One sheet per subject.	
Information for teachers			
General pack (one per centre)	A copy of each of the teacher notices to submit for each 2012 candidate. These notices contain the format guides for the final candidates' question booklet.	If you do not use teacher notices to submit for each 2012 candidate, these notices can be used to complete instructions on the back of the final candidates' question booklet.	
Internal assessment mark sheet (IMS)	A sheet to record internal assessment marks. One per subject per candidate.	Place in the candidate assessment booklet to submit for each 2012 candidate. Instructions are on the back of the sheet.	
Internal evidence for internal assessment marks	Evidence for the return of internal assessment marks and internal packs. See Centre Evidence for Internal Assessment Marks.	Use the evidence to return your internal assessment marks and internal packs. Use the mark sheet as evidence.	
Materials for checking completed candidate work			
Completed candidate work	Copies of all the work submitted by candidates for each 2012 candidate. One sheet per candidate.	Compare the tables and work them to each candidate's work. Check each work to see if it is correct.	
Cambridge GCSE and AS/A-level syllabuses	Details of the syllabus in individual subjects of Cambridge GCSE and AS/A-level. Includes the syllabus for each subject. One sheet per subject.	Compare the tables and work them to each candidate's work. Check each work to see if it is correct.	
The correct order of the work to be checked	The correct order of the work to be checked. Includes the correct order of the work to be checked. One sheet per subject.	Check the correct order of the work to be checked. Includes the correct order of the work to be checked.	
Labels for the return of internal assessment marks	Labels for the return of internal assessment marks. One sheet per subject.	Attach a label to each candidate's work. One sheet per subject.	

Administrative forms

NEW We have two new forms to help you report issues with your question paper despatches. For more information about these new processes please see Part 4 of the [Cambridge Handbook](#).

Forms available from the 'Exams Officers' section of the Cambridge website
www.cie.org.uk/examsofficers

- Missing Question Paper Packet: Before the Exams – Form 2
- Damaged or Opened Question Paper Packet: Before the Exams – Form 3

Important information

We no longer provide the *Additional Materials List* in hard copy. It is available in the 'Support Materials' section of CIE Direct before each exam series.

Running exams

Overview

You and your invigilators need to read and understand Parts 4 and 5 of the [Cambridge Handbook](#). They provide essential information about what to do before, during and after all your examinations. You must follow this information in order to comply with our regulations.

5.1 Regulations for the conduct of Cambridge examinations

Parts 4 and 5 of the [Cambridge Handbook](#) cover the following areas:

Before the exams

- Pre-exam despatches
- Storing confidential materials
- Preparing the exam room:
 - examination venue
 - display material
 - clock
 - Notice to Candidates and 'Candidate Warning' posters
 - seating arrangements
- Invigilator requirements
 - Key Times
 - Full Centre Supervision

Administrative forms

NEW If you open a question packet in error you must complete our new form. For more information about this process please see Part 5 of the [Cambridge Handbook](#).

Forms available from the 'Exams Officers' section of the Cambridge website www.cie.org.uk/examsofficers

- Question Paper Packet Opened in Error: Exam Day – Form 11

Exam day

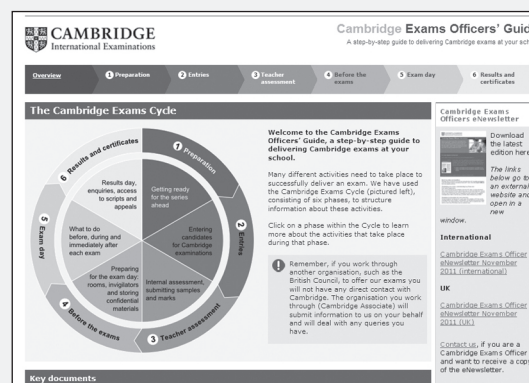
- At the beginning of the examination
- During the examination
- Leaving the examination
- At the end of the examination
- Dealing with the unexpected
- Special instructions for particular examinations.

At the end of the examination

- Packing and despatching scripts
- Dealing with the unexpected
- Special consideration
- Malpractice and maladministration
- Special instructions for particular examinations

Extra guidance





We have a range of extra guidance materials to support exams officers before and during exams, including online video tutorials, invigilator training materials and 'how to' guides. Visit the 'Before the exams' and 'Exam day' sections of the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/examsofficers




Special consideration


Overview

Special consideration is a post-examination adjustment made to a candidate's mark, by Cambridge, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

To apply for special consideration go to the special consideration area of  CIE Direct or complete 'Exam Day – Form 7'.  Associate Centres should apply for special consideration using the relevant form rather than online through  CIE Direct. They should download the relevant form from the 'Support Materials' section of  CIE Direct and email it to us within seven days of the last exam of the syllabus affected.

There are regulations that relate to special consideration and you can find them in Part 5 of the  *Cambridge Handbook*. Please read this section before you make any applications for special consideration.

5.3 How to apply for special consideration


NEW You can apply for special consideration online through  CIE Direct. Simply go to <https://direct.cie.org.uk>, log in using your normal login details and navigate to the 'Special consideration' area. You can submit applications for:

- present but disadvantaged candidates
- absent candidates
- coursework-related special considerations.

You can also apply for special consideration using 'Exam Day – Form 7'. Follow the instructions in the 'Guidance notes' section of the form.


Please send medical evidence with applications for candidates affected by illness, including those part absent from an examination. If you do not send medical evidence we cannot accept your application.

Do not send applications or related documents with the candidate's scripts.

You can apply for coursework-related special consideration using 'Teacher Assessment – Form 2' for a shortfall and 'Teacher Assessment – Form 3' for lost coursework. See Part 5 of the  *Cambridge Handbook* for more information.

We send you an email to let you know the outcome of your application. If we reject your application we will let you know why. We may decide to refer your application to a team of senior Cambridge examiners for further consideration. If we do we will let you know by email.

Administrative forms


Forms available from the 'Support Materials' section of  CIE Direct.

- Special Consideration: Exam Day – Form 7
- Special Consideration (Shortfall in Coursework): Teacher Assessment – Form 2
- Special Consideration (Lost Coursework): Teacher Assessment – Form 3

Important dates

Please submit applications for special consideration to Cambridge within seven days of the last examination date in the syllabus affected.

Extra guidance

Download our guide to making special consideration applications online from the 'Help' section of the 'Special consideration' area of  CIE Direct.

Download *How to Apply for Special Consideration* from the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/examsofficers



Despatching scripts

Overview

Send your scripts to us as soon as each exam has finished. If this is not possible you must despatch all the scripts you have at least once a week.

Keep your scripts in a secure place before sending them. Remember that candidates' answer scripts are confidential and should not be read or photocopied by anyone before you send them to us.

Follow the instructions detailed below when you pack and send your scripts. **A** Cambridge Associates are responsible for sending scripts from their Associate Centres to us, using a courier. Cambridge Associates should make arrangements with their Associate Centres for receiving their scripts.

5.4 Packing scripts

Despatch materials

We provide materials for packing, labelling and despatch of scripts: attendance registers, script packet envelopes, bar-coded labels and labels for courier despatches.

Attendance registers

Invigilators need to complete and sign the attendance register and enclose it in the script packet with the scripts. Add the details of any candidates not printed on the attendance register to the bottom. If you need a blank copy of an attendance register use 'Exam Day – Form 1'.

Bar-coded labels

Bar-coded labels identify the contents of each script packet. Pack the scripts and the matching attendance register in one script envelope and attach the relevant bar-coded label to the envelope. The labels are in timetable date order, with the labels for components where no specific date is allocated printed first. Do not use any bar-coded labels from previous exam series.

Please follow these guidelines when using bar-coded labels and packing the attendance register.

- If you have lots of entries for an exam, you may have more than one label. If you do, pack the scripts so they match the 'candidate number range' on the label and divide the attendance register to match the scripts in each packet.
- Do not write anything on the bar-coded label or cover it with tape, other labels or anything that would conceal or damage the barcode.
- If you do not have a bar-coded label write the following information on the envelope: Centre number, syllabus number, component number, number of scripts and candidate number range.

Administrative forms



Forms available from the 'Exams Officers' section of the Cambridge website
www.cie.org.uk/examsofficers

- Supplementary Attendance Register: Exam Day – Form 1
- Script Despatch Label: Exam Day – Label 1

Important information

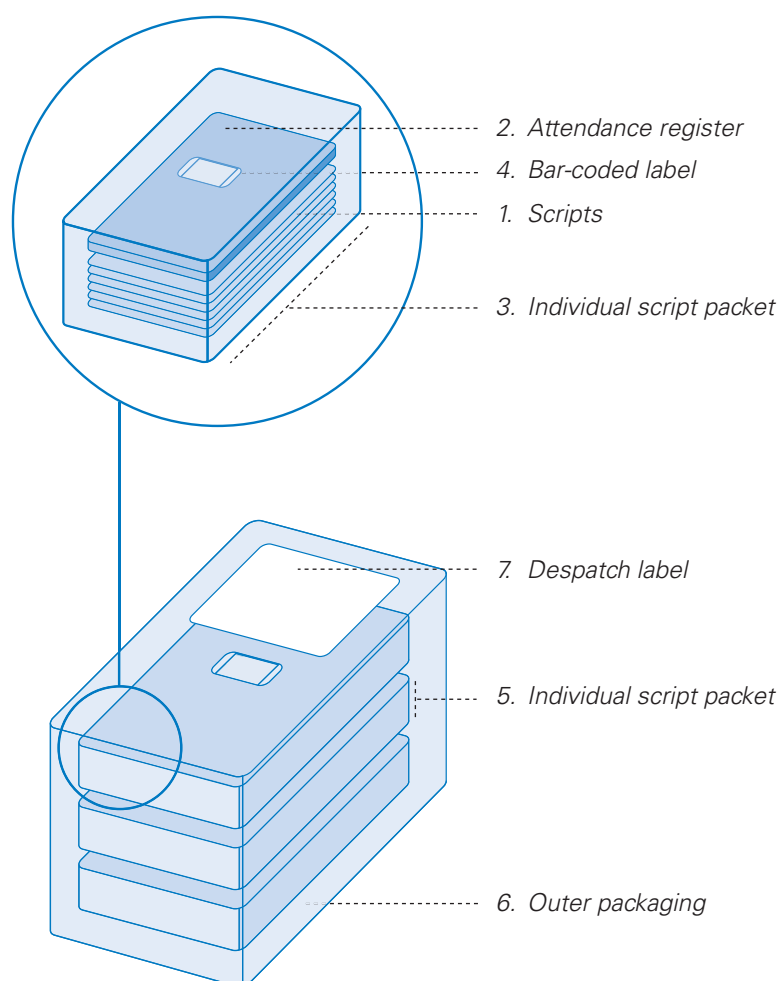


- As a precaution do not pack scripts for all the components of an entire syllabus in one parcel.
- This section applies to artwork scripts too. In particular, please pack each component separately, making sure it is clearly identified and has its own bar-coded label.
- Do not send anything else apart from attendance registers with your scripts. Send any other documentation, such as requests for special consideration, separately.
- If a candidate has used a scribe, word processor, practical assistant or transcript, attach the relevant cover sheet to the front of the script.
- You must submit any documentation relating to malpractice or special consideration separately from the scripts. Send the documentation, along with the relevant form, directly to us for the attention of the Compliance Unit.

Despatching scripts (continued)

Follow the guidelines below when packing scripts.

- Pack scripts for different components in different envelopes and put the completed attendance register in each envelope.
- Check the component number and name on the bar-coded label is the same as the number and name on the scripts in the envelope, and then stick the bar-coded label on the front of the grey script packet.
- If all the candidates for a component are absent, still complete and enclose the attendance register in the script envelope and attach the bar-coded label.
- Securely fasten your packets of scripts. If one envelope is not large enough, use two or more envelopes, but remember to show the candidate range in each envelope. Put the bar-coded label on the first envelope and number each of the envelopes (for example, 1 of 4, 2 of 4).



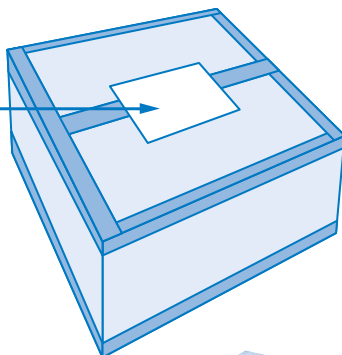
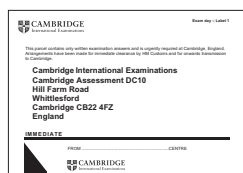
- You can package your script packets for a variety of components into one parcel for despatch. Please make sure that the parcel is packed securely so that the contents does not get damaged or fall out and that it does not weigh more than 15 kg.

Despatching scripts (continued)

Outer packaging guidelines

It is important you pack your packet(s) of scripts carefully so that they arrive undamaged. Use strong, suitable outer packaging. Do not overpack your parcel and make sure it is secure.

Use the despatch label provided.



Ensure corners are secure, use extra packing tape if necessary.



Do not send script envelopes without any outer packaging.



Make sure your outer packaging is secure.



Please make sure that your parcel does not weigh more than 15 kg.

If you send a number of packets for a variety of components together, please make sure that the packets are separate within an outer wrapper and that all parts have the correct labels. Components must never be attached together.

5.5 Sending scripts

Send us your scripts using a method that provides a tracking facility and use the address labels provided. **NEW** Keep a record of the contents of each consignment you send. If you need extra labels use 'Exam Day – Label 1'. Address parcels to:

Cambridge International Examinations
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge
CB22 4FZ
United Kingdom

Air freight

Only use for very large consignments of scripts. If you do so please contact Customer Services for instructions.

Extra guidance



View our online tutorial 'Packing and Despatching Scripts' in the 'Exam day' section of the 'Cambridge Exams Officers' Guide' at www.cie.org.uk/examsofficers


Understanding and preparing for results

Overview

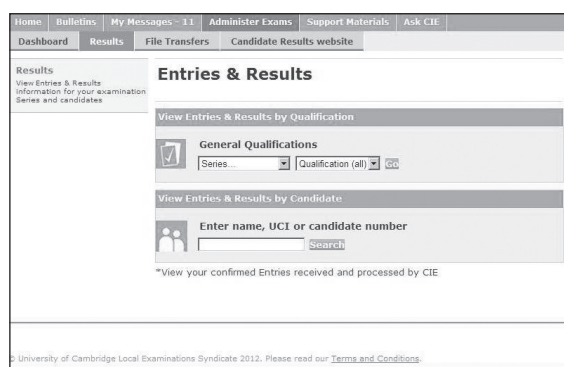
Read this section to prepare for the release of results. It sets out everything you need to know so you can make sure your candidates get their results and that you can answer all their queries.


We release results online through  CIE Direct and follow them up with hard-copy statements of results.

You can issue results to candidates as soon as they become available online or when you receive the statements of results.

The results published online and in hard copy are provisional and we can amend them if necessary. We confirm the results at a later date by issuing certificates.  Cambridge Associates are responsible for passing results, statements of results and other associated material on to their Associate Centres.

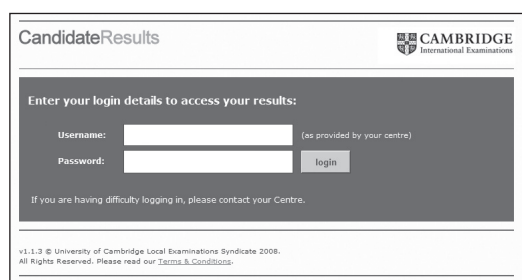
6.1 Online results




Your online results are available through  CIE Direct in the following formats:

- a pdf file containing a statement of results for every candidate
- a pdf file containing results for the Centre in broadsheet format
- an MS Excel file containing results for the Centre in broadsheet format.

6.2 Candidate Results Service



This service gives your candidates access to their results directly via a secure website. You

can control which of your candidates have access to the site and what they can view through the 'Administer Exams' page on  CIE Direct. To download guidance on how to give candidates access to the secure website, go to www.cie.org.uk/help and type 'Candidate Results Service' into the search box.

Important dates



We will notify you of the exact dates and times for results release on  CIE Direct and in the *Cambridge Exams Officer eNewsletter* during 2013.

June series (all qualifications)

Results available online – mid August 2013
Hard-copy statements of results – late August 2013

November series (all qualifications)

Results available online – late January 2014
Hard-copy statements of results – late January 2014

6.3 Hard-copy results

We will send you hard-copy results in the following formats for all examinations.

Statements of results: For candidates

You will receive a statement of results for every candidate. It lists all the syllabuses entered by an individual candidate and the syllabus grades awarded. For group award candidates, the statement of results will also show the result they achieved in the group award.

Understanding and preparing for results (continued)

Statements of results are printed on full-colour watermarked stationery. Explanatory notes on each statement explain the qualification and syllabus grades shown.

The name of the Centre is not shown on statements of results for private candidates.

As statements of results are a permanent record of the examination, please report any errors on them immediately. If any of your statements of results have been altered or damaged please contact Customer Services.

Important information



- Statements of results are not certificates and may not be accepted by a university or other public body.
- We have the right to correct the information given on any statement of results issued before we despatch certificates.

Results by syllabus, option and component: For teaching staff

This document shows all your results and component grades by syllabus, option and component. **NEW** We give component grades in confidence to teaching staff and they should not generally be made public. However, if a university requires them you can provide them in confidence. We give you this information so teaching staff can compare a candidate's standard across different parts of an examination. They will not always correspond exactly to the grade in the syllabus as a whole. It may be helpful to share this information with candidates to help inform decisions about enquiries about results or retaking a particular syllabus. If you decide to do this please make the candidates aware that you sharing this information in confidence and that it should not be made public.

Important information



- The final syllabus grade is calculated from an aggregation of the candidate's marks and not directly from the component grades. So candidates with the same component grades will not necessarily receive the same final grade.

Results broadsheet: For teaching staff

The results broadsheet is a summary of all the results for your candidates. The broadsheet shows the results in a grid with the names of all candidates listed down the left-hand side and syllabus titles listed across the top.

Moderation adjustment summary reports: For teaching staff

We provide a summary of moderation adjustments for every internally assessed component.

The summary shows any adjustments made by Cambridge to the internally assessed marks awarded by your subject teachers. The adjustments are made to marks submitted by the Centre and not to weighted marks. 'NO ADJUSTMENT' indicates that we accepted the Centre's marks. The information is in syllabus component code order. Adjustments made to ranges of marks are shown in ascending sequence. Our moderation procedures do not allow marks to be reduced below zero or raised above the maximum mark for the component.

Moderation report: For teaching staff

A report on the moderation, for each internally assessed component. It also shows instances where our moderators re-marked coursework because adjustment was not possible.

6.4 What are the procedures for checking and issuing results?

We send your results by courier unless instructed otherwise. We do not email or fax results to you or anybody else.

When you receive your results, check that you have all the documents listed above. In particular, check you have a statement of results for each candidate, including private candidates. If you are missing any statements of results contact us immediately. It is your responsibility to give all your candidates their statements.

Cambridge Associate Schools will receive their results according to their local arrangements.

Understanding and preparing for results (continued)

6.5 How are syllabus grades reported on results?

We report syllabus grades on results documents as detailed in the table below.

Qualification	Grade reporting
Cambridge IGCSE	<ul style="list-style-type: none"> A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g). A*(a*) is the highest grade and G(g) the lowest. 'UNGRADED' shows that the candidate failed to reach the standard required for Grade G(g). For some Cambridge IGCSE syllabuses, we report 'TO BE ISSUED' to show that the result will be awarded in the November series.
Cambridge IGCSE language syllabuses	<ul style="list-style-type: none"> For some language syllabuses we report separate oral endorsement grades on a scale of 1 to 5, 1 being the highest.
Cambridge ICE group award	<ul style="list-style-type: none"> Distinction, Merit and Pass. We report the Cambridge ICE group award result on Cambridge IGCSE statements of results for candidates who satisfy the award rules. You will find details of the award rules for the Cambridge ICE group award in the <i>Cambridge Guide to Making Entries</i>.
Cambridge O Level	<ul style="list-style-type: none"> A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. 'UNGRADED' shows that the candidate failed to reach the standard required for Grade E(e).
Cambridge O Level syllabuses in languages other than English	<ul style="list-style-type: none"> Performance in speaking tests (compulsory or optional) is recorded on the statements of results below the syllabus grade as: 'with Pass in Oral'. If a candidate does not achieve a 'Pass' in the speaking test or does not take the speaking test there will be no record of the speaking test on their statement of results or certificate.
Cambridge International AS Level	<ul style="list-style-type: none"> a(a), b(b), c(c), d(d) or e(e). a(a) is the highest and e(e) the lowest. 'UNGRADED' shows that the candidate failed to reach the standard required for Grade e(e).
Cambridge International A Level	<ul style="list-style-type: none"> A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. 'UNGRADED' shows that the candidate failed to reach the standard required for Grade E(e). In some Advanced Level subjects, a candidate whose overall performance in the syllabus falls short of the standard required for Grade E(e) will be awarded an AS (Advanced Subsidiary) Level Grade a(a), b(b), c(c), d(d) or e(e), if their performance is good enough in the components that constitute an Advanced Subsidiary Level.

Understanding and preparing for results (continued)

Qualification	Grade reporting
Cambridge International AS Level and A level syllabuses in languages other than English	<ul style="list-style-type: none"> The performance of candidates in the speaking test (compulsory or optional) is recorded on the statements of results under the syllabus grade as either: 'with Distinction in Speaking' or 'with Merit in Speaking' or 'with Pass in Speaking'. Candidates who do not achieve a 'Pass' in speaking or who do not take the speaking test will have no record of the speaking test on their statements of results or certificate.
Cambridge AICE Diploma group award	<ul style="list-style-type: none"> Distinction, Merit and Pass. We report the AICE Diploma group award result on Cambridge International A Level statements of results for candidates who satisfy the award rules. You will find details of the award rules for the Cambridge ICE group award in the <i>Cambridge Guide to Making Entries</i>.
Cambridge Pre-U Global Perspectives and Research (GPR) Level 3	<ul style="list-style-type: none"> Distinction ONE(D1), Distinction TWO(D2), Distinction THREE(D3), Merit ONE(M1), Merit TWO(M2), Merit THREE(M3), Pass ONE(P1), Pass TWO(P2) or Pass THREE(P3). Distinction ONE(D1) is the highest grade and Pass THREE(P3) the lowest. Grade W(w) is shown for candidates entered for Cambridge Pre-U GPR entry option B and indicates that components 1, 2 and 3 have been completed, but that certification is not possible until component 4 is taken in a future series. 'UNGRADED' shows that the candidate failed to reach the standard required for Pass THREE(P3).

6.6 How to apply for extra sets of results

If you need an extra set of results please send us a request in writing, on headed paper and signed by the Head of Centre. **A** If you work in an Associate Centre please send requests through your Cambridge Associate. We will need to receive the request by:

- June series – 24 July 2013
- November series – 18 December 2013.

We charge for duplicate sets of results. The fees for this service are in our fees list available in the 'My Messages' section of [CIE Direct](#). The following options are available:

- whole-Centre results
- broadsheet only
- syllabus component report.

6.7 What to do if there are errors on your statements of results

Please let us know immediately in writing about any errors on statements of results so we can make the amendments before we issue your certificates. We charge for any name amendments we receive after the following dates:

- 15 September 2013 for June series
- 15 February 2014 for November series.

A If you work in an Associate Centre please communicate details of any errors through your Cambridge Associate.

6.8 How to arrange for copies of results to be sent to other institutions

A candidate can apply for us to send a priority statement of results or a certifying statement of results to a third party, such as an employer or university. Find out more about applying for certifying statements of results in section 6.19 of this guide.

Enquiries about results and appeals process

Overview

We carry out extensive quality checks before we issue results. However, we do offer a results enquiries service if you would like us to check the results for particular candidates.

We offer a range of result enquiries depending on the type of check you would like us to make.

There is an administrative fee for each enquiry. We will not charge the fee if the enquiry leads to a change to the syllabus grade. **A** Cambridge Associates must submit enquiries about results on behalf of their Associate Centres.

6.9 How to make an enquiry about results

To submit an enquiry about results use 'Results and Certificates – Form 1'. If you work for a ministry of education you should use 'Results and Certificates – Form 4'. Please follow the instructions on the forms.

NEW Once we process the form, we will email you or in the case of Associate Centres, the Cambridge Associate, an acknowledgement. If you do not receive this within one week of sending the enquiry contact our Customer Services team immediately.

We start destroying candidate scripts shortly after the deadlines for result enquiries have passed. Therefore we cannot accept requests submitted after the published deadlines.

Administrative forms



Forms available from the 'Support Materials' section of [CIE Direct](#)

- Enquiries About Results (International Centres): Results and Certificates – Form 1
- Enquiries About Results (International Centres): Results and Certificates – Form 4 (for ministries of education)

Important dates



The deadlines for submitting enquiries about results are:

- June series – 30 September 2013
- November series – 26 February 2013

Enquiries about results and appeals process (continued)

Important information



- **A** Associate Centres should submit their forms via their Cambridge Associate.
- Candidates or their parents cannot request result enquiries.
- The Head of Centre must endorse all requests.
- You can only send one enquiry for each candidate's result in the externally assessed components of a syllabus.
- You can request different services for different candidates' results in a syllabus.
- You can request the same or different services for the same candidate in different syllabuses.
- If you make an enquiry by component please make sure that all the components you want us to review are listed on the form. We cannot accept additional component enquiries for the same candidate and syllabus at a later date. All the components you list on the form must be for the same service.

6.10 What services are available?

If you ask us, we will provide an explanation of 'NO RESULT' or 'PENDING', without charge. We usually issue a 'NO RESULT' if the candidate appears not to have completed all the components of an assessment. If you have evidence, for example an attendance register or coursework mark sheet, to show that the candidate has completed all components, please send copies with your request.

NEW At the time this guide went to print (September 2012) we were conducting a review of our enquiries about results services to make sure they meet the needs of our customers. We will email Centres with the outcomes of this review and a list of the services available.

6.11 Fees for enquiries about results

NEW The fees for each service are in our fees list available in the 'My Messages' section of [CIE Direct](#).

We charge a fee for each enquiry about results service. We provide explanations for 'NO RESULT' and 'PENDING' results free of charge.

We will not charge the fee if the enquiry results in a change to the syllabus grade.

6.12 How long does it take to process enquiries?

We will deal with enquiries in the order in which we receive them. We cannot guarantee the date by which we will process enquiries. But we will make every effort to communicate the outcome to you as quickly as possible, and whenever possible, within 30 days of receiving your enquiry.

Important information



- Please do not send any payment with your form. We invoice the Head of Centre for all enquiries about results after the deadlines have passed.
- For candidates wishing to retake in the next examination series, we cannot guarantee that we will issue the outcome of an enquiry in time to inform the candidate's preparation for the retake examination.
- Where an enquiry for a group of candidates (Services 4, 5 or 8) leads to one or more changes to candidates' grades, we will charge a proportion of the whole fee as appropriate.

6.13 Outcomes of enquiries

NEW We email the outcome of the enquiry to the Head of Centre/Cambridge Associate. If the enquiry leads to a syllabus grade change, we will issue a revised statement of results. If we have already issued a certificate, you must return the original certificate and we will then send you a replacement.

We will confirm any syllabus grade change to any university or other institution in writing at the request of the Head of Centre or Cambridge Associate.

Where an enquiry does not lead to a change in the candidate's syllabus grade Cambridge will not

Enquiries about results and appeals process (continued)

reissue a statement of results or certificate based on a change to a candidate's component grade.

If an enquiry leads to a reduction in a candidate's mark and the mark is carried forward to another series, we will use the reduced mark to calculate the candidate's grade.

In the unusual event that the outcome of an enquiry brings into question the accuracy of the results for other candidates in that syllabus, we will notify the Head of Centre/Cambridge Associate. We will then carry out the service on any other candidates who may have been affected free of charge. The Head of Centre/Cambridge Associate will be notified of the outcome.

6.14 Appeals

If a Head of Centre/Cambridge Associate wants to appeal against an enquiry outcome, they must submit an appeal to us in writing within 28 days of the date of notification of the outcome.

The appeal will focus on our procedures, and specifically on whether we:

1. used procedures which were consistent with our *Code of Practice*, which is available on our website
2. applied our internal procedures properly and fairly in arriving at our judgements.

You need to state in your appeal the way(s) in which you think this was not the case. **NEW** Make sure you include your Centre number and the number of the enquiry about results service as part of your appeal. The consideration of an appeal does not normally involve further re-marking.

There are two stages to the appeal process:

- Stage 1: Initially a senior member of Cambridge's staff will consider the appeal and will notify the Centre in writing within 21 days of receiving the appeal, whether the appeal is upheld.
- Stage 2: If the appeal is not upheld at Stage 1, the Head of Centre/Cambridge Associate can make a further appeal to Stage 2. They must do so in writing within 14 days of the outcome of the Stage 1 appeal. As part of Stage 2 your Head of Centre needs to present their case to Cambridge. We will tell the Head of Centre/Cambridge Associate the outcome within 28

days of receiving the Stage 2 appeal.

We charge for Stage 1 and Stage 2 appeals. The charge will be per enquiry, not per candidate. See our fees list available in the 'My Messages' section of [CIE Direct](#).

The outcome of a Stage 2 appeal is final and we will not enter into further communication with Heads of Centres/Cambridge Associates after we have told them the outcome of the appeal.

Certificates

Overview

A certificate is the property of Cambridge. We issue them to confirm results on the following conditions:

- If the certificate is altered or defaced it is invalid.
- If we ask you to return a certificate, you must return it.
- The certificate should be kept in a safe place.
- We will not issue copies of certificates.

They are sent to Centres by courier. Contact us immediately if any of your certificates are missing.

A We will send Associate Centres' certificates to their Cambridge Associate. The Cambridge Associate is responsible for passing them on and contacting us to let us know if any are missing or if any of the information shown on them is incorrect.

We issue them after the deadlines for enquiries about results have passed to make sure all Centres have the time to query their provisional results. If an enquiry is still in progress we withhold the certificate until we know the outcome.

Check your certificates when they arrive and let us know if anything needs to be changed, for example, the candidate's name is incorrect.

Keep them in a safe place and pass them to your candidates as soon as you can. If you cannot give a certificate to a candidate personally, ask them to let you know when they receive it.

Keep unclaimed certificates in a safe place for at least 12 months from the date they are issued. After that period, return them to us with a list of the certificates being returned. Keep a copy of this list. Do not destroy unclaimed certificates.

6.15 What is recorded on certificates?

We report results in individual subjects using the grades detailed in the table below.

Qualification	Grades shown on certificate
Cambridge IGCSE	<ul style="list-style-type: none">• A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g).• A*(a*) is the highest grade and G(g) the lowest.• We do not record performances below the standard of grade G(g) on certificates.• Grades A*(a*), A(a), B(b) or C(c) are at least equivalent to the awards of grades A*(a*), A(a), B(b) or C(c) in the Cambridge O Level and grades A*(a*), A(a), B(b) or C(c) in GCSE exams.
Cambridge IGCSE language syllabuses	<ul style="list-style-type: none">• For some language syllabuses we report separate oral endorsement grades on a scale of 1 to 5, 1 being the highest.

Certificates (continued)

Qualification	Grades shown on certificate
Cambridge International Certificate of Education (ICE)	<ul style="list-style-type: none"> Distinction is awarded if a candidate achieves a grade A(a) or above in five subjects and grade C(c) or above in two further subjects. Merit is awarded if a candidate achieves a grade C(c) or above in five subjects and grade F(f) or above in two further subjects. Pass is awarded if a candidate achieves a grade G(g) or above in seven subjects. If a candidate does not achieve Cambridge ICE but gets a minimum of at least one grade G(g) in a syllabus we award a Cambridge IGCSE certificate. If a candidate achieves Cambridge ICE in one series they will get separate Cambridge IGCSE and Cambridge ICE certificates. If a candidate achieves Cambridge ICE over two series they will get a certificate for the individual subjects they take at the end of the first series, and separate Cambridge IGCSE and Cambridge ICE certificates at the end of the second series.
Cambridge O Level	<ul style="list-style-type: none"> A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. We do not record performances below the standard of grade E(e) on certificates. The text 'Ordinary Level' before the grade awarded shows the level at which the grade was awarded for the subject. One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.
Cambridge International AS Level	<ul style="list-style-type: none"> a(a), b(b), c(c), d(d) or e(e). a(a) is the highest and e(e) the lowest. We do not record performances below the standard of grade e(e) on certificates. The text 'Advanced Subsidiary Level' before the grade awarded shows the level at which the grade was awarded for the subject. One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.
Cambridge International A Level	<ul style="list-style-type: none"> A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. We do not record performances below the standard of grade E(e) on certificates. The text 'Advanced Level' before the grade awarded shows the level at which the grade was awarded for the subject. One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.

Certificates (continued)

Qualification	Grades shown on certificate
Cambridge AICE Diploma	<ul style="list-style-type: none"> Candidates who satisfy the award receive two certificates: <ol style="list-style-type: none"> A Cambridge AICE Diploma certificate showing: <ul style="list-style-type: none"> the level achieved: Distinction, Merit or Pass the Cambridge AICE Diploma points score: <ul style="list-style-type: none"> Distinction: 320–360 points Merit: 220–319 points Pass: 120–219 points. A qualification certificate showing the grades achieved in Cambridge International AS and A Level syllabuses.
Cambridge Pre-U Global Perspectives and Research (GPR)	<ul style="list-style-type: none"> One certificate is awarded for Cambridge Pre-U GPR Level 3 qualifications Distinction ONE(D1), Distinction TWO(D2), Distinction THREE(D3), Merit ONEM1), Merit TWO(M2), Merit THREE(M3), Pass ONE(P1), Pass TWO(P2), Pass THREE(P3). Distinction ONE is the highest and Pass THREE is the lowest. We do not record performances below the standard of Pass THREE (P3) on certificates.

Important dates



You will receive your certificates by the dates shown below. Contact us if you do not receive them.

- June series – mid October 2013
- November series – mid March 2014

6.16 What should Centres do if the Centre name or a candidate name is incorrect on a certificate?

Check the candidate details including the spelling of names when you receive your certificates. Let us know if anything is incorrect as soon as possible and return the incorrect certificate to us. We charge for a replacement certificate and courier costs after the following dates:

- June 2013 series – 30 November 2013
- November 2013 series – 30 April 2014.

We will only replace certificates that are within 18 months of the date we originally issued them.

A If you work in an Associate Centre please communicate details of any errors through your Cambridge Associate.

Important information



- Syllabus grades are reported as an upper case letter followed by the corresponding lower case letter in brackets, for example, B(b). This is a security feature to prevent grades being altered.
- The exception to this rule is Cambridge International AS Level, where a lower case letter is reported and then repeated in brackets, for example, b(b). This is to distinguish Cambridge International AS Level grades from Cambridge International A Level grades.

6.17 Can a candidate or Centre ask for other information on a certificate to be changed?

We cannot change a candidate's name to reflect any changes that take place after they take their exam, for example changing their name because they get married.

Certificates (continued)

We issue a separate certificate each series. We cannot combine grades achieved in different series or at different Centres (in the same series) onto one certificate.

We cannot delete any grades from a certificate.

6.18 Damaged or lost certificates

At our discretion, we can replace candidates' certificates as long as we have satisfactory proof of their identity. This service is available within 18 months of the date we issued the original certificate. You must return the damaged certificate before we provide a replacement. We charge a fee per certificate plus costs to send the certificate by courier.

We will not replace certificates that have been lost. If a candidate loses their certificate they need to apply for a certifying statement of results.

Certifying statements, priority results information and verification of results

Overview

A certifying statement is an official document that shows the grades a candidate achieved in a particular series. It is fully endorsed by the Vice Chancellor of the University of Cambridge. Educational institutions and employers accept them as a legitimate record of results.

The certifying statement shows all grades, except 'UNGRADED', 'NO RESULT', 'PENDING' or 'TO BE ISSUED' results.

Candidates can apply for us to send a priority statement of results to a number of educational institutions or places of employment on the day their results are published.

We also offer a results verification service for applications to educational institutions or places of employment.

Administrative forms



Forms available from the 'Exams Officers' section of the Cambridge website
www.cie.org.uk/examsOfficers

- Certifying Statement Application: Results and Certificates – Form 7
- Results Verification Application: Results and Certificates – Form 8
- Priority Results Information: Results and Certificates – Form 9

Follow the instructions in the 'Guidance notes' section and submit the application form with the correct payment and form of identification. Candidates can request several certifying statements on one application form.

6.20 Fees for certifying statements

We produce a certifying statement for each series and we charge a fee for each one. For each certifying statement we charge a search fee. You can request extra copies at the same time and they are charged at a lower fee.

We charge per address if the statement is sent by courier. Please send your payment with the application form. **NEW** All credit card payments are subject to a 2 per cent handling fee.

If we cannot trace a result, we cannot refund the search fee but we will refund any fees paid for copies or courier despatch. The fees are in our fees list available from the 'My Messages' section of CIE Direct.

6.21 How long does it take for a statement to be issued?

We will deal with requests within four weeks of receiving a correctly completed application. For security reasons, we cannot communicate results by fax or telephone.

6.19 How to apply for a certifying statement

Certifying Statement Application

This form is valid for applications made from January 2012 to the end of September 2012. Read the guidance notes at the end of the form before you fill it in. Please fill in using block capitals.

Personal details (including title) Date of birth (DDMMYY)
Full name at the time of the exam Centre number
Current address (including postcode)
Postcode
Daytime telephone number Email address
Exam series (e.g. June 2012) Qualification (e.g. Cambridge IGCSE) Candidate number Centre name and address Number additional copies requested
Postal address(es) to which copies are to be sent:
(1) Telephone number
(2) Telephone number
Signed ☐ Date (DDMMYY)
Name in full

Candidates who have lost or damaged their certificate can apply for a certifying statement. Applications for certifying statements can be made at any time. Use 'Results and Certificates – Form 7' to apply for a certifying statement.

Certifying statements, priority results information and verification of results (continued)

6.22 Priority results information

Priority Results Information

This form is valid for the June 2012 series. Read the guidance notes at the end of the form before you fill it in. Please fill in using black capital letters.

For UK university applications, we send all our candidate results to the Universities and Colleges Admissions Service (UCAS) in time to meet the required university deadlines. There is no need to request priority results information for candidates applying to UK universities.

Current full name (including title) _____ Date of birth (DDMMYY) _____
 Full name at the time of the exam _____ Centre number _____
 Current address (including postcode) _____ Postcode _____
 Daytime telephone number _____ Email address _____

Exam series e.g. June 2012	Qualification e.g. Cambridge IGCSE	Centre number	Candidate number	Centre name and address	Number of additional copies required

Please provide a contact name, postal address and telephone number for each recipient of the candidate's results (e.g. university). Candidates will receive personal notification of their results from their registered Centre in the usual way.

Name of person receiving results information _____
 Postal address of person receiving results information _____ Postcode _____
 Telephone details of recipient _____

We know that many students have deadlines for submitting results to educational institutions around the world, which are often very close to our result issue dates. Candidates can request that we send a provisional statement of results directly to their chosen educational institutions on the day results are published.

For UK university applications, we send all results to the Universities and Colleges Admissions Service (UCAS) in time to meet any required university deadlines. Therefore, there is no need to request early information if a candidate is applying to a UK university.

Please make applications in good time and complete 'Results and Certificates – Form 9' sending the correct payment and appropriate identification. Make applications for certifying statement separately using 'Results and Certificates – Form 7'.

Important dates



We must receive all applications for priority results information by:

- June series – 24 July 2013
- November series – 13 December 2013

We can accept late requests for this service but cannot guarantee that the statement of results will be despatched on the day results are published.

We will not automatically send a copy of the provisional statement to the candidate as they will receive their results via their Centre.

If the candidate wants a provisional statement of results sent to their home address, they must include written authorisation from their Centre and send it to us with their completed 'Results and Certificates – Form 9'.

We will not accept requests for provisional statements of results from a third party unless the candidate gives us written permission. We require formal identification from the third party.

6.23 Verification of results

Verification of Results Application

This form is valid for applications made from January 2012 to the end of September 2012. Read the guidance notes at the end of this form before you fill it in. Please fill in using black capital letters.

Candidate name _____ Date of birth (DDMMYY) _____
 Centre number _____
 Current address _____ Postcode _____
 Daytime telephone number _____
 Postal address to which outcome is to be sent _____ Postcode _____

Secure fax number to which outcome is to be sent (if required) _____

I have submitted one of the following with my application:

☐ A photocopy of my birth certificate
☐ A photocopy of the appropriate pages of my passport
☐ A photocopy of my driving licence

The fee is £14.00 per certificate verification. All credit card payments are subject to a 2% handling fee.

Please submit your payment with this form. You can pay by credit card (we do not accept American Express™), cheque, postal order or international money order for the correct amount in pounds sterling drawn on a British bank. These must be crossed and made payable to 'University of Cambridge Local Examinations Syndicate'. Alternatively you can contact the Centre where you sat your exam and, if they are self-regulated with us, they can submit the application on your behalf and we will invoice them for the payment. We do not accept electronic bank transfer payments.

Total amount of payable _____
 Method of payment (e.g. cheque, postal order) _____
 Cheque/Postal order reference number _____
 Credit card number _____
 CVC2 number (last 3 digits on reverse of card never signatory) _____
 Card expiry date _____

Signed _____ Date (DDMMYY) _____
 Name in full _____

A candidate or institution requiring verification of results can apply at any time using 'Results and Certificates – Form 8' and sending in the certificate they want us to verify.

We charge a fee per certificate per candidate for this service. The fee is in our fees list available from the 'My Messages' section of [CIE Direct](#).

A–Z of terms

A2	Follows on from AS to give a full A Level.
Access arrangements	A pre-exam arrangement made on behalf of a candidate with particular needs. For example, the use of a scribe, modified papers or extra time.
ADIP	The entry code for the Advanced International Certificate of Education Diploma.
NEW Administrative zone	An administrative zone is a part of the world where the clocks read similar times. We have six administrative zones and allocate every school to one depending on their country and location. We publish a different version of the timetable and <i>Cambridge Guide to Making Entries</i> for each administrative zone for each series. Using Key Times and administrative zones together helps us make sure countries in similar time zones have their candidates under exam or supervisory conditions at the same time to maintain the security of question paper content. You can check your administrative zone and Key Times here: www.cie.org.uk/keytime
AICE Diploma	Advanced International Certificate of Education Diploma.
Assessment	The method used to evaluate a candidate's performance, for example, a written examination or coursework.
Associate Centre	Centres which provide Cambridge assessments and qualifications under the supervision of a Cambridge Associate.
Attendance Register	Forms used in the exam room to record the presence or absence of each candidate.
Cambridge Associate	An organisation which has control of, and administrative responsibility for Centres through an agreement with Cambridge.
Cambridge ICE	Cambridge International Certificate of Education.
Cambridge IGCSE	Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around age 16 in England.
Cambridge International AS and A Level	The international version of the AS/A Level. The AS/A Level is a national qualification usually taken at age 16 to 18. The A (Advanced) Level is divided into two sections: the AS (Advanced Subsidiary usually taken in the first year of a two-year programme) and the A2 (the second year). The full A Level is an aggregation of the AS and A2 sections. Grades are only awarded at AS or A Level (AS + A2).

A–Z of terms (continued)

Cambridge International Examinations	Cambridge International Examinations is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES).
Cambridge O Level	GCE Ordinary Level. Cambridge O Level is an internationally recognised qualification equivalent to the General Certificate of Secondary Education (GCSE) in England.
Cambridge Pre-U	A post-16 qualification designed to prepare students with the skills and knowledge they need to be successful at university.
Candidate	A person who has been entered for an assessment.
Candidate Results Service	A service that gives your candidates access to their results directly via a secure website. Centres can control which of their candidates have access to the site and what they can view through the 'Administer Exams' page on CIE Direct .
Centre	A school, institution or organisation approved by and registered with Cambridge for the entry of candidates to Cambridge qualifications and to carry out related assessments.
Centre name	The name of your institution/organisation.
Centre number	The five-digit code given to your institution/organisation.
Certifying statement	An official document issued by Cambridge to show the grades achieved by a candidate in a particular series. We can send it to educational institutions on the day that results are published.
CIE Direct	CIE Direct is the online tool for exams officers used to manage examinations entries, download results and carry out other administrative tasks.
CIE Direct online entries	A secure, quick and easy online system for making and submitting entries and amendments.
Component	Sometimes referred to as a paper. A component is part of or a section of the subject examination. An individual syllabus usually has several components.
Component number	The number allocated to each component of a syllabus.
Coursework	The term coursework refers to any component specified in a Cambridge syllabus that is assessed in the Centre, either by the Centre's teachers or other local teachers, and is then moderated by Cambridge.
Direct Desktop	CIE Direct Desktop is an offline entries software package for Centres that have intermittent internet access. Visit https://direct.cie.org.uk to download the application.

A–Z of terms (continued)

Enquiries about results	Services available to Centres wanting to have a candidate's script reviewed or a piece of coursework re-moderated.
Entries	The candidates a Centre has entered for a Cambridge syllabus in a particular examination series.
Estimated entries	An approximation of the number of candidates a Centre will enter for examinations/assessments taken before the main timetabled period.
Exams officer	The person appointed by the Head of Centre to act on behalf of the Centre, with specific responsibility for administering Cambridge examinations.
Forecast grade	The grade a teacher expects a candidate to achieve for a syllabus.
Full Centre Supervision	A specific type of supervision for examination candidates. If candidates are not sitting their examination at the Key Time they must be under Full Centre Supervision. This means that they must be supervised by teachers or invigilators and that they cannot have access to any form of external communication, for example, a mobile phone or the internet.
Group award	An award given to a candidate that meets specific requirements to study and pass subjects drawn from a specified number of curriculum areas. Examples are Cambridge ICE, a group award for Cambridge IGCSE, and Cambridge AICE, a group award for Cambridge International A Level.
Internal Assessment Mark Sheet (MS1)	Form used to record and submit coursework marks to Cambridge.
Internally assessed mark	A mark awarded by the Centre for an internally marked coursework component.
Invigilator	A suitably qualified person appointed by the Head of Centre who is responsible for the conduct of particular examination sessions. Invigilators work closely with and often report to the exams officer.
Key Time	A time, defined by the location and country of a Centre, stipulated by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision. The Key Time will always be expressed as GMT/UTC.
Malpractice and maladministration	<p>Malpractice: An action by a candidate that breaks Cambridge regulations and potentially threatens the integrity of Cambridge examinations.</p> <p>Maladministration: An action by a Centre or its staff that breaks Cambridge regulations and potentially threatens the integrity of Cambridge examinations.</p>
Marks	The total score or individual points given by an examiner.

A–Z of terms (continued)

Moderation	The process to check that candidates across all Cambridge Centres have been judged against the same standards.
Multiple-Choice Answer Sheet (MS4)	Form used by candidates to answer multiple-choice questions.
Option code	The code given to specify available combinations of components within each syllabus and administrative zone.
Qualification	A certificated award made by Cambridge to learners to demonstrate their achievement.
Script	A candidate's response to a whole question paper or component.
Series	A group of examinations in the same range, for example, Cambridge IGCSE, Cambridge International A Level, with the same closing date for entries and timetable period. A series is identified by a series month and year.
Session	A period in a day in which an examination takes place, which is either the morning or afternoon.
Special consideration	A post-examination adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.
Statement of entry	A document produced for each candidate giving details of the candidate and the syllabus entry options they have entered.
Statement of results	A document produced for each candidate giving details of all the syllabuses they have entered and the syllabus grades they have been awarded.
Syllabus	A complete description of the content, assessment arrangements and performance requirements for a qualification. A course leading to an award or certificate is based on a subject syllabus.
Syllabus number	The four-digit number allocated to each subject.
Teacher support coordinator	The designated person at a Centre who is responsible for creating and maintaining users of Teacher Support.
Timetable deviation	Arrangements proposed by the Head of Centre to resolve any timetable clashes.
UCAS	University and Colleges Admissions Service for candidates applying to UK universities.
UCLES	University of Cambridge Local Examinations Syndicate, a department of the University of Cambridge.
Verification of results	A service offered by Cambridge if a candidate or another institution, such as an employer or university, wants to verify results issued by Cambridge.



Cambridge administrative forms

All our administrative forms, with the exception of special consideration and enquiries about results forms, are available from the 'Exams Officers' section of the Cambridge website: www.cie.org.uk/examsofficers



You can access special consideration and enquiries about results forms from the 'Support Materials' section of [CIE Direct](#). The table below lists the forms and tells you what they are for.

Title	What is it for?
Preparation	
Non-Delegated Access Arrangements: Preparation – Form 1	To apply for access arrangements that are not delegated to Centres.
Timetable Deviation and Additional Sessions: Preparation – Form 2	To apply for a timetable deviation or to notify Cambridge of additional timetable sessions.
Modified Papers: Preparation – Form 3	To order modified papers for candidates who cannot access the standard versions of the exam question papers and require modified language or modified print.
Centre-Delegated Access Arrangements: Preparation – Form 4	To notify Cambridge if you have candidates using delegated access arrangements.
Change of Qualification Syllabus Eligibility: Preparation – Form 5	To request a change to the syllabuses your Centre is eligible to offer.
Centre Details: Preparation – Form 6	To inform Cambridge of any changes to your Centre's contact details.
Candidate Supervision Declaration: Preparation – Form 7	To inform Cambridge of arrangements for supervising candidates outside of the Centre.
Entries	
Declaration of Interest: Entries – Form 1	To inform Cambridge if you are a member of staff in a Cambridge Centre and have an interest in a person, or are a person taking Cambridge exams.
Cambridge Primary Checkpoint and Cambridge Checkpoint Teaching Groups: Entries – Form 2	To submit the names of your Cambridge Primary Checkpoint and/or Cambridge Checkpoint teaching groups.
Candidate Transfer Request: Entries – Form 3	To transfer a candidate to another Cambridge registered Centre.
Candidate Transfer Confirmation: Entries – Form 4	To accept a candidate who is transferring from another Cambridge registered Centre.
Using an Alternative Venue: Entries – Form 5	To apply for some or all of your candidates to take their exams at a venue that is not your registered Centre.

Cambridge administrative forms (continued)

Title	What is it for?
Teacher assessment	
Cambridge IGCSE Accreditation for Coursework Assessment: Teacher Assessment – Form 1	To inform Cambridge of the teachers in your Centre who hold certificates or letters of accreditation, and will be involved in internal assessment during the exam series.
Special Consideration (Shortfall in Coursework): Teacher Assessment – Form 2 (only available on  CIE Direct)	To apply for special consideration for candidates who have a shortfall in coursework due to circumstances beyond their control.
Special Consideration (Lost Coursework): Teacher Assessment – Form 3 (only available on  CIE Direct)	To apply for special consideration for candidates who have unintentionally lost or damaged coursework.
Supplementary Internal Assessment Mark Sheet (MS1): Teacher Assessment – Form 4	If you have extra candidates not listed on your pre-printed Internal Assessment Mark Sheet. Complete a new form for each component.
Returning Cambridge IGCSE Art and Design Work: Teacher Assessment – Form 5	To request the return of Cambridge IGCSE Art and Design work.
Before the exams	
Supplementary Forecast Grade Sheet (FS1): Before the Exams – Form 1	If you have extra candidates not listed on your pre-printed Forecast Grade Form. Complete a new form for each syllabus.
NEW Missing Question Paper Packet: Before the Exams – Form 2	To report any missing question paper packets.
NEW Damaged or Opened Question Paper Packet: Before the Exams – Form 3	To report damaged or opened question paper packets.
Exam day	
Supplementary Attendance Register: Exam Day – Form 1	If you have extra candidates not listed on your pre-printed attendance registers. Complete a new form for each exam.
Supplementary Multiple-Choice Answer Sheet: Exam Day – Form 2	If you have extra candidates who do not have a pre-printed Multiple-Choice Answer Sheet.
Late Arrivals: Exam Day – Form 3	To inform Cambridge of any candidates who arrived late for the exam.
Scribe Cover Sheet: Exam Day – Form 4	To attach to the front of every script for candidates who have used a writer or scribe.
Word Processor Cover Sheet: Exam Day – Form 5	To attach to the front of every script for candidates who have used a word processor.

Cambridge administrative forms (continued)

Title	What is it for?
Transcription Cover Sheet: Exam Day – Form 6	To attach to the front of every script that has been transcribed.
Special Consideration: Exam Day – Form 7 (only available on  CIE Direct)	For special consideration applications for reasons other than lost coursework or a shortfall in coursework.
Comments on the Exam: Exam Day – Form 8	To send Cambridge comments on any of our exams.
Malpractice: Exam Day – Form 9	To report any suspected cases of malpractice.
Practical Assistant Cover Sheet: Exam Day – Form 10	To attach to the front of every script for candidates who have used a practical assistant.
NEW Question Paper Packet Opened In Error: Exam Day – Form 11	To report any question paper packets opened in error.
Results and certificates	
Enquiries About Results (forms only available on  CIE Direct)	To request enquiry about results services.
Certifying Statement Application: Results and Certificates – Form 7	To apply for a certifying statement of results from a previous exam series.
Results Verification Application: Results and Certificates – Form 8	To have a set of results verified.
Priority Results Information: Results and Certificates – Form 9	To apply for a certifying statement for results for the current exam series.

Notes

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[illegible]

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



FS 530509

Our Quality Management System meets the requirements of ISO 9001 – the internationally recognised standard for the quality management of organisations.

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