

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, _____, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"), ("the Authority")
a body corporate and political subdivision of Broward County, Florida USA
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION
being a division of the University of Cambridge Local Examinations Syndicate
which acts on behalf of the Chancellor Masters and Scholars of the University of Cambridge
(hereinafter referred to as "Cambridge"),
whose principal place of business is
The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA, UK

WHEREAS, Cambridge shall make available to the Authority's schools, who are registered as Cambridge International Schools, the following Cambridge International examinations, teacher and administrator professional development, products and services related to the Cambridge International Primary, Cambridge International Lower Secondary, Cambridge International Upper Secondary and Cambridge International Advanced programs and the Cambridge Professional Development Qualifications; and

WHEREAS, if the Authority has three or more schools complete the Cambridge International School registration process, Cambridge shall provide a discount or waiver on the Cambridge International School registration application fee and annual Cambridge Advanced program fee until September 30, 2021; and

WHEREAS, Cambridge shall make available to the Authority "Confidential Information" (including Personal Data) relating to the performance of individual students taking the Qualifications at the Authority's schools.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence upon the execution of all parties and shall conclude on September 30, 2021.

2.02 **SBBC’s Program Fee Waivers and Cambridge Application Fee Discounts.**

(a) **Application Fee Discount.** Before a school can offer Cambridge’s programs and qualifications (Cambridge Advanced, Advanced Subsidiary, International General Certificate of Secondary Education (IGCSE), examinations, Checkpoint and Primary Checkpoint tests), it must complete an application process which includes an approval visit by a Cambridge International representative to understand their Cambridge program implementation plans, discuss the standards of registration, which include secure storage of examination requirements, and help it register. The requirements are set out in the Cambridge International School Registration Guide, the Cambridge Handbook (International), and the Standard Terms of Registration Agreement attached hereto as **Appendix 1** (“the Guide”), **Appendix 2** (“the Handbook”) and **Appendix 3** (“the Agreement”). There is an application fee to cover this process. Up until October 1, 2021, Cambridge agrees to reduce school application fees by 50% if three or more schools apply to become Cambridge International Schools at the same time and they are located close enough for the approval visits to occur on the same day or in the same trip to their location. A list of SBBC district schools currently registered as Cambridge International Schools and potential Cambridge International Schools are provided in attached hereto **Appendix 4** (Cambridge Schools List).

(b) **SBBC pricing for the annual Cambridge Secondary and Advanced program fees.**

(1) Registered Cambridge Secondary Schools pay a yearly Cambridge Secondary & Advanced program fee. The school registration year runs from 1 October to 30 September. Individual schools that spend more on eligible goods and services than the fee waiver spending threshold listed on page 3 in the corresponding Cambridge US Fees list during the registration year are exempt from the program fee the following year. The 2018-19 Cambridge US Fees list is attached hereto in **Appendix 5**.

(2) Under this Agreement, the number of Secondary & Advanced program fees to be paid by the group of schools is calculated using a group level waiver limit. This allows the amount spent by each school in excess of the waiver spend threshold during the registration year to be counted towards the spending level of Cambridge Secondary and Advanced program schools who have not met the program fee waiver spending threshold for the following year. (3) Spending on the following counts towards the program fee waiver spending threshold:

- (i) Cambridge Primary Program Fee,
- (ii) Qualification Entry Fees (excludes late or very late entry fees),
- (iii) Cambridge AICE Diploma and Cambridge ICE entry fees,

- (iv) Publications catalogue purchases,
- (v) Cambridge Professional Development Qualification fees,
- (vi) Cambridge Professional Development training courses,
- (vii) Results services,
- (viii) Post-results services (Excluding Enquiries about results (EARs) and any subsequent appeals).

(4) While the Cambridge Primary Program Fees paid by SBBC contribute towards the waiver spending threshold, the annual Cambridge Primary Program fee is not eligible for waiver.

(5) Full details of SBBC's pricing and related terms and conditions can be found in the Group of Schools letter attached hereto as **Appendix 6** ("Group of Schools letter").

2.03 Disclosure of Education Records by the Authority or Authority's Schools to Cambridge.

(a) The Authority's education records shall be disclosed to Cambridge for the purposes stated below:

- 1) To register students for Cambridge examination(s) and Advanced International Certificate of Education (AICE) Diploma entries (Bulk Registration).
- 2) For Cambridge to score the student exams.
- 3) To provide student examination performance reports to the Authority.
- 4) Reporting AICE Diploma recipients eligible for the Bright Futures Academic Scholar Scholarship to the Florida Department of Education Office of Student Financial Assistance .
- 5) Cambridge Program Research and / or Evaluation Studies to continually monitor and if needed to help improve the quality and performance of Cambridge Programs throughout the district.

(b) The Authority shall provide Cambridge with the following identifiable education records:

- 1) First, Middle and Last Name
 - 2) Date of Birth
 - 3) Gender
 - 4) Grade Level
 - 5) English as a First Language Status
 - 6) School/Private Indicator
 - 7) Ethnicity
 - 8) Free and Reduced Lunch Status
 - 9) Student answer sheets (Cambridge test)
 - 10) Florida Standards Assessment (FSA) results report* – for research
 - 11) Scholastic Aptitude Test (SAT) results report* = for research
 - 12) American College Test (ACT) results report* – for research
- *SBBC may also provide these records in a de-identified format.

(c) FERPA exceptions to consent:

1) Cambridge is considered a "school official" to carry out the purposes listed in sec. 2.04 (a) (1-4). Pursuant to the Family Educational Rights and Privacy Act (FERPA), 34 CFR 99.31(a)(1), Authority may provide these records to Cambridge without prior parental consent. The Cambridge examination and AICE Diploma registration process used by Cambridge schools via the CIE Direct secure website portal is described in the Guide to Making Entries 2018 (Administration Zone 2) attached hereto as **Appendix 7** ("the Guide to Making Entries").

2) Pursuant to FERPA 34 CFR 99.31(a)(6), Authority may provide education records listed in this section to Cambridge for research/studies without prior parental consent, adhering to conditions for requirements stated in written agreements per 99.31(a)(6). Cambridge shall not identify students or parents to anyone in their organization except those with legitimate interests (pursuant to the purposes listed in this section), and shall not identify parents or students in the final study reports. Cambridge must destroy the identifiable information when it is no longer needed for the identified study. Duration: information for this study may be utilized for up to five (5) years after the expiration of this contract.

3) Prior written consent of the parent or student age 18 or over is needed for any types or purposes of disclosures of education records beyond those listed above.

2.04 Cambridge marketing and publicity activities.

Cambridge marketing and publicity activities that use photographs and videotapes featuring the Authority's students, parents/guardians and students age 18 or over who want to participate shall sign a third-party release form, accompanied by an Authority's notification letter informing them the request for participation is not sponsored by the Authority and they have the right to refuse participation. A sample template Authority's Notice Letter is attached hereto in **Appendix 8**.

2.05 Cambridge Confidentiality of Education Records.

(a) Notwithstanding any provision to the contrary within this Agreement, Cambridge shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent

of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims

no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) Cambridge shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by Cambridge, or an officer, employee, agent, representative, contractor, or sub-contractor of Cambridge to the extent that Cambridge or an officer, employee, agent, representative, contractor, or sub-contractor of Cambridge shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.06 Research or Program Evaluation Studies.

(a) Primary Investigator(s) (PI) of research or program evaluation studies conducted by Cambridge that impact the daily activities of students, parents or staff, or require use of data from same individuals must submit a Research Request to the SBBC's Institutional Review Board (IRB) for review and approval prior to the initiation of any study-related activities. The SBBC's IRB and Research Review Process reviews the design, procedures, and potential impact on school and district operations to ensure: (i) the purpose, scope, limitations, and duration of study is clearly outlined; (ii) the protection of human subjects in the research process; (iii) personally identifiable information (PII) is only used for purposes of the identified study; (iv) PII is only used by representatives of the organization identified in this agreement; and (v) the safe and confidential storage and transmittal of education records. The purposes and scope of the study/studies must align with the stated objectives of this agreement, and must be conducted during the term of this agreement. Cambridge agrees that any disclosed information will be destroyed or returned to SBBC when no longer needed for the purposes for which the study is to be conducted. Cambridge agrees to comply with all requirements of the SBBC's IRB and Research Review Process. Questions regarding this process may be directed to BCPS.IRB@browardschools.com.

(b) Pursuant to the Family Educational Rights and Privacy Act (FERPA), 34 CFR 99.31(b)(1), de-identified education records may be provided to Cambridge without prior parental consent. Prior written consent of the parent or student age 18 or over is needed for any types or purposes of disclosures of education records beyond those listed above. To provide meaningful results and protect the privacy of individual students, data are not reported when the total number of students in a group is less than 10.

(c) Should Research or Program Evaluation Studies include surveys, survey administration shall comply with the Protection of Pupil Rights Amendment and Florida Statute 1002.222

2.07 **Inspection of Cambridge's Records by SBBC.** Cambridge shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All Cambridge's applicable records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify the applicable business records of Cambridge directly relating to this Agreement in order to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) **Duration of Right to Inspect.** For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to Cambridge's records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to Cambridge pursuant to this Agreement.

(b) **Notice of Inspection.** SBBC's agent or its authorized representative shall provide Cambridge reasonable advance written notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(c) **Audit Site Conditions.** SBBC's agent or its authorized representative shall have access to Cambridge's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(d) **Failure to Permit Inspection.** Failure by Cambridge to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for SBBC's denial of some or all of any Cambridge claims for payment.

(e) **Overcharges and Unauthorized Charges.** If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by Cambridge in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by Cambridge. If the audit discloses billings or charges to which Cambridge is not contractually entitled, Cambridge shall pay said sum to SBBC within twenty (20) days of receipt of written demand unless otherwise agreed to in writing by both parties.

(f) **Inspection of Subcontractor's Records.** If applicable, Cambridge shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of

this section by insertion of such requirements in any written subcontract. Failure by Cambridge to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payees' costs from amounts payable by SBBC to Cambridge pursuant to this Agreement and such excluded costs shall become the liability of Cambridge.

(g) Inspector General Audits. Cambridge shall comply and cooperate with not less than three days notice with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.08 Notice. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

- To SBBC: Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

- With a Copy to: Dr Shernette Grant, Director of Innovative Programs
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

- To Cambridge: Christine Özden
Cambridge Assessment International Education
The Triangle Building, Shaftesbury Road
Cambridge, CB2 8EA, United Kingdom

- With a Copy to: Cambridge Legal
The Triangle Building, Shaftesbury Road
Cambridge, CB2 8EA, United Kingdom

2.09 Background Screening. The Parties acknowledge that they must comply with the requirements of Chapter 1012, Florida Statutes for all those Cambridge Representatives that have direct contact with SBBC's students. The Authority will make such arrangements for the Cambridge Representatives to enable the Cambridge Representatives to fall under the Chapter 1012.468, Florida Statutes exemption wherever possible.

2.10 Public Records. Any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements

are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

2.11 **Ownership of Intellectual Property.** The Authority acknowledges and agrees that all intellectual property provided under or pertaining to the Agreement, including, but not limited to, any Cambridge publications, Cambridge website(s), CD-ROMS, videos, examinations, and all items contained therein, including all copies thereof, all data and score reports and any parts thereof, all copyrights, trademarks, trade secrets, patents and other similar proprietary rights are the sole and exclusive property of Cambridge. Nothing in this Agreement should be interpreted to indicate that Cambridge is passing its proprietary rights in and to the Cambridge intellectual property to the Authority.

2.12 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By Cambridge: agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by Cambridge, its agents, servants or employees; the equipment of Cambridge, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of Cambridge or the negligence of Cambridge agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by Cambridge, SBBC or otherwise.

2.13 **Insurance Requirements.** Cambridge shall comply with the following insurance requirements throughout the term of this Agreement:

a) Professional Liability/Errors & Omissions. Cambridge shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of no less than \$1,000,000 per occurrence covering services provided under this Agreement.

b) Acceptability of Insurance Carriers. The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.

c) Verification of Coverage. Proof of Insurance must be furnished within 15 days of execution of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Works to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit SM time to remedy any deficiencies. Please verify your account information and provide contact details for your company's Insurance Agent via the link provided in the email upon award.

d) Required Conditions: Liability policies must include the following terms on the Certificate of Insurance:

- 1) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P. O. Box 4668-ECM, New York, New York 10163-4668.

2.14 Equal Opportunity Provision. The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

2.15 Annual Appropriation. The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.16 Excess Funds. Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC

2.17 Incorporation by Reference. **Appendices 1 through 8** attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting

with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent

jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of

the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

ATTEST:

By _____
Heather P. Brinkworth, Chair

Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:



Digitally signed by Kathelyn Jacques-Adams, Esq. -
kathelyn.jacques-adams@gbrowardschools.com
Reason: Cambridge Assessment International
Education, being a division of the University of
Cambridge Local Examinations Syndicate, which
acts on behalf of the Chancellor Masters and
Scholars of the University of Cambridge
Date: 2019.07.12 14:54:29 -04'00'

Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR CAMBRIDGE:

(Corporate Seal)

Cambridge Assessment International Education
being a division of the University of Cambridge
Local Examinations Syndicate, which acts on behalf
of the Chancellor Masters and Scholars of the
University of Cambridge

ATTEST:

Secretary

-or-

Witness

Witness

By _____

Print Name _____
Duly authorized Representative

Becoming a Cambridge International School

A guide to the registration process



We are delighted you are interested in becoming a Cambridge International School. When you join us you will be part of a global community of schools working to equip learners for success in our changing world.

Why do we ask schools to register with Cambridge?

All schools offering Cambridge qualifications must demonstrate their eligibility to do so by successfully registering with Cambridge Assessment International Education. Registration is a process for us to learn more about your values and approach to education and to establish which of our registration quality standards you meet and where we can support you to meet those you do not.

Registered schools gain access to a unique range of teaching and learning resources, professional development opportunities – and a world-class curriculum and wide range of qualifications for 5 to 19 year olds.

Building strong relationships

Each stage of the registration process contributes to developing our relationship with you. We want to understand and support the educational goals of your school, building a picture of the curriculum you make available to learners.

In return, we want you to understand our policies and procedures and to share our view of their importance. Registration also establishes a legal relationship between your school and Cambridge, and makes clear the roles and responsibilities of both parties.

What is in this guide?

This guide:

- explains the registration stages and describes how you should prepare for each stage of the process
- describes our registration quality standards – and the support we provide to help you reach these standards
- provides answers to frequently asked questions about the process.

For an overview of the registration process, with a focus on the approval visit, view our short online guide at www.cambridgeinternational.org/startcambridge

There are four steps to becoming a Cambridge International School:

1. Express your interest	We aim to contact you within two working days of submitting your expression of interest.	
2. Complete our Application Form	We aim to contact you within five working days of submitting your <i>Application Form</i> .	
3. We carry out an approval visit	We will arrange a time that is convenient to you.	
4. You become a Cambridge International School	If you are approved to become a Cambridge International School we will send your contract letter within 30 working days of the approval visit.	



Step one: Express your interest

If you are interested in becoming a Cambridge International School go to www.cambridgeinternational.org/startcambridge and complete our online form.

At this stage we ask:

- for your key contact details
- which Cambridge programmes and qualifications you are interested in
- whether you are ready to offer our programmes or qualifications.

What should I do before completing the *Expression of Interest Form*?

Before expressing interest in becoming a Cambridge International School it is a good idea to have a number of internal policy discussions to:

- consider your goals in implementing a Cambridge curriculum
- assess your resources and facilities against our requirements
- identify the impact on your teachers of moving to our programmes and qualifications.

What information is available to support these early discussions?

We provide a range of documents (see overleaf) that will help you get a better understanding of the:

- products and services we offer
- issues to consider to successfully implement a school curriculum using our programmes and qualifications
- standards you must meet to become a Cambridge International School.

If you would like to talk to us before you submit your expression of interest you can contact your local Cambridge representative or contact our Customer Services team.

What happens next?

At the end of the form you will be asked the following question: 'Do you have the necessary government permissions to offer an international education?'

If you answer 'No' to this question you will be given advice on what to do next. If you answer 'Yes' you can submit the form.

When you submit your *Expression of Interest Form* it will be assigned to your local Cambridge representative who will get in touch within five working days to advise on next steps. We will provide support and guidance throughout the process.

“ The reports that I complete following the approval visit ask me for evidence of the way in which the school is managed, of its educational values, and of the quality of its teaching and learning. The discussions during the approval visit are very much about learning more about the school and seeking to identify how we can support schools further to build our relationship for the future. ”

Local Cambridge representative



Step one: Express your interest continued

Useful documents	How it helps	Where to find it
<i>Cambridge Prospectus</i>	Provides an overview of the products and services we offer and the benefits of working with Cambridge. Helps you to consider the programmes and qualifications you want to offer. Start with the prospectus and then look at the syllabuses for a more detailed understanding of individual qualifications.	www.cambridgeinternational.org/prospectus
Cambridge syllabuses or curriculum frameworks, past papers and examiner reports	Gives you a more detailed understanding of the knowledge and skills learners will develop and how these will be assessed for each of the qualifications you want to offer. Looking at these documents in detail will help you identify the resources, teaching expertise and facilities needed to deliver the qualification.	Cambridge Primary Cambridge Lower Secondary Cambridge Upper Secondary Cambridge Advanced
<i>Implementing the Curriculum with Cambridge</i>	Provides guidance to school leaders responsible for the educational programme in a school on designing, developing, implementing and evaluating the curriculum where Cambridge programmes and qualifications are followed. Reading this guide will help you: <ul style="list-style-type: none"> • consider your goals in implementing a Cambridge curriculum • identify the impact on your school and teachers of moving to Cambridge programmes and qualifications. 	www.cambridgeinternational.org/curriculumguide
<i>Guide to Planning Practical Science</i>	This guide sets out the resources and facilities that you must have in place to offer any of our science qualifications.	www.cambridgeinternational.org/startcambridge
<i>Getting Started Guide for exams officers</i>	To join Cambridge you need a member of staff with dedicated time to administer our exams. We call this person the exams officer. This guide gives you an overview of the role and responsibilities of a Cambridge exams officer.	www.cambridgeinternational.org/examsofficers
<i>Cambridge Handbook</i>	This document sets out the regulations for running Cambridge exams. It will help you understand the legal requirements and responsibilities of a Cambridge school. The document is quite detailed, so at this stage we suggest you focus on the following sections: <ul style="list-style-type: none"> • Centre responsibilities • Sections 4 and 5. 	www.cambridgeinternational.org/examsofficers
Events and training calendar	Gives details of our training and events programme. Searching the calendar will give you an idea of the range of training and events we offer our schools.	www.cambridgeinternational.org/events

You may prefer to go straight to www.cambridgeinternational.org and have a look round to learn more about who we are and the programmes, qualifications and support we offer.



Step two: Complete our *Application Form*

If you are ready to move to the application stage your local Cambridge representative will send you the *Application Form*. The form is designed for you to tell us more about your school and learners. It also helps us get an understanding of the way in which your school meets our registration quality standards. We have registration quality standards (detailed on page 5) for the following five key areas:

- mission and educational values
- educational management and leadership
- approach to teaching and learning
- the way in which the physical environment supports teaching and learning and meets our requirements for the secure administration of examinations
- legal requirements.

We're concerned we might not meet all your registration quality standards

We recognise that at the time you apply your school might not fully meet all our registration quality standards. Talking with your local Cambridge representative at this stage will help you identify the standards that must be achieved on or before the approval visit, and those that you can work towards once you join Cambridge. They will also be able to tell you about the support we can provide to help you move towards full achievement.

What should I do before completing the *Application Form*?

Before you complete the form we recommend you:

- read our guide *Implementing the Curriculum with Cambridge* to develop an understanding of our approach to education, including the way in which our programmes and qualifications help to develop learners and teachers who are confident, responsible, reflective, innovative and engaged
- review and understand our registration quality standards (detailed on page 5)
- meet your senior management team to work out which of the quality registration standards the school meets and how to demonstrate this when completing the *Application Form*
- identify the roles and responsibilities for all staff who will be involved in managing and delivering Cambridge programmes and qualifications

- review your school's and teachers' readiness to make the transition to Cambridge, identifying any support you may need.

Please identify those teachers who will be involved in teaching courses that require the internal assessment of coursework. It is important that we know they are experienced in assessment and that they are able to meet our standards for doing so. For more information on the requirements for internally assessing Cambridge coursework see section 3 of the *Cambridge Handbook* at www.cambridgeinternational.org/exams/officers

You may also consider:

- consulting parents and your governing body
- speaking to other Cambridge International Schools in your area to discuss first hand the benefits of joining Cambridge.

What support do we offer at this stage?

If you have any questions about the *Application Form* your local Cambridge representative will be happy to help. They will also be able to provide guidance on each of our registration quality standards. If you think you do not fully meet any of our registration quality standards please discuss this with your local Cambridge representative. They will work with you to develop an action plan that sets out what you need to do to meet the standard(s) and when.

What happens next?

When you have completed the *Application Form* send it to your local Cambridge representative. They will review the form and may come back to you for more information. When we have all the information we need we will make arrangements with you for the approval visit. If for any reason you are not ready to move to the approval visit stage we will advise you on the most appropriate steps to take.



Step three: We carry out an approval visit

The approval visit is the opportunity to look at the evidence that supports the information you submitted on your *Application Form*. It will be carried out by your local Cambridge representative – or by a specialist, briefed about your school and what you hope to achieve in joining Cambridge.

Meeting our registration quality standards

We will be looking to see if you meet our quality standards in five key areas.

The approval visit is not about looking to identify 'one right answer'. We know that Cambridge schools come in many forms. Our network of schools includes some of the largest, most well-established and best-resourced names in education today, but also the smallest, and the newest which deliver effective education with few resources.

What they share is a commitment to delivering the best possible education for their learners. During the approval visit we want to build a picture of your school, including your goals, educational ethos and curriculum, and to ensure that you understand our policies and procedures.

The school's mission and educational values	School management and leadership	Quality of teaching and learning	The physical environment of the school	Legal requirements
<ol style="list-style-type: none"> The school has a clear mission statement that makes reference to its educational values. The culture of the school is learner-centred and supports students and teachers to become confident, responsible, reflective, innovative and engaged. International awareness and global perspectives are promoted through the curriculum and other activities. Relationships between staff and students are positive, demonstrate mutual respect, and the school has established and consistent expectations of behaviour. 	<ol style="list-style-type: none"> The school principal is suitably qualified and experienced in educational leadership. The senior management team and the governing body demonstrate clear goals for the successful introduction of Cambridge qualifications and can evidence planning to support effective implementation. Senior staff are committed to setting targets for school improvement and staff development, supported by well-designed performance review and self-evaluation. There is effective and transparent management of school budgets. A complaints procedure is in place that effectively manages complaints for parents and other stakeholders. 	<ol style="list-style-type: none"> The school is appropriately resourced with sufficient staff employed in management, teaching and support roles. The school curriculum is clearly expressed and accessible to teachers, students and their parents. Assessment outcomes are monitored and evaluated with clear feedback into teaching and learning strategies. Teachers have appropriate qualifications to deliver Cambridge programmes and qualifications successfully. Teaching takes account of students' diverse learning styles and individual needs. The school has a well-designed approach to the professional development of teachers and other staff. The school has a clear policy to address the language needs of learners. 	<ol style="list-style-type: none"> The school premises create a positive learning environment for students. Library or learning resources adequately support delivery of the curriculum. Specialist facilities are provided (e.g. for Cambridge syllabuses in art and design, music, languages, ICT, physical education and the sciences). Secure storage arrangements for question papers and other examination materials comply with our regulations. Appropriate facilities that comply with our regulations for accommodating examinations have been identified. A good understanding of the Centre responsibilities set out in the first section of the <i>Cambridge Handbook</i>. 	<ol style="list-style-type: none"> Fire certificate. Government approval to operate, including any approvals needed to provide the Cambridge curricula you wish to offer. Health and safety policies in line with government requirements. First aid provision in line with government requirements. Child protection policies in line with government requirements.



Step three: We carry out an approval visit continued

Checklist of documents for the approval visit

Please have these documents available at the approval visit.

- Organogram for senior management team
- Job descriptions for senior management team
- Roles and responsibilities with respect to Cambridge programmes and qualifications for senior management team
- Key staff CVs (principal and teachers involved in teaching Cambridge syllabuses)
- Code of conduct for students and teachers
- Mission statement and educational values
- School development plan showing goals for the introduction of the Cambridge curriculum
- Performance management plan
- School curriculum policy
- School language policy
- Complaints policy
- Health and safety policy
- First aid certificates
- Fire certificates as required by local legislation
- School professional development policy
- Evidence (in English) of government approval to offer an international curriculum
- Documents to evidence other necessary government permissions.

Please save a copy of these documents onto a USB stick for the Cambridge representative to take away at the end of the visit.

The duration of the visit depends on the number of qualifications or programmes you are interested in offering. Your approval visit will typically last half a day and sometimes longer, depending on the school.

You and your local Cambridge representative will agree the visit agenda beforehand, and it will typically involve a mix of document review and classroom and facilities observation to give them the most appropriate evidence for each standard. The box on the left details the documents you are likely to need to share with us during the approval visit.

Special attention to examination administration and security

During the approval visit we will review your security arrangements for safe question paper and script storage, evaluate the school's processes for managing our exams and inspect the space you intend to use for storing confidential exam materials. It is vital that you read and understand the *Cambridge Handbook*, which sets out the regulations for running Cambridge exams. It will help you understand the legal requirements and responsibilities of Cambridge International Schools.

We suggest you focus on the following sections:

- Centre responsibilities
- Section 4: Before the exams
- Section 5: Exam day.

We must make sure you comply with the requirements set out in the *Cambridge Handbook* in time for the approval visit. Again, you can talk to your local Cambridge representative about any concerns you have connected with our regulations.

Once registered, you have a contractual responsibility to meet the regulations set out in the *Cambridge Handbook*. You may find it helpful to view our videos on storing question papers and running exams at www.cambridgeinternational.org/examsOfficers





Step three: We carry out an approval visit continued

What happens after the visit?

After the visit your local Cambridge representative completes an *Approval Visit Form* detailing the evidence they have seen in relation to the quality registration standards. At the end of the form your local Cambridge representative will make a recommendation.

There are three categories:

- Approved
- Approved with conditions
- Not ready to join Cambridge.

Very few schools fall into the final category as the dialogue between Cambridge and the school will, in most cases, have indicated that the school is not yet ready to complete the process before getting to this point.

If the Cambridge representative recommends your school is approved with conditions they will make clear what you need to do for full approval, and will continue to work with you to ensure that this is put in place as effectively and quickly as possible.

Your Cambridge representative will send the completed *Approval Visit Form* along with the recommendation back to Cambridge. We will email to confirm the final recommendation within 30 days of the approval visit.

“ I want a school to tell me their concerns – for example, what professional development is available to support my teachers? How will my examination officer learn about their new role? How can we improve our science lab? At Cambridge, we are here to help – the more schools discuss any issues they have during the visit, the more I can support them. We might record 'Approved with conditions' but then we will work with the school to ensure that the conditions are met. ”

Local Cambridge representative





Step four: You become a Cambridge International School

If you are approved to join Cambridge we will send you a contract letter to sign and return. Signing the contract letter and paying any relevant fees completes the registration process. At this stage we hope you will be able to reflect on a professionally rewarding, supportive and educationally valuable experience.

You will receive a *Cambridge Welcome Pack* which contains a range of information about the many ways in which your school can engage with the Cambridge learning community. The *Welcome Pack* includes:

- information on resources available for parents and learners about the Cambridge curriculum
- details on our well-established professional development programme and qualifications
- our Code of Practice
- a certificate and wall plaque confirming your status as a Cambridge International School
- login information for our administrative and Teacher Support websites
- marketing and promotional resources to support your communications
- *Getting Started Guides* for your exams officer and teachers.





Frequently asked questions

How long will the registration process take?

We measure our performance on the basis of a target of three months from receipt of your *Expression of Interest Form* to confirming the outcome of your approval visit. If, however, there are delays in sending through the *Application Form* or there is a period of school closure that prevents an approval visit taking place, then it is inevitable that the process will take longer.

How much does registration cost?

You will be required to pay an Application fee, as well as the fees for the programmes you are approved to offer. Because we are transparent about our costs we will send you our fees list, which details the costs associated with being a Cambridge International School, including training and exam entry fees. In addition, your own consideration of the implications of a move to a Cambridge curriculum will have identified the cost of new resources or equipment to be funded by the school.

What happens if my school does not fully meet the registration quality standards?

One of the outcomes from an approval visit is 'Approved with conditions'. This means registration is approved but with certain restrictions until the conditions are met. This might be because further work needs to be done on the school's curriculum planning or its professional development for teachers, or because safety or examination security issues need to be tightened.

In such cases a school can be confident that when the conditions are met, full registration will be achieved. Your Cambridge representative will detail the conditions that you need to meet to achieve full registration on the *Approval Visit Form* and share this action plan with you.

If I am not approved can I apply again?

Yes. The most frequent cause for an application being rejected is that the application has been made too early – that is, before school buildings have been completed or teacher recruitment has taken place. In such circumstances we welcome a subsequent application when the timing is more appropriate.

Can you put me in touch with other schools that use Cambridge qualifications?

Yes. One of the strengths of our global community is that we can encourage links and professional exchanges between schools. The open discussion of curriculum implementation frequently occurs at principal forums, at conferences and through our discussion forums. Your local Cambridge representative can also arrange for you to observe the implementation of Cambridge programmes in other schools.

Can teachers from my school take part in Cambridge professional development activities before we are formally registered?

Yes. We encourage the early involvement of your teachers in moving to a Cambridge curriculum. Online courses for teachers new to a syllabus and workshops in key subjects available throughout the year will be particularly valuable as you prepare for registration. Teachers can access courses that focus on more general aspects of teaching and learning, such as language awareness and using technology in the classroom. They can also choose to work towards our professional development qualifications. In addition, your teachers can access webinars, video conferences and 'Ask the Expert' sessions. You can find further information at www.cambridgeinternational.org/events

Why do schools in the UK go through a different registration process?

Inspection reports are published for all UK schools, whether state maintained or independent. In addition, all UK schools offering the examinations of any of the UK Awarding Bodies will previously have been approved to do so. Our registration process for UK schools is designed to take account of these sources of information.



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Important information

Includes Cambridge IGCSE, Cambridge O Level, Cambridge International AS & A Level, Cambridge Pre-U, Cambridge Primary Checkpoint and Lower Secondary Checkpoint

2019 Cambridge Handbook (International)

Regulations and
guidance for administering
Cambridge exams

Valid for exams in 2019

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This handbook explains all the administrative tasks you need to carry out during each exam series. It also sets out the regulations for running our exams and assessments. It details the responsibilities of centres and Cambridge Associates, and forms part of the legal contract between Cambridge International and the centre/Cambridge Associate.

Our regulations exist to make sure Cambridge candidates all over the world have the same exam experience and are treated equally and fairly. It is essential that you follow them carefully. Exams officers should use the handbook to make sure they are running our exams and assessments according to our regulations. Principals and heads of Cambridge Associates should use it to make sure their organisation complies with our regulations. A breach of these regulations may mean your contract with Cambridge International is terminated.

This handbook covers the following qualification groups.

Cambridge Advanced

- Cambridge International AS Level
- Cambridge International A Level
- Cambridge Advanced International Certificate of Education Diploma (Cambridge AICE Diploma)
- Cambridge Pre-U Global Perspectives & Research (GPR)

Cambridge Upper Secondary

- Cambridge International General Certificate of Secondary Education (Cambridge IGCSE™)
- **NEW** Cambridge International General Certificate of Secondary Education (Cambridge IGCSE (9–1))
- Cambridge O Level
- Cambridge International Certificate of Education (Cambridge ICE)

Chk Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

Regulations for conducting Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint, and guidance on administering the tests, are in this handbook.

Cambridge ICT Starters

Regulations for conducting Cambridge ICT Starters are in this handbook. Guidance for administering ICT Starters is in the *Cambridge ICT Starters Administrative Guide* available from www.cambridgeinternational.org/examsOfficers

Cambridge Professional Development Qualifications

Regulations for conducting Cambridge Professional Development Qualifications (for teachers and trainers) are in this handbook. Guidance for administering the qualifications

is in the *Cambridge Professional Development Qualifications Administrative Guide* available from www.cambridgeinternational.org/examsOfficers

This handbook is divided into the following sections:

- an overview of the Cambridge Exams Cycle
- the responsibilities of centres and Cambridge Associates
- an overview timeline of the major activities for each exam series
- a section for each phase of the Cambridge Exams Cycle detailing the regulations and administrative tasks that apply
- A–Z of terms to clearly explain the meaning of the key words and phrases we use throughout the handbook
- a list of the administrative forms you will need to administer Cambridge exams and assessments
- an index so you can quickly find the page you need.

A 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 handbook at any time. We will notify you of any changes. Please make sure we have your up-to-date contact details. The changes will take immediate effect unless otherwise stated.

Key to icons

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



Regulations

Highlights regulations that you must follow.

NEW

New or updated information

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



Important dates

Highlights key dates and deadlines.



Administrative forms

Appears next to the administrative forms referenced on the page.



CIE Direct

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



Important information

Highlights key pieces of information.



Extra guidance

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



Processes for Cambridge Associates and their Associate Centres

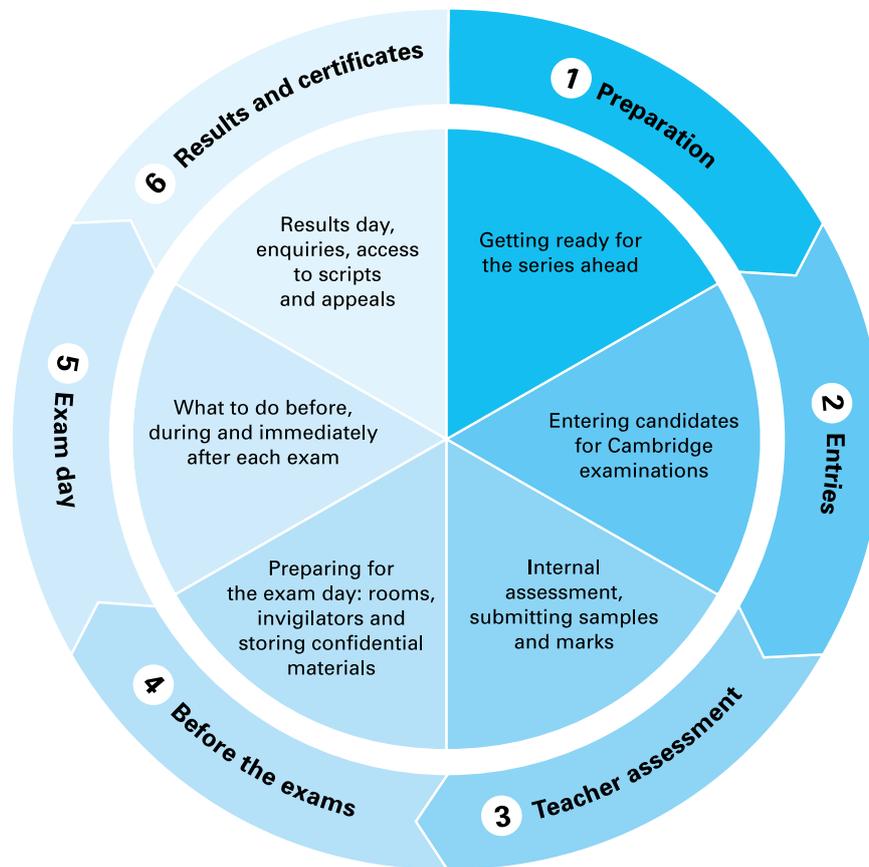
Highlights differences to processes for Cambridge Associates and their Associate Centres.



Cambridge Checkpoint

Appears next to regulations and procedures for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint.

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 several exam series a year so many of our exams officers are managing different processes for different series at the same time. Our processes are grouped into six 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.

In this section

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Introduction

- 1 Cambridge Assessment International Education is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES), a department of the University of Cambridge.
- 2 This [>Cambridge Handbook](#) is written in the English language; the English language text is the definitive version regardless of whether the [>Cambridge Handbook](#) is translated into any other language.
- 3 The regulations and procedures detailed in this [>Cambridge Handbook](#) apply to the examinations, assessments and qualifications provided by Cambridge Assessment International Education.
- 4 Throughout this [>Cambridge Handbook](#) 'You' and 'Your' refer to the centre and, in the case of a Cambridge Associate, the Cambridge Associate or the Associate Centre. 'Centre' refers to the Cambridge International Centre or, in the case of a Cambridge Associate, the Cambridge Associate or the Associate Centre. 'We' and 'Our' refer to Cambridge Assessment International Education. 'Agreement' refers to any contracts you have entered into with us for the provision of Cambridge qualifications and programmes and all subsidiary contracts incorporating the [>Cambridge Handbook](#).
- 5 Under the terms of your Agreement with us, you must keep to the terms and conditions set out in this [>Cambridge Handbook](#), along with the documents detailed in paragraphs 6 and 7 below.
- 6 By registering with us and submitting entries, you agree to be bound by the terms and conditions, processes and procedures set out in this [>Cambridge Handbook](#) and all the centre registration documents and Agreements we issue.

- 7 We may issue:
 - (i) extra administrative or procedural documents, or
 - (ii) instructions for the conduct of specific assessments (for example, written papers, coursework, orals and practicals).

Such documents also form part of the Agreement.
- 8 We reserve the right to alter the [>Cambridge Handbook](#) and any of our other documentation, with any changes taking immediate effect unless otherwise stated. We will let you know about any changes. You must make sure you are using the most recent version.
- 9 All services we provide are conditional on the payment of all fees due, in accordance with our payment terms and the Agreement.
- 10 This [>Cambridge Handbook](#) is interpreted in accordance with the jurisdiction and governing law provisions as set out in our Agreement with you.

Important information



Any fees referred to in this [>Cambridge Handbook](#) are in our fees list, which is published a year in advance in the 'My Messages' section of [CIE Direct](#), or listed as paid-for services available through any password-protected Cambridge websites. Fees may be updated from time to time. You should always refer to the updated fees list on [CIE Direct](#).

A Centre responsibilities

- A1 You are responsible for the administration and conduct of our assessments.
- A2 The Responsible Person must tell us the name of the Head of Centre and any restrictions to the Head of Centre's powers to carry out their centre's responsibilities.

- A3 The Responsible Person, through the Head of Centre, is responsible for appointing an appropriately qualified exams officer to effectively and securely administer our exams.
- A4 Every member of a centre's staff who has contact with candidates must be a suitable person to be working with children and, if relevant, vulnerable adults. You must make any checks you can to make sure of this, which must include complying with local laws and employment regulations.
- A5 You must provide a safe environment for candidates while they are on your premises.
- A6 You must not offer courses leading to any Cambridge qualification without first obtaining our written approval.
- A7 You must have:
- A7.1 a workforce of the appropriate size and competence to undertake the delivery of courses leading up to any programme or qualification as described in the syllabus or otherwise required by us, or by the law where you are located, and
 - A7.2 sufficient managerial and other resources to enable you to effectively and efficiently undertake the delivery of the assessments.
- A8 If you want to offer a type of qualification beyond those initially approved by us, for example you are approved to offer Cambridge IGCSEs and now want to offer Cambridge International A Levels, you must request our approval by completing and submitting *Preparation – Form 5*.
- If you want to offer a science syllabus with a practical component in any of your approved qualification types you must complete and submit *Preparation – Form 5*.
- A9 You must tell us immediately if the location of your premises or secure storage facilities change.
- A10 You must tell us immediately about changes to contact details, including email addresses and telephone numbers, for your centre and any individual members of staff listed on *Preparation – Form 6*. You can do this by sending *Preparation – Form 6* by email or in writing on your official stationery. We will not accept notification of changes by telephone.
- A11 You must make sure that:
- A11.1 the correct version, including the year and series, of the syllabus is administered for each series, and
 - A11.2 all teachers and tutors involved in the delivery of qualifications understand the subject area concerned.
- A12 If you do not keep to the processes and procedures set out in this [>Cambridge Handbook](#), we will be entitled to take appropriate action, which may include:
- A12.1 requiring you to take remedial action
 - A12.2 requiring you to undergo further inspection and quality assurance visits
 - A12.3 removing your centre's eligibility to enter for some or all of our qualifications, or
 - A12.4 removing your centre status and terminating any agreement we have with you.
- A13 You are responsible for paying any outstanding customs duties, brokers' fees, local taxes, courier handling charges and other amounts payable in connection with the importation of materials upon receipt of those materials from Cambridge Assessment International Education. You can choose to allocate a broker to handle such imports or nominate UPS/DHL to act on your behalf, but you will be responsible for these costs.
- A14 We are entitled to ask you to pay for inspections or other quality assurance checks where extra inspections or expenditure are deemed necessary as a result of your actions or inaction.
- A15 If we need to secure an assessment because its integrity has been compromised by your actions or inaction whether negligent or otherwise, we are entitled to ask you to pay our costs and to reimburse us for any other losses or damage we suffer.
- A16 You must establish, maintain, publish and at all times comply with a written complaints procedure. Your complaints procedure must include procedures and timescales for responding to complaints, and dealing with the subject matter of complaints.
- A17 You must establish and maintain an internal process that allows candidates to challenge your decisions regarding enquiries about results or any appeals you submit to us.
- A18 You must not do anything which could bring the name, reputation or interests of our organisation, our employees, our products or our services into disrepute in any way.
- A19 **NEW** You must comply at all times with all our instructions and any country-specific requirements.

- A20 **NEW** You are responsible for the accuracy, quality and integrity of any marks or data submitted to us and agree to pay our costs in correcting any errors you tell us need correcting. By submitting any marks or data you are confirming you have carried out all accuracy, quality or integrity checks necessary and you are solely responsible for any direct or indirect consequences of us using those marks or data. Revised marks will not be accepted after the release of results.
- A21 **NEW** You must make sure you are aware of the deadlines we publish and follow these deadlines on behalf of your candidates.
- A22 **NEW** If we remove your centre's eligibility to enter any qualification, or remove your status, you must take reasonable steps to protect your candidates from the effects of these measures. This includes making sure your candidates can complete their course(s) by entering them with a registered centre offering the relevant Cambridge qualifications as soon as possible. We shall cooperate in good faith.

B Inspections and quality assurance

- B1 You must cooperate with and facilitate any visit or inspection we make, either arranged or unannounced, including giving our inspectors access to the centre's secure storage area, and examination area, even if exams are taking place when the visit or inspection takes place.
- B2 You must cooperate with any quality assurance activities we may request. You must respond within the specified time frame and your answers must accurately describe the centre's premises, systems and procedures. We reserve the right to photograph the premises and material relating to assessments, including candidate work, as part of the inspection process.
- B3 We may carry out a re-inspection if a centre changes premises or facilities, or requests to be approved to offer an additional qualification type or science syllabus with a practical component. If we do carry out a re-inspection, you will have to pay another inspection charge.
- B4 Usually our inspections are unannounced and take place during a series. However, we may inspect a centre outside the main exam period. We may inspect any part of a centre's premises or systems and procedures connected with the delivery of our assessments.
- B5 We may withdraw your centre status if an inspection shows that you are not meeting our standards or regulations.
- B6 Inspectors must be accompanied by a member of centre staff at all times during their visit.
- B7 In addition to inspections you must assist us in carrying out any reasonable monitoring activities necessary for the secure and effective delivery of the assessments.

C Candidates

- C1 We do not communicate directly with candidates about the administration of exams. You must communicate with candidates on every aspect of our programmes, qualifications and assessments.
- C2 You must provide your candidates with:
- C2.1 **NEW** access to your Privacy Notice and make them aware of ours, if required
 - C2.2 the dates and times of their assessments including periods of Full Centre Supervision
 - C2.3 confirmation and details of their entry for each assessment
 - C2.4 confirmation and details of their provisional results for each assessment, and
 - C2.5 every result and every certificate we issue for them.
- C3 **NEW** You must not enter any candidate for any of our assessments before you receive full payment of their entry fee (if this applies to your centre). If you do not take payment before entering a candidate, you must still pay the entry fee to us and we will not stop the candidate sitting the exam or receiving their qualification, or otherwise communicate with either party about the non-payment.
- C4 You must make sure your candidates have access to suitable room(s) and specified equipment and materials for their assessments, including for assessments that involve practical tests.
- C5 Before the start of any of our assessments you must confirm the identity of all the candidates present, including private candidates. **NEW** You must make sure no candidate is allowed to sit any of our assessments unless they have been correctly entered as per the processes in this [>Cambridge Handbook](#).
- C6 You are responsible for submitting your candidates' work. As part of this responsibility you must make sure that:
- C6.1 the work in every candidate's assessment submission meets the criteria in the syllabus for the series
 - C6.2 candidates' work is produced, and, where appropriate, marked internally, moderated and despatched according to our instructions, and

- C6.3 every piece of work you submit is the candidates' own work and is clearly identified as such.
- C7 We take the protection of personal data seriously. In this section, 'processing', 'personal data' and 'sensitive personal data' have the meanings given to them in the Data Protection Act 2018, and are referred to as Candidate Data.
- C7.1 You must make sure that all your candidates (if 16 or over) and their parents/guardians understand that we will use their personal data (for example, their name, candidate number and where relevant video evidence of a candidate's performance) for the purposes of delivering our qualifications through your centre, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice. You must also make sure that when applications for access arrangements, special consideration or the withdrawal of entries are made, candidates (if 16 or over) and their parents/guardians understand that we will use their sensitive personal data for the purposes of processing these applications, and you must obtain their consent for such use. You must make sure that you keep a record of the consent given, even if that consent is only given orally. That record must be made available to us when we ask for it.
- C7.2 You must make sure that all your candidates (if 16 or over) and their parents/guardians understand that we will process their personal data for the following legitimate business purposes:
- (i) to carry out research, standards setting and other activities that are related to the business of delivering qualifications (including assessments), all of which are aimed at ensuring the delivery, as well as integrity, of our qualifications and the protection of candidates
 - (ii) to understand the needs of candidates and other users of our qualifications and carry out marketing (although we will not contact candidates/parents by email without first seeking their consent)
 - (iii) to provide training to those involved in the provision of educational services
- in relation to our qualifications, for example, teachers and examiners
- (iv) for internal business purposes, including managing our risks, protecting the security of personal data in our possession and carrying out internal record-keeping and audits
 - (v) to share the personal data with other parts of our organisation, including the University of Cambridge, and agents and representatives (for example, examiners, consultants and sub-contractors), which process the personal data on our behalf for the purposes described in this handbook
 - (vi) to share the personal data with the Universities and Colleges Admissions Service (UCAS) and other universities in order to facilitate the candidate's relevant application
 - (vii) to comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.
- C7.3 You must make sure that candidates or their parents/guardians, as appropriate, understand that Cambridge International may use anonymised data (that is, data that does not identify a candidate) and pseudonymised data (that is, data that is anonymous to the people who receive it) for research purposes, and may share that data with third parties, also for research purposes. The third-party recipients of Candidate Data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.
- C7.4 You must make sure that all candidates or their parents/guardians, as appropriate, understand that Cambridge International may transfer Candidate Data outside of the European Economic Area (EEA), for example for the processing of entries and results, and to provide customer services support. Such transfers of data are conducted in accordance with the Model Contractual Clauses approved by the European Commission.

D Exam administration

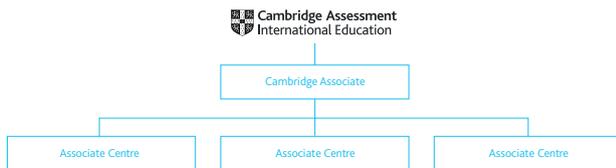
- D1 We do not have to make any entries, or comply with any requests made under this section D, where you have failed to meet a specific deadline. To make sure exams are administered effectively you must, by the deadlines set out in this handbook, or otherwise communicated by us, send us:
- D1.1 details of estimated and actual entries
 - D1.2 marks for internally assessed components and any required moderation samples, and
 - D1.3 any other information that we have asked for in our instructions, for example forecast grades.
- D2 If you want to make any application for access arrangements or special consideration you must follow the regulations set out in sections 1.3 and 5.5 of this [>Cambridge Handbook](#).
- D3 If you want to make changes to the venue or timetable you must follow the regulations set out in sections 1.2 and 2.6 of this [>Cambridge Handbook](#).
- D4 If your centre is in administrative zone 4 or 5, Cambridge International may specify that some exams must be taken during an evening session. The Key Time for that evening session will be specified at www.cambridgeinternational.org/keytime
- D5 You must comply with any request from Cambridge International to reschedule assessments from the times previously published to ensure the integrity and security of assessments. If you cannot comply with the request, you must apply for a timetable deviation ensuring that Full Centre Supervision is guaranteed. Any arrangement must be approved by Cambridge International in advance.
- D6 You must keep the exam materials secure at all times after you have received them. You must check that you have received the correct versions of materials for your administrative zone. You must carry out the following in accordance with our regulations:
- D6.1 secure storage of all exam materials
 - D6.2 distribution of exam papers to candidates
 - D6.3 collection of scripts, question papers and any other exam material at the end of each exam, and
 - D6.4 secure return of scripts.
- D7 You must appoint suitable invigilators and must make sure exams are carried out in accordance with this [>Cambridge Handbook](#). You are responsible for any costs associated with this.
- D8 You must make sure all staff directly involved with the administration of exams understand Key Time and Full Centre Supervision regulations. Candidates must be constantly and effectively supervised during any exam, or period of Full Centre Supervision, to ensure compliance with Key Time regulations.
- D9 You will work with us to prevent malpractice and, in particular, you must:
- D9.1 make sure candidates are aware of restricted materials not allowed in the exam room
 - D9.2 immediately report any established, suspected or alleged cases of malpractice
 - D9.3 assist in any investigation into suspected malpractice
 - D9.4 promptly provide information and advice we may require to assist with any investigation (see section 5.6).
- D10 You must submit and process any enquiries about results or appeals in accordance with the regulations set out in this handbook (see section 6.3).
- D11 You must keep unclaimed certificates under secure conditions for a minimum of 12 months from date of issue and not destroy unclaimed certificates (see section 6.4).

E **A** Cambridge Associate responsibilities

- E1 A Cambridge Associate has a very important quality assurance role when it comes to working with their Associate Centres and you must make sure you carry out that role diligently.
- E2 Cambridge Associates must carry out all the obligations of both centres and of Cambridge Associates which are specified in this [>Cambridge Handbook](#) or in any supplementary documentation, including the Associate Agreement. The Cambridge Associate has full responsibility for the administration of all assessments in the centres associated with it.
- E3 Throughout this [>Cambridge Handbook](#) 'You' and 'Your' refer, in the case of a Cambridge Associate, to the Cambridge Associate or the Associate Centre. 'Centre' refers to the Cambridge Associate or the Associate Centre. 'We' and 'Our' refer to Cambridge Assessment International Education.
- E4 As a Cambridge Associate you may have agreed slightly different operating arrangements with us in your Associate Agreement to take account of local

circumstances. Please remember these differences as you read through the [>Cambridge Handbook](#). No changes to the operating arrangements apply unless they are agreed by us in writing in accordance with the Associate Agreement.

- E5 Unless otherwise specified in your Associate Agreement, we will send all information, data and materials to you to distribute to your Associate Centres. The same is true for information, data and materials that come back to us from your Associate Centres – they must go through you unless otherwise specified in your Associate Agreement.



- E6 Cambridge Associates must apply to register their Associate Centres with us and must not establish, designate or treat any organisation as an Associate Centre without written approval from Cambridge International. We can refuse such applications.

- E7 As well as complying with all the duties of a centre (see sections A–D), Cambridge Associates will do the following and agree to do so on behalf of their Associate Centres unless otherwise agreed in the Associate Agreement:

E7.1 inspect their Associate Centres in accordance with the regulations stated in this [>Cambridge Handbook](#), and

E7.2 fill in *Preparation – Form 5* and return it to Customer Services if the Cambridge Associate or one of their Associate Centres want to change qualification or syllabus eligibilities.

- E8 We will inspect Cambridge Associates and their Associate Centres to make sure they comply with the regulations in this [>Cambridge Handbook](#).

- E9 We must approve in advance, and in writing, any extra obligations a Cambridge Associate wants to impose on its Associate Centres.

- E10 The Cambridge Associate is responsible for paying their fees and their Associate Centres' fees as set out in the fees list and the Associate Agreement.

- E11 The Cambridge Associate will give its Associate Centres reasonable notice of fees and of any changes to those fees.

- E12 You cannot:

E12.1 have a new Associate Centre approved by us; or

E12.2 make any changes to an Associate Centre's details; between the final date for entries for an exam series for which the new Associate Centre intends to make entries, and the date of the final exam for the series.

- E13 You must inform us in writing of any changes to the details of your Associate Centres which are held by us as soon as possible after the details have changed.

- E14 We may reject an organisation's application to be an Associate Centre or not approve of any change to an Associate Centre's details where, at our sole discretion, we decide the organisation would not be suitable as an Associate Centre or that the proposed changes would make the Associate Centre unsuitable.

- E15 If, in our sole opinion, an Associate Centre is underperforming or inadequately providing exams or assessments, or where we believe that changes to an Associate Centre's details are likely to affect its ability to provide exams or assessments, then we may at our sole discretion and without notice:

E15.1 suspend the Associate Centre's status, with any reinstatement being subject to any conditions we may require; or

E15.2 terminate the Associate Centre's status.

- E16 The Cambridge Associate must make sure we have the right to enter the Associate Centre's premises to make any inspections we may require of a centre.

- E17 The Cambridge Associate may not approach or invite any Cambridge International School to be an Associate Centre at any time.

- E18 The Cambridge Associate is responsible for making sure their Associate Centres follow the guidelines for the use of the customer logo, available at www.cambridgeinternational.org/logos, and that they do not misuse or damage our intellectual property.

- E19 **NEW** The Cambridge Associate is responsible for all actions or inactions of their Associate Centres and for making sure they act in accordance with this [>Cambridge Handbook](#). We are not responsible to Associate Centres and we will not contact Associate Centres directly about operational matters, even if an Associate Centre is in breach of their obligation. If Cambridge International revokes approval of an Associate Centre, the Cambridge Associate must make all arrangements with that Associate Centre.

F **A** Inspections and quality assurance of Associate Centres

- F1 The Associate Agreement may require a Cambridge Associate to carry out an initial registration approval inspection of each of its Associate Centres. If so, you must comply.
- F2 The Associate Agreement must require a Cambridge Associate to carry out re-inspections of its Associate Centres if any of them change premises or request to be approved to offer an additional qualification type or a science syllabus with a practical component. If so, you must comply.
- F3 A Cambridge Associate will regularly inspect its Associate Centres to make sure that each Associate Centre has the right facilities, equipment and teaching resources to deliver the curriculum and to prepare candidates for entry to Cambridge programmes and qualifications.
- F4 Cambridge Associates must cover all the costs of inspecting their Associate Centres, whether by the Associate or by Cambridge International.
- F5 A Cambridge Associate must make their inspection reports available to us on demand and provide us with an inspection schedule at the beginning of each year.
- F6 Where there is a conflict between inspection requirements as set out in the Cambridge Associate's contract with an Associate Centre and this [>Cambridge Handbook](#), the [>Cambridge Handbook](#) must be followed. Cambridge Associates must tell us if they think there is a conflict and take all necessary steps to make the contract comply with this [>Cambridge Handbook](#). No conflict shall allow either the Cambridge Associate or the Associate Centre to breach any regulation in this [>Cambridge Handbook](#) or reduce any of Cambridge International's rights or remedies.

G **A** Associate Centres

- G1 Associate Centres must keep to the terms and conditions for centres in this [>Cambridge Handbook](#) where applicable. Where it says 'centres' or 'You' in this [>Cambridge Handbook](#) this should be read to include Associate Centres.
- G2 Associate Centres must also keep to any specific terms agreed with their Cambridge Associate in relation to the subject matter of this [>Cambridge Handbook](#). If there is a conflict they must keep to the terms of this [>Cambridge Handbook](#).
- G3 Associate Centres must communicate with us through their Cambridge Associate, unless otherwise agreed with us.

H Communicating with us

- H1 For general administrative queries we prefer you to use email (info@cambridgeinternational.org). You can also contact us by filling in the online feedback form at www.cambridgeinternational.org/help
- H2 Where possible please supply and communicate with us using a specific email address that is connected to a particular role at your centre, for example, examsofficer@school.com rather than a generic one (info@school.com) or a web-based email (lsmith@gmail.com).
- H3 **A** Associate Centres must communicate with us via their Cambridge Associate rather than directly with us, unless otherwise agreed in the Associate Agreement or otherwise stated in writing by Cambridge International.
- H4 All correspondence between you and us must be in English. This applies even when assessments are offered in a language other than English.
- H5 The Head of Centre, or exams officer, may sign letters from the centre to Cambridge International. Legal notices must be signed by the Responsible Person.
- H6 Unless instructed otherwise, you should send any written correspondence, but not exam materials, to:
- Customer Services
Cambridge Assessment International Education
The Triangle Building
Shaftesbury Road
Cambridge
CB2 8EA
United Kingdom
- If another address is specified on an administrative form or accompanying instructions, you should send the form to the address specified.
- H7 When you receive a communication or an email from Cambridge International which requires a response, you must respond within the specified time frame.
- H8 You must include the following in all your messages with us:
- H8.1 centre name and number
- H8.2 name, position and title of the member of staff sending the message, and
- H8.3 for continuing email correspondence, the reference number included in our initial response.
- H9 Do not attach files larger than 2 MB to emails.

- H10 Do not make any payments using a credit card by email because the security of credit card details cannot be guaranteed if you send them by email.
- H11 We send a monthly eNewsletter for exams officers to our centres and Cambridge Associates. This eNewsletter contains important new information, reminders about key dates and activities, guidance on changes to key processes and updates on new services. It is essential reading for all exams officers. If you do not receive this eNewsletter please contact our Customer Services team and we will add you to the distribution list.

I Telephone communication

- I1 To telephone us, contact Customer Services on +44 1223 553554.
- I2 If you telephone us about our regulations we will respond in writing. For complex issues, we may ask you to send us details in writing before responding. We do not accept responsibility for any misinterpretation of information, advice or guidance given by telephone.

J Software and online services

- J1 By using any of our software or online services you agree to the terms of use.
- J2 You must comply with the terms of use of Cambridge online services and software as well as any other Agreement with Cambridge International.
- J3 You must make sure that the usernames and passwords we issue are only given to staff authorised to access the relevant online services or software. You must not give login information to candidates (with the exception of login details for the Candidate Results Service) or to any other unauthorised person. If you do not comply we may suspend all services with you or withdraw your centre status.
- J4 You must not use third-party websites, such as file-sharing websites, to send information or data to us.
- J5 **NEW** Any purchases made through our online services will be charged in accordance with your contract with Cambridge International as an additional service. If an Associate Centre makes any purchases through our online services, we shall assume the Associate Centre is acting on behalf of the Cambridge Associate and we will charge the Cambridge Associate in accordance with this section.

K Ownership of question papers

- K1 All Cambridge exam question papers remain our property. You can use the paper after the exam, in accordance with either:
- K1.1 the 24-hour secure storage regulation (see section 5.3.3), or
 - K1.2 regulations specific to the conduct of a particular component.
- K2 We retain all intellectual property rights to the papers. For our conditions governing reproduction see section L.

L Copyright in exam material

- L1 We assert our ownership in the copyright and all other intellectual property rights in all of the material which we deliver to you under your Agreement, including syllabuses, question papers, and other material relating to the programmes and qualifications, except where we have attributed work to a third party.
- L2 You may reproduce copies of past question papers and other materials for which we hold copyright, for your internal purposes, provided that copies are:
- L2.1 limited to one copy per candidate entered for the syllabus
 - L2.2 used exclusively by candidates at the centre in connection with their class work or internal assessments
 - L2.3 not offered for sale or distribution under any circumstances
 - L2.4 reproduced with all Cambridge copyright symbols, trademarks, acknowledgements and notices intact
 - L2.5 not claimed to be approved by Cambridge International, and
 - L2.6 not passed to any other third party.
- L3 You must not distribute past papers electronically, including on websites, even if they are only accessible over your intranet.
- L4 If staff at your centre want to use material we own in any publications which they are developing, they must ask for our permission to do so.
- L5 We cannot give permission to reproduce any material we do not own. This includes:
- text taken from books published for us or on our behalf, or with our approval
 - third-party copyright material used in question papers; you can identify these items by the copyright acknowledgements which are provided on our website

- musical scores
- audio or video material
- digital media
- photographs, and
- maps.

M Copyright and candidates' work

- M1 The copyright in a candidate's work remains with the candidate, subject to clause M2.
- M2 By submitting work to us a candidate grants a perpetual, irrevocable and royalty-free licence to us to use any answer scripts, coursework or extracts (providing the candidate remains anonymous) for:
- M2.1 educational presentations, materials or products that we may publish
- M2.2 educational purposes, for example, standards setting, training or to demonstrate standards in the recognition of our qualifications by universities or other organisations, and
- M2.3 maintaining the integrity of assessments or to identify plagiarism.
- M3 You must tell candidates about the regulations on copyright and candidates' work before the exam and you will indemnify us for any damages if you do not comply with this regulation.

N Ownership of assessed material

- N1 All material submitted for assessment will become our physical property.
- N2 **NEW** We do not return exam answer scripts to you, except for:
- N2.1 exam work for Cambridge IGCSE Art & Design (0400/01/02 and (9–1) 0989/01/02) and Cambridge International AS & A Level Art & Design (9479/01/02) for which return fees are charged. **Please note syllabus 0400 will change in 2020.**
- N2.2 exam work for Cambridge International AS & A Level Art & Design (9704/01 and 04) for which no return fee is charged. **Please note this syllabus will be last examined in 2019.**
- N2.3 copies of answer scripts as part of enquiries about results services.
- N3 You may request the return of exam work for Cambridge IGCSE Art & Design (0400/01/02 and (9–1) 0989/01/02) and Cambridge International AS & A Level Art & Design (9479/01/02) by completing *Teacher Assessment – Form 5*. To request copies of answer scripts as part of enquiries about results services, see section 6.3.

N4 **NEW** Except for Cambridge Art & Design qualifications (see N2.1), if you would like us to return Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level work which you have submitted for moderation, you must complete *Teacher Assessment – Form 6* and return this to us when you submit your coursework. We may keep copies of some items for awarding and archive purposes.

N5 For other qualifications, we will not normally return to you assessments submitted for external marking or external moderation.

O Referring to Cambridge International

O1 You must refer to us as 'Cambridge International' or 'Cambridge Assessment International Education'. You must not refer to us as the 'University of Cambridge', 'Cambridge University', 'UCIE', 'CIE' or 'CAIE'.

Cambridge Assessment International Education ✓

Cambridge International ✓

University of Cambridge International Examinations ✗

University of Cambridge ✗

Cambridge University ✗

CIE ✗

UCIE ✗

CAIE ✗

O2 When translating 'Cambridge Assessment International Education' into another language, the most appropriate wording is Cambridge Assessment International Education, a provider of international school examinations and curriculum that is part of the University of Cambridge (England).

P Cambridge International Identity

P1 The 'Cambridge International Identity' refers to the Cambridge logo and associated text.

Centres, Cambridge Associates and Associate Centres are issued with official customer logos, text and sets of images when they register with Cambridge International.

P2 Cambridge International grants you a non-exclusive, non-transferable, worldwide, royalty-free licence, without the right to sublicense, to use a Cambridge International Identity during the period of your Agreement with us, on the terms set out in this [>Cambridge Handbook](#). Your centre status dictates which Cambridge International Identity you should use. You can

download your customer Cambridge Identity, and find additional guidelines about how to use it, at www.cambridgeinternational.org/logos. The Cambridge International Identity provided for use by centres is different from the standard Cambridge logo used on our exams officer materials. You must make sure you are using the correct Cambridge International Identity for your centre and not the standard Cambridge logo.

- P3 You may:
- P3.1 reproduce your customer Cambridge International Identity in full colour or in a single colour, subject to sections Q and R
 - P3.2 use your customer Cambridge International Identity in printed leaflets and brochures, advertisements and posters, subject to sections Q and R, and
 - P3.3 communicate your centre status in the text of information or publicity material.
- P4 We have a number of trademarks, both registered and unregistered, known in this [>Cambridge Handbook](#) as the Cambridge Marks. Cambridge Marks includes any trademark, registered mark or design, or any other identifier that is identified with Cambridge International, the University of Cambridge, University of Cambridge Local Examinations Syndicate or Cambridge Assessment. These include but are not limited to the following: 'Cambridge', 'Cambridge International', 'Cambridge Assessment International Education', 'CIE', 'University of Cambridge Local Examinations Syndicate', 'UCLES', the 'University of Cambridge', 'Cambridge Assessment', 'Cambridge Global Perspectives' and 'IGCSE'.
- P5 During the term of your Agreement with us, you agree not to attempt to register any trademark which includes the word 'Cambridge' or which contains a shield which is the same or confusingly similar to that of Cambridge International. Cambridge International will make such determination at its sole discretion.
- P6 During the term of your Agreement with us, you agree to withdraw any pending applications for trademark protection, for any mark which contains the word 'Cambridge' or which contains a shield which is the same or confusingly similar to any of the Cambridge International Marks.
- Q Regulations governing the use of the Cambridge International Identity**
- Q1 If you do not follow the instructions in this [>Cambridge Handbook](#) or misuse the Cambridge International Identity or Cambridge Marks your centre status may be withdrawn and the Agreement terminated.
- Q2 You must only use the Cambridge International Identity appropriate to your status.
- Q3 You must email Customer Services with proof copies of all your planned uses of your Cambridge International Identity and gain approval before use.
- Q4 If you use the Cambridge International Identity you must always:
- Q4.1 reproduce the Cambridge International Identity in the format we have provided
 - Q4.2 use the Cambridge International Identity along with your own logo and name
 - Q4.3 place the Cambridge International Identity at the bottom of any document, and
 - Q4.4 follow the guidelines for use of the customer logo available at www.cambridgeinternational.org/logos
- Q5 You must:
- Q5.1 make sure that where the Cambridge International Identity is used on a document, it is smaller and less prominent (lower) than the logo and the name of your centre, and lower than any other associated logo
 - Q5.2 not provide the Cambridge International Identity or Cambridge Marks for use by any other organisations
 - Q5.3 not use parts of the Cambridge International Identity separately
 - Q5.4 not use the Cambridge International Identity or Cambridge Marks in certification or financial documentation that you issue, for example, attendance certificates, receipts or invoices, and
 - Q5.5 not use the Cambridge International Identity or Cambridge Marks as part of your email or web address.
- Q6 The Cambridge International Identity must be no more than 75 per cent of the size of the logo of the centre and it must also be less prominent.
- Q7 This [>Cambridge Handbook](#) does not transfer any copyright in the Cambridge International Identity and does not assign any rights in the Cambridge Marks from us to you or any Associate Centre.

- Q8 The name 'Cambridge International' is synonymous with high standards of quality and integrity in education. To make sure we are able to maintain the integrity of the Cambridge International name, we pay particular attention to those centres who already have it within the title of their school. Any school that uses the Cambridge International name must make sure they use it appropriately in order that we may continue to agree to its use by that school.
- Q9 We reserve the right to take action against any use of the Cambridge International name which we do not consider suitable, or use of the Cambridge International Identity by an organisation that may bring it into disrepute.
- Q10 We will not accept any new registrations from any centre using 'Cambridge' or 'Cambridge International' in its name and/or brand unless it is in a location called Cambridge.
- Q11 A registered school may not change its name to include the word 'Cambridge'. You must not use any part-form or derivative of 'Cambridge' in your centre name or centre description.
- Q12 Permission to use the Cambridge International Identity is dependent upon your continued status as a Cambridge International Centre. If your centre status is withdrawn, use of the Cambridge International Identity must stop immediately.
- Q13 For detailed instructions about how to use our logo, refer to the guidelines in the logos section of the Communications toolkit (www.cambridgeinternational.org/toolkit).
- S2 We have a policy of open access for all our qualifications in relation to all protected characteristics, promoted in all areas of assessment activity. We aim to overcome inequality in relation to all protected characteristics in:
- S2.1 the assessment process
- S2.2 the arrangements made for candidates with special requirements to facilitate access to our qualifications
- S2.3 the interpretation of data relating to the implementation of policies and procedures of the scheme, and
- S2.4 the monitoring of all publications produced for our qualifications.

T Access and private candidates

- T1 Specific regulations govern the access of private candidates to our assessments. See section 2.1.2 for details.

U Fees, invoices and payment

- U1 We publish our fees list for the following year in the 'My Messages' section of [CIE Direct](#). Fees for paid-for services are available through the relevant password-protected Cambridge website.
- U2 We send all invoices and statements by email or post to the finance contact details you supply. Please let us know immediately if these contact details change.
- U3 Please make your payments in the same currency as stated on the invoice.
- U4 Payment terms are shown on your invoice as 'Payment Due Date'. You must adhere to them at all times.
- U5 **A** The Cambridge Associate is responsible for paying their fees and those of their Associate Centres.

R Approval for the use of the Cambridge International Identity

- R1 We are the sole interpreter of the conditions for use of the Cambridge International Identity and Cambridge Marks. We will make all decisions about interpretation of the conditions of use.
- R2 We investigate all reports of improper use of the Cambridge International Identity, and will require that any use that does not comply with these guidelines ceases immediately.

S Access to assessments – equal opportunities

- S1 We are committed to equality of opportunity for candidates, in accordance with current UK legislation in relation to all protected characteristics, including but not limited to gender, ethnic origin, religion, gender reassignment, age and disability.

Key dates and activities overview – June series

For monthly calendars showing all your key dates and activities go to www.cambridgeinternational.org/preparation

2019											
2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
<p>WE SEND > Cambridge Handbook (2019) and Cambridge Guide to Making Entries for June 2019 series End of Oct 2018</p> <p>YOU SEND ↑ Estimated entries By 10 Oct 2018</p> <p>YOU SEND ↑ Outline Proposal Forms for June 2019 By 31 Oct 2018</p>	<p>WE SEND Entries confirmation documents Feb/Mar/Apr 2019</p> <p>WE SEND Early question papers Jan/Feb/Mar 2019</p> <p>YOU SEND ↑ Final entries by 21 Feb 2019</p> <p>YOU SEND ↑ Modified question paper applications and final entries for candidates requiring modified papers By 21 Jan 2019</p> <p>YOU SEND ↑ Non-delegated access arrangement applications By 21 Jan 2019</p>	<p>WE SEND Pre-exam despatch Mid to Late Mar 2019</p> <p>YOU SEND ↑ Check your Key Times</p>	<p>WE SEND Question papers Early Apr 2019</p> <p>WE SEND Bar-coded labels Mid to Late Apr 2019</p> <p>YOU SEND ↑ Internally assessed marks and samples By dates published in the samples database (www.cambridgeinternational.org/samples)</p> <p>YOU SEND ↑ Forecast grades By 30 Apr 2019</p> <p>YOU SEND ↑ Notification of delegated access arrangements By 31 Mar 2019</p>	<p>WE SEND Provisional results available online 13 Aug 2019</p> <p>WE SEND Provisional results despatch Late Aug 2019</p> <p>YOU SEND ↑ Scripts Immediately after the exam</p> <p>YOU SEND ↑ Special consideration applications Within 7 days of the last exam of the syllabus affected</p>	<p>WE SEND Provisional results available online 13 Aug 2019</p> <p>WE SEND Provisional results despatch Late Aug 2019</p> <p>YOU SEND ↑ Enquiries about results By 20 Sep 2019</p>	<p>WE SEND Until the release of results, the exams officer, or another member of staff, should be available to answer any queries from Cambridge International about June series exams.</p>	<p>WE SEND Cambridge Handbook (2020) and Cambridge Guide to Making Entries for June 2020 series End of Oct 2019</p> <p>YOU SEND ↑ Estimated entries for June 2020 By 10 Oct 2019</p>	<p>WE SEND Certificates Mid Oct 2019</p>	<p>WE SEND Cambridge International sends materials to Cambridge Associates who then send them on to their Associate Centres according to local arrangements.</p> <p>YOU SEND ↑ Cambridge Associates need to give their Associate Centres earlier deadlines so they have enough time to process their data before submitting it to us.</p>	<p>A</p>	

6. Results and certificates
 5. Exam day
 4. Before the exam
 3. Teacher assessment
 2. Entries
 1. Preparation
- Key dates

Key dates and activities overview – Cambridge Checkpoint

For monthly calendars showing all your key dates and activities go to www.cambridgeinternational.org/preparation

2019											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov-Dec	
<p>YOU SEND Applications and final entries for candidates requiring modified papers By 21 Jan 2019</p> <p>YOU SEND Final entries By 21 Feb 2019</p> <p>YOU SEND Applications for non-delegated access arrangement applications By 21 Jan 2019</p>	<p>YOU SEND Notification of delegated access arrangements By 31 Mar 2019</p>	<p>YOU SEND Notification of delegated access arrangements By 31 Mar 2019</p> <p>WE SEND Statements of entry Mar 2019</p> <p>WE SEND Question papers and administrative materials Mid Mar 2019</p>	<p>Test period 8 to 26 April</p> <p>YOU SEND Candidate answer scripts Immediately after the exam</p> <p>Deadline for submission of work and internally assessed marks for Global Perspectives 8 Apr 2019</p>	<p>Until the release of results, the exams officer, or another member of staff, should be available to answer any queries from Cambridge International about May series exams.</p> <p>YOU SEND Deadline for receipt of scripts 4 May 2019</p> <p>YOU SEND Deadline for submission of work and internally assessed marks for Global Perspectives 8 Apr 2019</p>	<p>WE SEND Results available online 20 Jun 2019</p> <p>WE SEND Results despatch Late Jun 2019</p>	<p>WE SEND End of series report available online Early Jul 2019</p>	<p>YOU SEND Final entries By 16 Aug 2019</p> <p>YOU SEND Applications and final entries requiring modified papers By 1 Jul 2019</p> <p>YOU SEND Applications for non-delegated access arrangement applications By 1 Jul 2019</p>	<p>WE SEND Statements of entry Sep 2019</p> <p>YOU SEND Notification of delegated access arrangements By 31 Aug 2019</p> <p>WE SEND Question papers and administrative materials Early Sep 2019</p>	<p>Test period 7 to 18 October</p> <p>YOU SEND Candidate answer scripts Immediately after the exam</p> <p>YOU SEND Deadline for receipt of scripts 26 Oct 2019</p>	<p>WE SEND Results available online 12 Dec 2019</p> <p>WE SEND Results despatch Late Dec 2019</p> <p>WE SEND End of series report available online Late Dec 2019</p>	<p>YOU SEND Estimated entries for May 2020 series By 10 Oct 2019</p> <p>YOU SEND Deadline for submission of work and internally assessed marks for Global Perspectives 7 Oct 2019. For more information, see the samples database www.cambridgeinternational.org/samples</p>

A

WE SEND We send materials to Cambridge Associates who then send them on to their Associate Centres according to local arrangements.

YOU SEND Cambridge Associates need to give their Associate Centres earlier deadlines so they have enough time to process their data before submitting it to us.

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

Key dates

Key Times and Full Centre Supervision

By the end of this section you will know about Key Times and Full Centre Supervision and why it is essential they are followed to maintain the integrity of our assessments.

What are Key Times?

Key Times are a defined point in a timetabled session when candidates must be in the exam or under Full Centre Supervision. Candidates must take their exams in the correct timetabled session. You can start the exam any time within the session, but you must follow our Key Time and Full Centre Supervision regulations.

Why are Key Times important?

Key Times are important because they prevent confidential exam information being shared with your candidates before their exam. Key Times also prevent your candidates from sharing confidential exam information with other candidates.

What are my Key Times?

Your Key Times are based on your centre's location. You must visit our website before each exam series (www.cambridgeinternational.org/keytimes) so that you know your Key Times.

Who is responsible for implementing Key Times?

The Head of Centre must make sure that all staff involved in the administration of our exams understand and can correctly implement Key Times and Full Centre Supervision. You must keep records of your exam timetable, including any periods of Full Centre Supervision. We may ask to see these at any time until we have issued certificates.

How do I use Key Times?

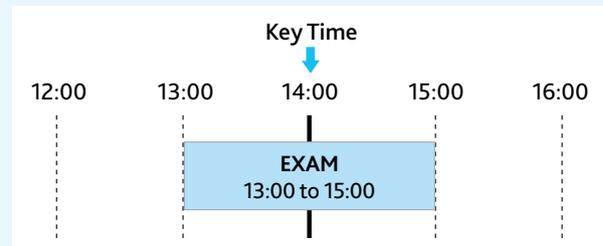
You can choose when your exams start within the timetabled session; however, you must make sure your candidates are in the exam or under Full Centre Supervision at the Key Time.

- We timetable all our exams in morning and afternoon sessions (and an evening session for administrative zones 4 and 5).
- You have a Key Time for each session.

Examples

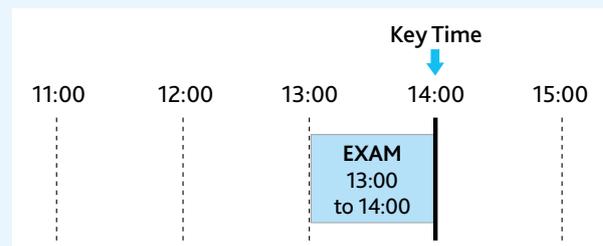
These are examples only, and are not necessarily the same as the Key Times for your centre. We have used the same Key Time in each example to show the different ways you can structure your exams around your Key Times.

Example 1: The Key Time is in the middle of the exam. The exam starts at 13:00 and finishes at 15:00.



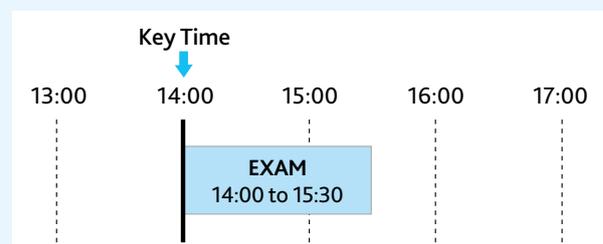
Candidates are in the exam at the Key Time, therefore they do not need to be under Full Centre Supervision before or after the exam. When the exam finishes, candidates can leave the exam room.

Example 2: The Key Time is at the end of the exam. The exam starts at 13:00 and finishes at 14:00.



Candidates must not leave the exam before the Key Time. If an exam ends at the Key Time, candidates can leave the exam room shortly after, as soon as the Key Time has passed. They do not need to be under Full Centre Supervision before or after the exam.

Example 3: The Key Time is at the start of the exam. The exam starts at 14:00 and finishes at 15:30.



Candidates are in the exam at the Key Time and do not need to be under Full Centre Supervision either before or after the exam. When the exam finishes, candidates can leave the exam room.

In any session, you can also choose to start your exam after the Key Time, or finish your exam before the Key

Time. If you do this, you must make sure candidates are under Full Centre Supervision until the Key Time has passed.

What is Full Centre Supervision?

Full Centre Supervision is a defined type of supervision for candidates that is conducted by trained members of staff at your centre. If candidates are not in their exam at the Key Time, they must be under Full Centre Supervision until the Key Time has passed, or until the exam starts.

You must supervise candidates in Full Centre Supervision. A supervisor can also be an exam invigilator, although Full Centre Supervision is different from exam invigilation. Supervisors must be suitably trained, and there must be at least one supervisor for every 30 candidates.

During Full Centre Supervision, candidates must not:

- be in the same room as any other people except candidates taking the same exam, and their supervisor(s)
- have access to telephones, mobile phones, laptops/computers, smart watches, or any electronic device with or without internet access
- have access to any other means of communication outside of the supervised group
- be allowed to communicate in any way with anyone who is not under Key Time conditions at the centre or outside the centre.

During Full Centre Supervision candidates can:

- have access to their books and notes
- talk to each other
- leave the room accompanied by a supervisor. Where there is only one supervisor, you must make sure the supervisor can get help without leaving the room unattended or disturbing candidates. You must also make sure you have male and female supervisors available to accompany candidates, if required.

Other Full Centre Supervision regulations:

- Candidates under Full Centre Supervision who have already taken an exam that others in the group are due to take, for example an ICT practical test, must be kept separate from those candidates who have not taken the test. See section 5.7.4.
- If a candidate arrives late for a period of Full Centre Supervision, either before or after an exam, see section 5.1.9.
- Candidates who do not attend a period of Full Centre Supervision after an exam must be reported to us immediately as suspected malpractice. See section 5.6.

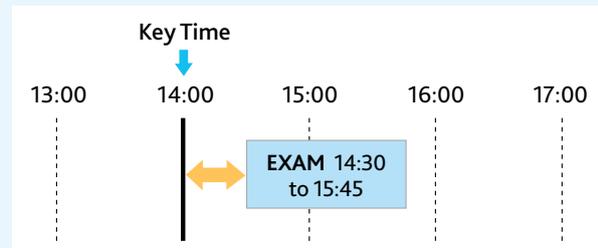
- You must keep signed records of all Full Centre Supervision arrangements for candidates. These records must show candidates who were supervised, for how long, and who conducted the supervision. We may ask to see these records at any time until certificates are issued.

You must arrange necessary periods of Full Centre Supervision. If you do not, we will consider this a breach of our regulations, and will treat it as possible centre staff malpractice. See section 5.6.

Examples

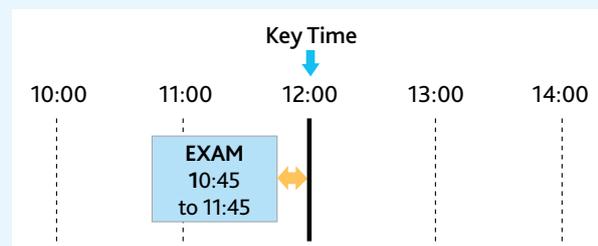
These are examples only, and are not necessarily the same as the Key Times for your centre. We have used the same Key Time in each example to show where, in these examples, candidates must be kept under Full Centre Supervision.

Example 4: The Key Time is before the start of the exam. The exam starts at 14:30 and finishes at 15:45.



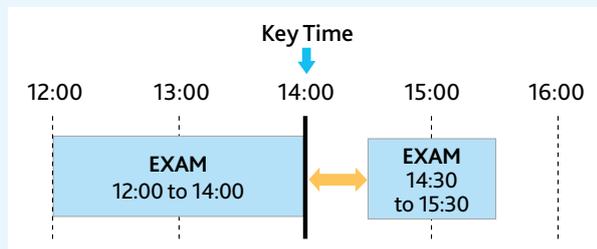
Candidates are not in the exam at the Key Time. They need to be under Full Centre Supervision from the Key Time until the exam begins. When the exam finishes, candidates can leave the exam room.

Example 5: The Key Time is after the end of the exam. The exam starts at 10:45 and finishes at 11:45.



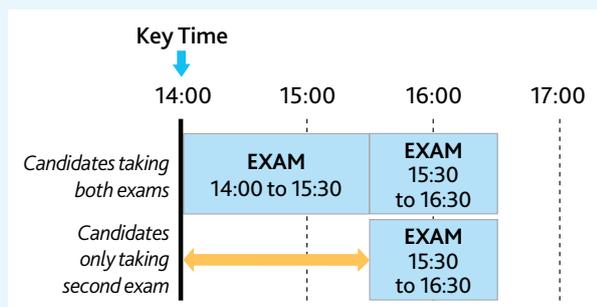
Candidates must be under Full Centre Supervision from the end of the exam until the Key Time. Once the Key Time has passed candidates can leave the exam room.

Example 6: The Key Time is at the end of one exam, but before the start of another exam timetabled for the same day. The first exam starts at 12:00 and finishes at 14:00 and the second exam starts at 14:30 and finishes at 15:30.



Candidates are in the exam at the Key Time. However, candidates taking the second exam must be under Full Centre Supervision from the Key Time until the start of their second exam.

Example 7: The Key Time is at the start of an exam. There are two exams timetabled for the afternoon session, with no spare time in between.



Candidates are in the exam at the Key Time. There is no gap between the exams, therefore any candidates who are taking both exams do not need to be under Full Centre Supervision. Any candidates who are only taking the second exam must be under Full Centre Supervision from the Key Time until the start of the exam. When the second exam finishes, candidates can leave the exam room.

1 Preparation

In this section

1.1	Support from Cambridge International	23
1.2	Preparing your exams timetable	26
1.3	Access arrangements	30



1.1 Support from Cambridge International

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.

Our website: www.cambridgeinternational.org
 Email: info@cambridgeinternational.org
 Telephone: +44 1223 553554
 Fax: +44 1223 553558

Customer Services address:
 Customer Services
 Cambridge Assessment International Education
 The Triangle Building, Shaftesbury Road,
 Cambridge, CB2 8EA
 United Kingdom

Please tell us your centre name and number when you contact us. **A** Associate Centres should contact their Cambridge Associate with any queries.

1.1.1 Cambridge website

Visit our website for information about:

- administering our exams
- our programmes and qualifications
- syllabuses and specimen papers
- latest news and events
- professional development
- our blog.

Go to www.cambridgeinternational.org

1.1.2 Cambridge Exams Officers' Guide

This is our step-by-step guide to delivering Cambridge exams where you can access administrative documents and forms, **A**CIE Direct and a wide range of support materials. Monthly calendars showing all your key dates and activities are also available from the Cambridge Exams Officers' Guide.

Visit the guide at www.cambridgeinternational.org/examsofficersguide

1.1.3 Cambridge Exams Officer eNewsletter

The newsletter delivers updates straight to your inbox at the beginning of every month. It includes:

- reminders about key dates and activities for that month
- guidance on key processes

- updates on new services
- a look ahead to the next month.

We send the newsletter to all Cambridge International Schools and Cambridge Associates. If you work in a Cambridge International School or for a Cambridge Associate and you do not receive it please contact Customer Services (info@cambridgeinternational.org).

Read the latest newsletter at www.cambridgeinternational.org/examsofficersguide

A Cambridge Associates should send relevant information from the newsletter to their Associate Centres.

Important information



If you do not read the newsletter or if you unsubscribe from receiving it you will miss out on important information about administering our exams.

1.1.4 The 'Help' section of our website

The 'Help' section of our website contains an online bank of answers to frequently asked questions about our exams and services. Simply type your question into the search box or use the menu to guide you. The 'FAQs and Important Announcements' section alerts you to key information.

Our 'Help' section:

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

Visit www.cambridgeinternational.org/help

1.1.5 CIE Direct

CIE Direct is a secure online tool for our exams officers. It allows you to:

- make and submit final entries
- submit internally assessed marks and forecast grades
- download files, such as provisional and final timetables and results files
- submit enquiries about results
- view our fees list in the 'My Messages' section.

The site is password protected. After we have registered your centre we send you login details by email. Keep these details secure. If you forget your password contact Customer Services (info@cambridgeinternational.org). If the exams officer changes at your centre send us your new exams officer's contact details as soon as possible by completing *Preparation – Form 6*. This form is available from CIE Direct.

Important information



You will automatically be logged out of CIE Direct after 20 minutes of inactivity.

Cambridge Associates/ Associate Centres



Cambridge Associates can contact Customer Services to request access to CIE Direct for their Associate Centres. **NEW** Once the account has been set up, we will email login details to the Cambridge Associate. The Cambridge Associate must pass the relevant login details securely to their Associate Centre(s).

1.1.6 **NEW** Digital File Despatch

The Digital File Despatch area of our website is where we upload confidential materials as digital files instead of sending in hard copy. It is for specific centres and exams only. If you need access, we will send you the relevant instructions. See sections 2.2.3., 4.2.3, 4.3.1 and 4.4.4 of this handbook.

1.1.7 Secure Exchange

Secure Exchange is available for specific syllabuses that require internally assessed samples to be digitally transferred to us. We will send centres taking these syllabuses the relevant instructions before the exam series.

1.1.8 **NEW** **Chk** Online Learning Area

Our Online Learning Area is available for the submission of work and internally assessed marks for Cambridge Primary and Lower Secondary Checkpoint Global Perspectives syllabuses. It enables you to transfer internally assessed work digitally and submit marks at the same time. We will send centres taking these syllabuses the relevant instructions before each series.

1.1.9 School Support Hub

The School Support Hub is a valuable resource for teachers. We send you login details when your centre registers with Cambridge International. Visit the School Support Hub for:

- syllabus booklets – they give teachers all the information they need to deliver the subject and prepare candidates for the exam
- specimen papers showing examples of what question papers will look like and specimen mark schemes detailing how marks would be assigned to the specimen papers – we produce these for new or revised syllabuses and we only update them when there is a significant revision to the syllabus booklet
- past question papers
- mark schemes and grade thresholds
- schemes of work – suggested teaching programmes and teaching activities
- online discussion forums – a place for teachers to share ideas, resources, questions and answers
- Principal Examiner Reports – these are produced 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
- **NEW** early question papers and pre-release material for some qualifications.

The member of staff at your centre with access to the School Support Hub is called the 'School Support coordinator'. They create logins for teachers by accessing the administration pages of the website. They are also responsible for authorising training bookings for teachers at their centre. If the coordinator forgets their password they should contact Customer Services (info@cambridgeinternational.org).

Access the School Support Hub at www.cambridgeinternational.org/support

1.1.10 Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

To find specific Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint information in this *>Cambridge Handbook*, see the index.

We will give you access to the relevant secure websites depending on what qualifications you offer.

These websites contain a range of materials to help teachers plan and deliver the programmes, including:

- curriculum frameworks
- teacher guides
- schemes of work
- planning templates
- past question papers and mark schemes
- recommended published resources
- end of series reports.

For more information visit:

<https://primary.cambridgeinternational.org>

<https://lowersecondary.cambridgeinternational.org>

Contact Customer Services if you do not have login details for these sites.

1.1.11 Communications toolkit

The Communications toolkit is the place to go if you are planning an open day or parents' evening, or if you want to announce your status as a Cambridge International School. You will find presentations, videos, posters, event banners, press releases and more.

Everything is free to access. If you want to download your customer logo you will be asked to log in using your centre number.

Access the Communications toolkit at www.cambridgeinternational.org/toolkit

1.1.12 Syllabus updates

Keep up to date with changes to the syllabuses taught at your centre by signing up for syllabus updates at www.cambridgeinternational.org/syllabusupdates.

We will then email you details of any changes to syllabuses in your subject area including:

- new syllabuses
- revisions to content and assessment of existing syllabuses
- syllabuses we are withdrawing.

1.2 Preparing your exams timetable

To maintain the security of our exams all Cambridge schools are allocated to one of six administrative zones. Each zone has a specific timetable. It is essential that you use the correct version of the timetable for your zone. You can check which administrative zone your centre is in at www.cambridgeinternational.org/preparation

The timetable shows the date, session and duration of each exam, including the range of dates for practical and oral exams. You must also follow our Key Time regulations when timetabling your exams.

For timetabled exams, all candidates must be in the exam or under Full Centre Supervision at the Key Time. See the 'Key Times and Full Centre Supervision' section, together with section 1.2.3 for more information.

All exams 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 the final timetable is available work out how many exam rooms you need and book them. Decide how you are going to make sure your candidates know where and when their exams will take place. You should also create a timetable specific to your centre that you can display somewhere for all your candidates to see.

We recommend you use our 'Create your centre's exam timetable' template to prepare for the exam series: www.cambridgeinternational.org/timetablingexams

1.2.1 Provisional and final timetables

We construct our timetables to avoid setting exams that will cause major logistical difficulties and timetable clashes for centres and candidates. However, this is a complex task with many constraints and it is not always possible to produce timetables that suit all the countries we work with.

In May we publish a provisional version of the timetable for the following June series. In October we publish a provisional version of the timetable for the following November series. Provisional timetables are available from the 'Support Materials' section of [CIE Direct](#).

When they are published, you can let us know if you have any major concerns. Email any comments to info@cambridgeinternational.org with 'June/November series provisional timetable' and your centre number in the subject line.

Because the timetables take into account a wide range of interests and constraints, we only make changes in exceptional circumstances.

Once we have considered any comments we publish the final version of the timetable to the 'Support Materials' section of [CIE Direct](#) and our public website (www.cambridgeinternational.org/timetables). After the final timetable has been published, we cannot accept any requests to change exam dates.

NEW For some subjects e.g. Cambridge International AS & A Level Art & Design (9479/01) we do not provide a timetabled date. Instead, candidates have a window of time in which to complete their exam.

Regulations



- (a) You must use the final version of the timetable when planning your exams and telling candidates the dates and times of their exams.
- (b) In certain exceptional circumstances, in order to maintain the security and integrity of our question papers we may need centres to take an exam component at a different time to that specified on the final timetable. In such circumstances we will write to you to let you know the new timetable arrangements.

Important dates



Publication of final timetable:

- June series: end of October 2018
- November series: end of March 2019

1.2.2 Timetabling exams

The timetable will show which session timetabled exams must be taken in:

- Morning (AM)
- Afternoon (PM)
- Evening (EV) for a limited number of exams in administrative zones 4 and 5. See section D4 of the 'Responsibilities' section of this handbook.

Regulations



- Candidates must take timetabled exams in the session shown on the final timetable and in accordance with our Key Time regulations.
- The Key Time is a defined point in a timetabled session when candidates must either be in the exam or under Full Centre Supervision.

Find out your Key Time at www.cambridgeinternational.org/keytime

Extra guidance



Watch our video to find out how to prepare your exams timetable using Key Times. It is available at www.cambridgeinternational.org/timetableexams

1.2.3 Timetable deviations

- Timetable deviations must not be administered without written approval from us.
- If a timetable deviation presents a risk to the integrity of the assessment, we will reject your application.
Examples include moving an exam:
 - to an earlier date
 - so it finishes in an earlier session on the timetabled date
 - more than 24 hours after the Key Time of the timetabled session.
- The following are examples where you may consider applying for a timetable deviation:
 - A clash of exams in the same session where the total duration of exams is more than three hours and 45 minutes in a session or, more than six hours in a day. Candidates can sit exams of up to six hours' duration in one day. The Head of Centre can allow candidates to sit exams that total more than six hours in one day but you should consider the candidate's well-being.
 - A single period of Full Centre Supervision that is more than four hours in duration.
- The following are unacceptable reasons for a timetable deviation:
 - national or public holidays
 - participation in national, local or centre events
 - centre closure
 - holidays
 - weddings

- work experience
- field trips.

1.2.3.1 Supervision arrangements for timetable deviations

- Candidates must be under Full Centre Supervision from the Key Time of the original timetable session until the start time of the deviated exam. See our 'Key Times and Full Centre Supervision' section.

1.2.3.1.1 Transportation

- If you need to transport a candidate from one centre to another, this must be done under Full Centre Supervision.
- You must report any known or suspected breaches of any agreed supervision arrangements using *Exam Day – Form 9c*.
- A responsible adult must supervise the candidate:
 - The candidate must not access any information about the exam.
 - The responsible adult must complete and sign *Preparation – Form 7*. Keep this form until the end of the enquiries about results period. We may ask you to provide a copy.

1.2.3.1.2 Overnight supervision

- Only apply overnight supervision in exceptional circumstances, when no other options are available. Section 1.2.3.1 must be applied.

Administrative forms



Forms available from www.cambridgeinternational.org/forms

- Candidate Supervision Declaration: Preparation – Form 7
- Suspected Candidate Malpractice Report: Exam day – Form 9c

1.2.3.2 Applying for a timetable deviation

- To apply for a timetable deviation, complete and submit *Preparation – Form 2* by our deadline. We may not be able to accept applications we receive after the relevant deadline. **A** Associate Centres should send their completed forms to their Cambridge Associate, who must send them to us by the relevant deadline.
- You must fill in a separate application form for each exam where a timetable deviation is required.

Administrative forms



Forms available from
www.cambridgeinternational.org/forms

- Timetable Deviation and Additional Sessions: Preparation – Form 2
- Suspected Candidate Malpractice Report: Exam day – Form 9c

Important dates



Timetable deviation application deadlines:

- June series: 17 April 2019
- November series: 21 September 2019

1.2.3.3 Communicating decisions to centres

We will give you a written decision about your timetable deviation. **A** If you are an Associate Centre we will tell your Cambridge Associate our decision and they must contact you. Timetable deviations must not be conducted without our written approval.

1.2.4 **NEW** Additional sittings for large numbers of candidates (See section 5.7)

- You must not administer additional sittings without our written approval.
- There must be no contact between groups until all groups have completed the exam.
- You must follow Key Time and Full Centre Supervision regulations for timetabled exams. See our 'Key Times and Full Centre Supervision' section.
- You must prepare detailed plans of the additional sittings including:
 - timings of additional sittings
 - seating plans for each sitting
 - how you will apply Full Centre Supervision to prevent groups of candidates from communicating with each other
 - staff involved in invigilating the exams and periods of Full Centre Supervision.

Keep these records until the end of the enquiries about results period. For practical exams you must supply copies of the seating plan and attendance registers with the supervisor's report.

- To apply for additional sittings, complete and send *Preparation – Form 8* to info@cambridgeinternational.org with 'Additional Sittings – Compliance' in the subject line.

- Apply for additional sittings at least four weeks before the exam.
- You must report any known or suspected breaches of any agreed supervision arrangements by using *Exam Day – Form 9c*.

1.2.4.1 Communicating decisions to centres

- We will give you a written decision about your additional sittings. **A** If you are an Associate Centre we will tell your Cambridge Associate our decision and they must contact you.

1.2.5 **Chk** Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

- You must conduct Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint tests within the window specified in our key dates.
- Work out when your candidates will take the test and how many rooms you need.
- If you do not have enough space for all of your candidates to take a test at the same time, you may arrange one or more additional sittings on the same day. If you intend to hold additional sittings you must submit an additional sittings request using *Preparation – Form 8* as soon as possible and at least four weeks before the day of the affected test. Make sure you note the times of the additional sittings on the form and how your centre will supervise groups of candidates. You do not need to list all candidates affected when you submit the form. However, you must make accurate attendance registers for each sitting, and keep them until after results are released.
- The tests may be taken by several groups in different sittings, with staff supervision to make sure that security is maintained. There must be no contact between groups taking exams in different sittings until all groups have completed the test. All conduct must comply with our regulations for Full Centre Supervision.
- Create a timetable specific to your centre and display it so candidates can see when and where their tests will be.
- You must return your scripts to us by the deadline specified in our key dates. See section 5.4.2 for more information.
- We will publish results information on the date specified in our key dates. See section 6.8 for more information.

Important dates



Chk Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint test periods:

- May series: 8–26 April 2019
- October series: 7–18 October 2019

1.3 Access arrangements

Candidates may face barriers to assessments as a result of:

- a permanent or long-term disability, illness or learning difficulty
- a temporary disability or illness.

Access arrangements are pre-exam arrangements that allow candidates to access the assessment and remove unnecessary barriers, without changing the demands of the assessment. There are three groups of access arrangements:

- non-delegated (you must apply for our permission to use these)
- centre delegated (you must notify us if you plan to use these)
- modified papers (you must request these).

1.3.1 How to apply for access arrangements

- (a) Before making an application, you must decide whether access arrangements are appropriate, and if so, which type is required in relation to the needs of individual candidates. See section 1.3.7 for types of access arrangement. There may be other arrangements that are not listed. If this is the case please contact us to discuss whether the arrangements are appropriate for the assessment concerned.
- (b) For candidates with a permanent or long-term disability, illness, or learning difficulty you must consider their normal way of working and any previous difficulties they have experienced when taking assessments when you decide whether access arrangements may be appropriate. You must consider our regulations when establishing the candidate's usual way of working so the candidate is prepared for the exam.
- (c) Access arrangements must be based on firm evidence of the barrier to assessment, and evidence of need. The Head of Centre is responsible for making sure this happens. See section 1.3.5.
- (d) You must notify us and/or apply for all access arrangements using the relevant form and send it to us by the deadlines given in the table. **A** Cambridge Associates should agree earlier deadline dates with their Associate Centres. This will give your Associate Centres time to process their applications and send them on to us. See sections 1.3.2–1.3.4.
- (e) The Head of Centre or exams officer needs to check and sign the form before it is submitted. Associate Centres must submit their completed forms to their Cambridge Associate.
- (f) You must notify us and/or apply for access arrangements for each new exam series. We cannot carry over approval from a previous exam series.
- (g) For emergency access arrangements for candidates with temporary disabilities, required after the deadlines, see section 1.3.12.

	Group 1: Non-delegated access arrangements	Group 2: Centre-delegated access arrangements	Group 3: Modified papers
Form	<i>Access Arrangements: Preparation – Form 1</i>	<i>Centre-Delegated Access Arrangements: Preparation – Form 4</i>	<i>Modified Papers: Preparation – Form 3</i>
May series (Checkpoint) and June series application deadline	21 January 2019	31 March 2019	21 January 2019
October series (Checkpoint) and November series application deadline	1 July 2019	31 August 2019	1 July 2019

1.3.2 Non-delegated access arrangements

- (a) You must apply for our permission to use non-delegated access arrangements by the deadlines stated in section 1.3.1. We will respond in writing to each submission.
- (b) You do not need to provide us with evidence when you apply; however, you must keep the evidence until certificates are issued. We conduct non-delegated sampling, to check appropriate evidence is held. We may consider this malpractice if you do not have sufficient evidence on file when we ask for it.
- (c) We review all applications on an individual basis. If your application is approved we will tell you, and advise you of any restrictions that may apply. If your application is rejected we will advise you of the reason why.

1.3.3 Centre-delegated access arrangements

- (a) You must notify us of any centre-delegated access arrangements you plan to use by submitting *Preparation – Form 4* to us by the deadlines in section 1.3.1. We will respond in writing to each submission.
- (b) You do not need to provide us with the evidence of need when you notify us; however, you must keep the evidence until certificates are issued. We may ask you for this at any time, to check appropriate evidence is held. We may consider this malpractice if you do not have sufficient evidence on file when we ask for it.

1.3.4 Modified papers

- (a) You must request modified papers by submitting *Preparation – Form 3* by the deadlines in section 1.3.1. We will respond in writing to each submission.
- (b) You do not need to provide us with the evidence of need when you request modified papers; however, you must keep the evidence until certificates are issued. We may ask you for this at any time, to check appropriate evidence is held. We may consider this malpractice if you do not have sufficient evidence on file when we ask for it.

1.3.5 Evidence of need

Access arrangements must be based on evidence of the barrier to assessment and evidence of need. The evidence of need will vary depending on the disability and the access arrangements being applied for. Evidence must meet the following criteria:

- Evidence must be dated within three years of the exam and verified by an appropriate professional, for example, a medical professional or a suitably qualified specialist teacher.

- The appropriate professional must have signed and dated the evidence and included details of their relevant qualifications. We may accept a report written by a teacher with no formal special needs qualifications, providing that they have evidence of at least five years' work experience in the area of special educational needs.
- Supporting evidence provided to us must be in English. Any translated evidence must be signed by the original author, a legal representative, or by the Head of Centre and one other member of staff.
- 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.
- Where relevant to the candidate's needs, the supporting evidence must contain literacy assessments for the candidate. When using the Detailed Assessment of Speed of Handwriting to assess a candidate's writing speed you must only use the writing speed subtest. Do not use the composite score derived from all the subtests. Contact us for advice if you have any questions about assessing a candidate's writing speed.

1.3.6 Principles of access arrangements

- (a) Access arrangements must not give the candidate an unfair advantage over others.
- (b) We will not allow access arrangements if they affect the assessment objectives being tested and therefore we do restrict them in certain syllabuses. See the relevant syllabus for details. The examples at the end of this section show how access arrangements may be prohibited or limited in relation to assessment objectives.
- (c) We assess all candidates according to the same marking criteria, so their grades and certificates have the same validity and are a true reflection of each candidate's attainment.
- (d) You are responsible for any costs associated with using access arrangements.
- (e) English not being the candidate's first language is not a valid reason for an access arrangement.
- (f) We cannot accept responsibility for any ill effects caused by any access arrangements you request or use.
- (g) The Head of Centre is responsible for making sure the relevant regulations are followed. We may consider failure to keep to the regulations as malpractice.
- (h) Should the candidate's need change after an access arrangement has been approved, it is your

responsibility to make sure the integrity of the exam is maintained, and that they do not make use of an unnecessary arrangement.

- (i) A candidate may need a particular type of access arrangement in one type of assessment but not in another. You must decide whether the candidate needs to use the arrangements in all the requested assessments as they may not need the same degree of assistance in every subject.
- (j) Any member of staff who assists candidates with access arrangements, for example, scribes or readers, must make sure the integrity of the exam is maintained in accordance with our Key Time and Full Centre Supervision regulations.

Example 1

A candidate with severe cerebral palsy enjoys her design and technology course but cannot use her hands. She cannot design independently. As such abilities constitute a large proportion of the whole qualification, she decides not to enter for this particular subject. The assessment objectives are designing and making, so no adjustment can be made.

Example 2

A candidate with severe dyslexia wants to take English language and foreign language exams but cannot read or write adequately. As the assessment objectives being tested in these subjects include reading and writing, he cannot have an adjustment in the form of a reader in the reading papers. A computer reader, reading pen or additional time may be available instead. It is not possible to use a scribe in the written papers for foreign languages, unless the candidate is able to dictate the responses letter by letter, including all punctuation. The centre must decide whether or not to enter him for these subjects on the basis of how much he could complete independently.

Example 3

A candidate with no hands wants to take art exams in painting. Mouth or foot painting might be acceptable, but the candidate cannot do either and wants another person to paint at her instruction. This is not allowed as the assessment objective is the skill of painting.

1.3.7 Types of access arrangement

Non-delegated access arrangements		Centre-delegated access arrangements		Modified papers	
Access arrangement	Section	Access arrangement	Section	Access arrangement	Section
Computer reader	1.3.8.1	Colour naming	1.3.9.1	Braille paper	1.3.10
Exemptions	1.3.8.2	Coloured overlays	1.3.9.2	Coloured paper	1.3.10
E-texts for literature exams	1.3.8.3	Extra time up to 25 percent	1.3.9.3	A4 18 point bold	1.3.10
Extra time over 25 percent	1.3.8.4	Live speakers	1.3.9.4	18 point bold enlarged to A3	1.3.10
Practical assistant	1.3.8.5	Prompter	1.3.9.5	A3 unmodified	1.3.10
Reader	1.3.8.6	Reading aloud (candidate)	1.3.9.6	Simplified carrier language	1.3.10
Scribe	1.3.8.7	Reading pens	1.3.9.7	Tactile diagrams	1.3.10
Voice-activated software	1.3.8.8	Simple translation dictionaries	1.3.9.8	Transcript of listening CDs	1.3.10
Word processor (with spell check enabled)	1.3.8.9	Supervised rest breaks	1.3.9.9		
		Transcript of candidate's work	1.3.9.10		
		Visual aids	1.3.9.11		
		Word processor (with spell check disabled)	1.3.8.9		

1.3.8 Non-delegated access arrangements

1.3.8.1 Computer reader

We will allow a computer reader if the candidate is eligible for a reader. A computer reader is allowed in papers testing reading. The software must not decode or interpret the paper or give nuance to the text.

A computer reader can be used in language exams as it allows the candidate to independently meet the requirements of the reading standards.

You must make sure the PDF question paper we provide is compatible with the software that the centre will be using. Download a non-interactive PDF past question paper from www.cambridgeinternational.org to test our PDF question papers with your software. There must be sufficient time and training to make sure the candidate can familiarise themselves with the computer reader software.

When requesting a computer reader you must tell us which syllabus and components the candidate is taking so we can upload the correct electronic PDF. See *Preparation – Form 1* for full guidance.

1.3.8.2 Exemptions

An exemption is where we agree a candidate can miss a component, or components, within a syllabus:

- Exemptions may be agreed in a few extreme cases. They will only be considered when no other access arrangement is appropriate.
- The candidate must still engage with, and cover, the content of the whole syllabus even if they are exempt from a particular component.
- We will not permit exemptions if they compromise the validity of the qualification.
- We will not allow exemptions from components which are the key objectives of the syllabus.
- If your centre receives approval for an exemption, you must mark the candidate as absent on the attendance register for the exam. The candidate will only be awarded a calculated mark providing they complete a minimum of 50 per cent of the total assessment for each qualification, by component weighting, in the exam series in which the award is being made. Carry-forward marks do not count towards this requirement.

1.3.8.3 E-texts for literature exams

- In exams where access to set texts is allowed, you can apply for our permission for a candidate to use electronic copies of the set text.
- You must apply for this arrangement as far in advance of the relevant exam as possible.

- You must specify the type of device to be used when you apply.
- You are responsible for making sure the device being used is cleared of all previous data, applications and software; any internal dictionaries must be deleted or disabled and all internet or external network or internet connections must be disabled.

1.3.8.4 Extra time over 25 per cent

- We will only give permission for an extra time allowance of more than 25 per cent for candidates who have a substantial impairment. This may include a candidate who:
 - is affected by multiple disabilities
 - has a very severe disability or illness
 - is visually impaired and/or needs to use Braille papers
 - cannot use another type of access arrangement because of specific syllabus restrictions
 - is required to dictate the words letter by letter, as well as all punctuation, to a scribe, in language writing tests. See section 1.3.8.7 (k).
- If more than 25 per cent extra time is needed, there must be a strong justification as to why this is required.
- The amount of extra time being requested must be appropriate to the candidate's needs.
- It is important to remember that if the exam is too long, it can be damaging to a candidate's condition; seek medical advice before applying for over 25 per cent extra time. We cannot accept responsibility for any ill effects caused by any access arrangements you request.
- We recommend you allow candidates to take supervised rest breaks if they have an extra time allowance of over 25 per cent.
- For listening exams, extra time should be applied to the time allocated for the pauses, not for the total exam duration.
- For speaking tests, you should give a candidate who can speak, but with difficulty, enough time to answer. You do not need to apply for this; however, you should keep a record of how much extra time the candidate was given and the evidence of need.

1.3.8.5 Practical assistant

- A practical assistant is a responsible adult who, in coursework and/or in an exam, carries out practical tasks at the instruction of the candidate. They:
 - allow the candidate to demonstrate their knowledge, understanding and skills

- make sure candidates are safe
 - carry out accurately some or all of the manual tasks contributing to the practical exam at the candidate's instruction, unless it is dangerous
 - report visual observations at the candidate's instruction if required
 - must immediately refer any problems in communication during the assessment to the invigilator or exams officer
 - may ask the candidate to repeat instructions where these are not clear
 - must not comment on any of the candidate's answers, help with the answers to questions or help with the analysis of data
 - must not give any factual help or indicate when a task is complete
 - must not advise the candidate about which practical questions to answer, when to move on to the next question, or the order in which they should answer questions. If the practical assistant is also acting as a prompter they must refer to section 1.3.9.5
 - must not advantage or disadvantage the candidate
 - must follow these regulations as failure to do so constitutes malpractice and can lead to the disqualification of the candidate.
- (b) Candidates may be allowed to use a practical assistant if they suffer from disabilities or conditions that prevent them from carrying out parts of the assessment themselves.
- (c) If a candidate needs to use a practical assistant, you must submit the application form with the relevant supporting evidence. The candidate cannot use the assistant until the application has been approved.
- (d) You must seek advice at the beginning of the course about whether using a practical assistant will be permitted and potentially prevent the candidate receiving a result.
- (e) The use of a practical assistant should reflect the candidate's usual way of working, except in cases of temporary disability caused by injury.
- (f) If the candidate is eligible for the use of a reader or scribe the same person may act as a reader, scribe and/or practical assistant if the candidate has our permission to use these access arrangements, and the syllabus permits the use of these arrangements.
- (g) We will not allow a practical assistant in subjects testing design or artistic skills (for example, music, art or design & technology), where the practical skill is the focus of the assessment. If the candidate only needs minimal assistance please contact us to discuss their needs.
- (h) The practical assistant is appointed by and responsible to the Head of Centre/exams officer. They must be known and accepted by the candidate and capable of reading the material involved. A practical assistant should not usually be the candidate's own subject teacher and must not be a relative, friend or peer.
- (i) Make sure that other candidates are not disturbed by the practical assistant or the candidate. If you put the candidate and practical assistant in a separate exam room, they will need a separate invigilator. See section 1.3.11.
- The examples below show how using a practical assistant can support candidates with particular needs.
- Example 1**

A candidate who has a severe tremor in both hands cannot safely perform any science practical activity. She applies for a practical assistant. She is credited with marks for planning, evaluation and observations, but she cannot gain marks for using techniques, apparatus and materials.
- Example 2**

A candidate has hemiplegia affecting his left side. He is right-handed. He needs a practical assistant in science to hold equipment steady while he performs practical tasks. The practical assistant is acting only as a second hand where two hands are needed. The candidate does not lose any marks for using apparatus and materials because he performs by himself those skills which are being assessed.
- ### 1.3.8.6 Reader
- A reader reads the questions to the candidate. This may involve reading the whole paper or only the words that the candidate requests.
- (a) If a candidate needs to use a reader, you must submit the application form together with the relevant evidence. The candidate cannot use a reader until the application has been approved.
- (b) We usually allow readers:
- for permanently or temporarily visually impaired candidates who cannot read a Braille/enlarged paper independently or at sufficient speed even with extra time
 - where the candidate's reading skills (accuracy, speed, comprehension) have been measured in a test by an educational psychologist, a clinical psychologist, an occupational psychologist or a

specialist teacher and are in the below average range. 'Below average' is a technical definition which means one deviation below the mean on a nationally standardised test taken within three years of the exam series. It does not mean 'below average standard' in a particular centre. Please contact us for advice if you have any questions about assessing a candidate's reading skills.

- (c) Using a reader should reflect the candidate's usual way of working, except in cases of temporary injury.
- (d) We will not allow a reader if the request is based on English not being the candidate's first language.
- (e) Human readers are not allowed for language papers or sections of language papers that test reading. Instead, you may apply for extra time up to 25 per cent, or the use of a computer reader, or reading pen. See sections 1.3.9.3, 1.3.8.1 and 1.3.9.7.
- (f) The reader may read numbers printed in figures as words. For example they should read 252 as 'two hundred and fifty-two' but at the point of reading the number they should also point to it on the paper. An exception would be when the question is asking for a number to be written in words (for example, 'write the number 3675 in words').
- (g) The reader may, if asked, repeat a question or read back what the candidate has written in the answer, without any indication of errors.
- (h) The reader may, if asked, give the spelling of a word which appears on the question paper. Apart from this they must not give spellings.
- (i) The reader may help a visually impaired candidate to identify diagrams, graphs and tables, but must not give factual information or offer any suggestions, other than to give information which would be available to sighted candidates.
- (j) The reader must only read the instructions and questions on the question paper(s) and must not explain or clarify the meaning of the words. In some cases the understanding of the written word may be the skill being examined.
- (k) The reader must not advise the candidate which questions to answer, when to move on to the next question, or the order in which to answer questions. If the reader is also acting as a prompter, they should refer to section 1.3.9.5.
- (l) The reader must not decode symbols and unit abbreviations. For example, do not read 2^2 as 'two squared' but simply point to the function, since part of the assessment is recognising what the superscript '2' means. Similarly, if the symbol $>$ is printed, do not read it as 'greater than' but simply point to it.
- (m) If the candidate is also eligible for the use of a scribe or practical assistant, the same person may act as both if the candidate has our permission for both arrangements and the syllabus permits both arrangements.
- (n) The reader is appointed by the centre and must be a responsible adult, who fully understands and follows our regulations.
- (o) The reader must be known and accepted by the candidate and capable of reading the material involved. The reader must not be the candidate's own subject teacher, or a relative, friend, or peer.
- (p) You must make sure other candidates cannot overhear or be disturbed by the reader. If you put the candidate and reader in a separate exam room, they will need a separate invigilator. See section 1.3.11.
- (q) A reader may only be assigned to one candidate per exam.
- (r) If a candidate is not allowed a reader they can take their exam in a separate room so they can read aloud, particularly where this is their normal way of working. In these cases you must provide a separate invigilator. See section 1.3.11.
- (s) For candidates who are eligible for a reader, we will allow a computer reader or reading pen in papers testing reading. See sections 1.3.8.1 and 1.3.9.7.
- (t) Readers for the visually impaired:
- must read, as often as requested, the questions and the answers already recorded
 - must, if asked, give information about how much time has passed and how much time remains
 - are allowed to help a candidate using tactile maps, diagrams, graphs and tables to get the information that the print/amended print copy would give to a sighted candidate
 - must, if asked, give the spelling of a word which occurs in the question paper or in the coursework material – they must not give other spellings
 - must immediately refer any problems, including issues with communication, to the invigilator.
- (u) If a candidate with a temporary injury needs a reader you must follow the instructions for emergency access arrangements detailed in section 1.3.12.
- (v) A sign language interpreter can help the candidate to understand the rubric only. When signing the rubric, the sign language interpreter must take care to sign exactly what is written without changing the meaning, adding any information, or providing an explanation of what the rubric requires of the candidate. Where a sign is iconographic and conveys the meaning of a technical or subject-specific word

that is being tested, the word should be pointed to on the question paper, or may be finger spelled. It is important that any sign language interpreter used in an assessment knows the sign language of the candidate, and the signs have been used throughout the course of study. The Head of Centre is responsible for selecting an appropriate sign language interpreter.

- (w) You may consider applying for modified language papers and the use of a reader for any candidate who meets the criteria for a reader, and who is usually supported through sign language.
- (x) We do not allow the use of oral language modifiers for any exams.

Extra guidance



We recommend you make any candidates using a reader in an exam aware of what the reader can and cannot do before the candidate takes their first exam. Download *Instructions for Readers* from the 'Running exams' page at www.cambridgeinternational.org/examday

1.3.8.7 Scribe

A scribe writes down or word processes a candidate's dictated answers.

- (a) If a candidate needs to use a scribe, you must submit the application form together with the relevant evidence. They cannot use a scribe until the application has been approved.
- (b) A scribe can be used in coursework and/or in exams, but not in speaking tests.
- (c) We will allow a scribe in certain subjects for candidates who cannot produce written communication by any other means, for example, word processing or Braille input. For exam purposes, this means:
- candidates whose writing speed or spelling accuracy have been measured in a test by an educational psychologist, clinical or occupational psychologist, or specialist teacher and are in the below average range. 'Below average' is a technical definition which means one deviation below the mean on a nationally standardised test taken within three years of the exam series. It does not mean 'below average standard' in a particular centre
 - candidates whose free writing cannot be read by others, is grammatically incomprehensible or is produced so slowly that answers cannot be fully recorded even with the extra time allowed
- candidates whose handwriting speed (words per minute) is in the 'below average' range for their age
 - candidates with a permanent physical disability or recent injury who are unable to write.
- (d) Contact us for advice if you have any questions about assessing a candidate's spelling accuracy or writing speed.
- (e) The Head of Centre must provide scribes who are responsible adults, and fully understand the regulations of being a scribe. The scribe is appointed by and responsible to the Head of Centre/exams officer. They must be known and accepted by the candidate and capable of reading the material involved. A scribe must not be the candidate's own subject teacher, relative, friend, or peer.
- (f) Candidates must respond in English unless the syllabus states otherwise.
- (g) Using a scribe should reflect the candidate's usual way of working, except in cases of temporary injury.
- (h) A scribe is not a reader, but the same person may act as both scribe and reader as long as the candidate has our permission for both arrangements.
- (i) We recommend that a candidate using a scribe takes the exam in a separate room. However, if the candidate and scribe are in the same room as other candidates, the centre must make sure other candidates cannot overhear or be disturbed. If the candidate and scribe are in a separate exam room, they will need a separate invigilator. See section 1.3.11.
- (j) A scribe:
- must write down or word process accurately what the candidate says (except in an exam requiring word processing, in which case we will not allow a scribe)
 - may, at the request of the candidate, read back what has been written but must make no comment about any part of the answer given
 - must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case we will only allow a scribe to assist with written parts of the paper
 - must write or word process a correction on a typescript or Braille sheet only if requested to do so by the candidate
 - must immediately refer any problems, including issues with communication, to the invigilator
 - must not give factual help to the candidate or indicate when the answer is complete

- must not advise the candidate about which questions to answer, when to move on to the next question, or about the order in which to answer questions. If the scribe is also acting as a prompter they should refer to section 1.3.9.5
 - must follow these regulations as failure to do so could lead to the disqualification of the candidate.
- (k) We do not allow a scribe in subjects testing spelling, punctuation and grammar or in language writing tests where candidates are marked for the quality of the language, unless the candidate can dictate the words letter by letter, as well as all punctuation. We may approve extra time of up to 100 per cent for this based upon your application. The candidate's dictation may be taped to help the candidate to get the flow of the particular language. When the candidate has finished dictating their response the tape may be re-run, enabling the candidate to give the exact spellings of the words dictated.
- (l) If a candidate dictates answers onto a recording device you must produce a transcript. If the candidate cannot dictate spelling, punctuation and grammar in these components then the use of a scribe would not be permitted and the centre may consider alternative access arrangements as appropriate.
- (m) Candidates cannot use a scribe in certain language syllabuses where it is not possible to dictate their answers.
- (n) If a candidate with a temporary injury needs a scribe close to the exam day, you must follow the instructions for emergency access arrangements detailed in section 1.3.12.
- (o) Candidates must not answer written questions using sign language in any syllabus, including using sign language to 'dictate' answers to a scribe.
- (p) The centre must attach an Access Arrangements Cover Sheet to each script. Use this cover sheet to explain whether graphs and diagrams were completed by the candidate or by the scribe and any other relevant information. The scribe must sign the sheet and it must be countersigned by the Head of Centre or the exams officer. Attach a copy of our permission letter to use a scribe, to the cover sheet.

The examples below show how using a scribe can support candidates with particular needs.

Example 1

A candidate with severe cerebral palsy has no use of his hands. He cannot use speech recognition software because his speech is indistinct. It is too difficult for him to spell out each word letter by letter. He is allowed to use a scribe in all subjects except language writing papers where writing in the language is being tested.

Example 2

A candidate with severe dyspraxia cannot use a word processor because she has poor motor skills. She can dictate words in her chosen language exam letter by letter. She is permitted a scribe, but must dictate in the language by spelling out words letter by letter. In other subjects, she is permitted simply to dictate without spelling out the words, unless they are uncommon ones. Her marks are credited for the skills she has demonstrated.

Extra guidance



We recommend you make any candidates using a scribe in an exam aware of what the scribe can and cannot do before the candidate takes their first exam. Download *Instructions for Scribes* from the 'Running exams' page at www.cambridgeinternational.org/examday

1.3.8.8 Voice-activated software

Where the centre has approval for the use of a scribe and where it reflects the candidate's normal way of working within the centre, as appropriate to their needs, the candidate may alternatively use:

- speech recognition technology with predictive text when the candidate dictates into a word processor. Software (such as read and write software) may be used to read back and correct the candidate's dictated answers. This arrangement is not permitted in language specifications, including English
- computer software, producing speech, which is used to dictate to a scribe. This software is not permitted in components which test spelling, punctuation and grammar.

Where voice-activated software is being used, the centre must complete and attach an Access Arrangements Cover Sheet to each candidate's script.

1.3.8.9 Word processor

- A word processor is a typewriter, electronic typewriter or word-processing software on a computer or tablet.
 - A word processor with spell check disabled is a centre-delegated access arrangement.
 - A word processor with spell check enabled is a non-delegated access arrangement. You must apply for our permission to use non-delegated access arrangements.
- (a) Candidates who may benefit from the use of a word processor are those with:
- a learning difficulty that affects their ability to write
 - a physical disability
 - a health condition
 - visual impairment
 - a cognitive disability
 - illegible handwriting.
- (b) A word processor cannot be used by a candidate solely because:
- they want to type rather than write in exams
 - they work faster on a keyboard
 - they use a word processor at home.
- (c) The use of a word processor must not result in a misleading assessment or give an unfair advantage.
- (d) Candidates can usually complete coursework using a word processor unless prohibited by the syllabus. When marking candidates' coursework, you must give credit according to the assessment criteria in the syllabus. You cannot give the candidate credit if they cannot demonstrate certain skills because they have used a word processor. We may require you to submit coursework produced on a computer for inspection by a moderator.
- (e) Marks are awarded based on the achievement demonstrated by the candidate. In order to make sure mark schemes are applied fairly, we may ask you to supply extra information about the method the candidate used to write their answers.
- (f) Before choosing a syllabus for a candidate who uses a word processor, you must consider whether the candidate can fully meet the assessment objectives. Some syllabuses test particular skills (for example, drawing by hand), which the candidate cannot demonstrate if using a word processor. If you are in any doubt, discuss the situation with us. It is in the candidate's best interest to establish at an early stage if they can use a word processor.
- (g) A word processor must be used as a typewriter, not as a database, although standard formatting software is acceptable. Unless we have approved any of the following, word processors must not have spell check, grammar check, predictive typing, phonetic conversion from English, or thesaurus features enabled in any assessment, or give the candidate access to other applications (such as calculators or spreadsheets).
- (h) They must not include graphics packages or computer-aided design software unless we have given permission for this.
- (i) In language syllabuses, keyboard shortcut software is allowed. A keyboard containing specific language keys is acceptable.
- (j) A candidate eligible for the use of a scribe (see section 1.3.8.7) may, in syllabuses which do not test spelling, punctuation and grammar or quality of written communication use the spell check. They cannot use any other functions, such as the thesaurus, grammar check or predictive text.
- (k) If you want to use a specific piece of software based on a firm need and related to the candidate's needs, you must ask for our permission first. We will determine what effect, if any, the use of specific software may have on our ability to assess the candidate fairly in each subject. We reserve the right to seek independent advice concerning a candidate's use of computers and software in order to decide which are appropriate.
- (l) The word processor must not be connected to the centre's network, the internet, or any other means of communication.
- (m) You must be sure that any word processor used in an exam is clear of any previously stored data. The word processor must be in good working order and must be connected to mains electricity instead of run on a battery. It must also be connected to a printer so a script can be printed. Printing may be done after the exam is over but the candidate must make sure the work printed is their own. The candidate should save their work regularly during the exam; where available they can use an autosave facility. If the candidate's work has been saved onto a USB stick for printing, check that the work can be retrieved from the USB stick before deleting it.
- (n) If a candidate uses a word processor you must make sure the other candidates are not disturbed and cannot read the screen. If the candidate using the word processor is in a separate room they will need a separate invigilator. See section 1.3.11.

- (o) Scripts must be double spaced and in font size 10–14. The candidate must include the following on each page of their work:
- centre number
 - candidate number
 - candidate name
 - date of exam
 - syllabus and component
 - number of pages in the script, for example, '1 of 7', '2 of 7' etc.
- (p) Word-processed scripts must be attached to the relevant answer booklet or question paper (if other candidates are answering directly on the question paper) using treasury tags or string.
- (q) Word processors must not include voice-activated software unless the candidate has our permission to use a scribe and/or relevant software.
- (r) A third party must not use a word processor on the candidate's behalf unless the candidate has our permission to use a scribe and where the syllabus permits this.
- (s) You must attach an Access Arrangements Cover Sheet to each script where a word processor has been used.
- (t) We may need to contact you about your candidate's word-processed script(s). Save word-processed scripts securely at the end of each exam and store them securely until the end of the enquiry about results period.

The examples below show how using a word processor can support candidates with particular needs.

Example 1

A candidate taking a design and technology paper wants to use a word processor. Most of the paper involves drawing original designs by hand. We do not allow computer-aided design packages in this particular paper. The candidate must not use a word processor.

Example 2

A candidate who cannot write legibly because she has severe dyslexia applies to use a word processor in exams. It is her normal means of producing written work because her teachers cannot read her writing. She is very proficient on the machine. The candidate can use a word processor.

1.3.9 Centre-delegated access arrangements

1.3.9.1 Colour naming

We allow colour-blind candidates to ask the invigilator to name colours. The invigilator cannot give any other information. If the candidate usually uses a colour chart, we will allow them to do so in both written and practical exams.

1.3.9.2 Coloured overlays

Some visual perception difficulties are corrected by the use of tinted glasses or coloured overlays. You can allow these if the candidate needs them.

1.3.9.3 Extra time up to 25 per cent

- (a) An extra time allowance of up to 25 per cent should meet the needs of most candidates. The amount of extra time granted must reflect the extent to which the completion of the exam is affected by the candidate's condition.
- (b) The amount of extra time being requested must be appropriate to the candidates' needs.
- (c) Candidates eligible for extra time include those with permanent or temporary physical disabilities and those with a learning difficulty.
- (d) Candidates requiring extra time because of below-average reading and writing speed will typically have results measured in tests of speed in a report conducted by an educational psychologist, a clinical psychologist, occupational psychologist or suitably qualified teacher, and are shown to be below average. 'Below average' means one deviation below the mean on a nationally standardised test taken within three years of the exam series. It does not mean 'below average standard' in a particular centre.
- (e) It is important to remember that prolonging the exam can be damaging to a candidate's condition, so please seek medical advice before using up to 25 per cent extra time.
- (f) For listening exams you must administer extra time by pausing the recording. Contact us to request our guidance document.
- (g) For listening exams, extra time should be applied to the time allocated for the pauses, not for the total exam duration.
- (h) For speaking tests, you should give a candidate who can speak, but with difficulty, enough time to answer. You do not need to notify us of this; however, you should keep a record of how much extra time the candidate was given and the evidence of need.

You must apply for our permission for extra time allowances of more than 25 per cent. See section 1.3.8.4.

1.3.9.4 Live speakers

- (a) The live speaker must read aloud the contents of the listening exam in the language being assessed.
- (b) If a hearing-impaired candidate needs a live speaker for pre-recorded listening exam components, it should reflect their usual way of working.
- (c) The Head of Centre must appoint the live speakers presenting the listening component. The live speakers must be fluent in the language in question.
- (d) Live speakers should ideally be teachers of the language being assessed and known to the candidate. The live speaker must be fully aware of these regulations.
- (e) In order to use a live speaker for pre-recorded exam components, you must also submit *Preparation – Form 3* by the modified paper application deadline to request a transcript of the listening CD.
- (f) Ideally live speakers should work with only one or two candidates. If this is not possible there should never be more than six candidates to one live speaker. Candidates must be seated so they can all clearly see the live speaker.

Invigilation must take place in the usual way and the live speakers must not act as invigilators.
- (g) You should give the live speaker access to the CDs on the day of the exam, at the Key Time, to allow them to prepare their role from the transcript and to hear the speed of delivery required. They must not interpret the text in any way. During this time the candidates must be kept under Full Centre Supervision. Our Key Time regulations must be observed before and after the exam.
- (h) If the recording involves two or more characters, a separate live speaker can be used for each role or the live speaker must make it clear which character is speaking.
- (i) The centre must make sure the candidates using a live speaker are under separate invigilation or that there is no disturbance to other candidates in the exam room.

1.3.9.5 Prompter

- (a) A prompter may sit beside the candidate in order to keep the candidate focused on the task in hand, and on the need to answer a question and then move on to the next. You may allow the use of a prompter for candidates who have:
 - severe attention difficulties
 - a neurological or cognitive disability affecting attention
 - little or no sense of time

- an obsessive-compulsive disorder which causes them to keep revising a question rather than moving on to other questions.
- (b) The prompter is appointed by and responsible to the Head of Centre or exams officer and must be known and accepted by the candidate. The prompter should not usually be the candidate's own subject teacher. The prompter cannot be a relative, friend or peer of the candidate. However, the prompter needs to be familiar enough with the candidate to recognise when their attention is no longer on the task in hand.
 - (c) You should consider the use of a prompter if this reflects the candidate's usual way of working. For a number of candidates in this category, it may be enough for the invigilator to act as the prompter, provided that the number of candidates in the exam room is small enough.
 - (d) A prompter is not a reader, a scribe or a practical assistant, but the same person may act as all of these as long as we have given our permission for each of these arrangements.
 - (e) A prompter must not speak to the candidate, give factual help or offer suggestions. It may be possible to say the candidate's name or use certain instructions written on prompt cards. Instructions must not help candidates with exam questions. Send any prompt cards you are planning to use to info@cambridgeinternational.org before the exam so we can make sure they are acceptable.
 - (f) A prompter must not advise the candidate about which questions to answer, when to move on to the next question (unless they have finished the previous answer and their attention has wandered), or the order in which to answer questions.
 - (g) A prompter can attract the candidate's attention by tapping on the desk or on the candidate's arm, depending on their usual practice, in order to remind the candidate that they must pay attention to the question.
 - (h) A prompter should be prepared for periods of inactivity during the exam, but must remain vigilant and refer any problems during the exam to the invigilator.
 - (i) The prompter must follow the regulations. If they do not the candidate may be disqualified.

The examples below show how using a prompter can support candidates with particular needs.

Example 1

A candidate with obsessive-compulsive disorder goes over the first question again and again. The prompter taps on the desk every quarter of an hour. The candidate knows how many questions they must do in that time and tries to move on.

Example 2

A candidate with Asperger's Syndrome has no sense of time. The prompter sees that the candidate is doing nothing. She taps on the desk to bring his attention back to the answer he was writing.

1.3.9.6 Reading aloud (candidate)

If a candidate is not allowed a reader they can take their exam in a separate room so they can read aloud, if this is their usual way of working. You are responsible for making sure that the candidate takes the exam in a suitable room where they cannot be overheard by other candidates and are appropriately invigilated.

1.3.9.7 Reading pens

We will allow a reading pen in papers testing reading.

They must not have an in-built dictionary or thesaurus, or data-storage facility. All pens must be checked before the exam to make sure they comply with these requirements.

1.3.9.8 Simple translation dictionaries

We allow candidates to use simple translation dictionaries for particular qualifications. See section 5.1.6.2 for our regulations on using dictionaries. Evidence is not required for this type of centre-delegated access arrangement.

1.3.9.9 Supervised rest breaks

- (a) You may allow supervised rest breaks in most timed exams.
- (b) Candidates eligible for supervised rest breaks may include those with permanent or temporary illnesses and disabilities and those with a learning difficulty.
- (c) Supervised rest breaks must always be considered before making an application for extra time.
- (d) You may give supervised rest breaks either in or outside the exam room. The duration of the break must not be included in the time allowed for the exam component, including any extra time allowance. You should stop the clock when the candidate starts their rest break and start it again when the rest break is over. In certain cases, the candidate may require extra time as well as supervised rest breaks. If the supervised rest break

is in the exam room, you must make sure the candidate does not have access to the question paper and answer booklet.

- (e) Other candidates must not be distracted by the candidate's supervised rest breaks.
- (f) Centres must seek medical advice in cases of serious illness on whether the candidate is fit to take the examination.
- (g) Contact us for advice about scheduling rest breaks if required.

1.3.9.10 Transcript of candidate's work

- (a) You may submit a transcript of a candidate's script where a candidate's handwriting is illegible and it would be beneficial for an examiner to refer to a transcript for clarification.
- (b) The regulations apply equally to the transcription of a candidate's answers produced in Braille.
- (c) A member of your centre's staff who is familiar with the candidate's handwriting or is fully competent in Braille code for the subject concerned must produce the transcript. This must not be the candidate's own teacher. Contact us if this is unavoidable.
- (d) You must produce the transcript immediately after the exam under secure conditions. The candidate must not be involved in the production of the transcript.
- (e) You may produce a transcript that is handwritten, typed or word processed.
- (f) A transcript may be a full copy written in a spare answer booklet, for example, if a candidate answers in Braille, or a partial copy where only certain words need clarification. In this case, you must photocopy the original script and write the words clearly above the candidate's writing in blue or black (but not in red, green or purple ink, or pencil).
- (g) You must complete an Access Arrangements Cover Sheet and attach it to the candidate's script. The teacher preparing the transcript must sign the cover sheet and the Head of Centre, or person acting on their behalf, must countersign. You must also attach a copy of an Access Arrangements Cover Sheet to any coursework/portfolio work that has been transcribed.
- (h) The transcript must be an exact word-for-word copy of the candidate's script. The transcriber must:
 - not insert or remove any words and must not change their order. The transcriber must not correct spellings, punctuation, grammar and technical terms.

- If you consider that some interpretation is necessary, discuss this with us as soon as possible before the exam. You should be prepared to supply samples of the candidate's usual written work.
- Production of the transcript must not delay the despatch of scripts to us. You must not send us any extra information with the scripts.
- For candidates whose difficulties are so significant that you cannot produce a transcript, see the regulations for using a scribe (section 1.3.8.7) or word processor (section 1.3.8.9).

1.3.9.11 Visual aids

You may allow a candidate with visual perception difficulties to use visual aids, for example, a magnifying glass.

1.3.10 Modified papers

The types of paper available are:

- Braille paper: text in the paper will be presented as Unified English Braille (UEB). Visual information will be simplified or removed and presented as verbal information. Diagrams may be presented in a tactile form. Please indicate whether you need contracted or uncontracted Braille on the application form.
If candidates answer in Braille, you must provide a transcript for the examiner. Follow the regulations for producing transcripts in section 1.3.9.10. Complete and attach an Access Arrangements Cover Sheet to the transcript.
- Coloured paper: unmodified content is printed on coloured paper.
- A4 18 point bold: the font is modified so that visual information is simplified and printed in 18 point bold onto A4 sheets.
- 18 point bold enlarged to A3: the font is modified so that visual information is simplified, printed in 18 point bold and enlarged to A3 sheets.
- A3 unmodified: the standard paper is enlarged to A3 size. This is not appropriate where scaled diagrams have been used.
- Simplified carrier language: complex sentences are broken down into simpler ones. The questions and answers remain the same as for any other candidate and technical vocabulary is unchanged. Modified carrier language papers are only available for certain syllabuses and are not available in language or literature exams.
- Tactile diagrams.
- Transcript of listening CDs.

(a) Modified papers do not have different or easier questions. We still expect candidates to answer

the same questions at the same level as other candidates.

- (b) You must apply for modified papers using *Preparation – Form 3*. The Head of Centre, exams officer or Cambridge Associate, in the case of Associate Centres, needs to sign the form before it is submitted. **A** Associate Centres must submit their completed forms to their Cambridge Associate.
- (c) We will only despatch modified question papers if you submit a final entry for the relevant candidate, syllabus and component.
- (d) You must submit final entries and applications for modified papers by the deadline so you do not disadvantage your candidates. If we receive the final entry and application after the deadline we cannot guarantee that we will supply the modified papers you need. **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.
- (e) If retake candidates need modified papers, contact us as soon as possible so we can discuss the options available. The earlier you contact us, the more likely we will be able to provide the modified paper you need.

1.3.11 Separate invigilation

- (a) You may want a candidate with access arrangements to take the exam separately with an individual invigilator. For example, if the candidate has a medical condition and may distract other candidates, or if a candidate is using a scribe and their answers may be overheard by other candidates.
- (b) If you allow separate invigilation you are responsible for making sure the candidate takes the exam in a suitable venue and that a trained invigilator is provided. If the candidate also has other access arrangements such as a reader or a scribe, the reader or scribe must not act as the invigilator and there must be a separate invigilator present.
- (c) You do not need to notify us if you use separate invigilation.
- (d) You must follow the regulations for the conduct of exams at all times.

1.3.12 Emergency access arrangements

For temporary disabilities you must get our approval before you use any access arrangements. For example, one of your candidates breaks their arm before the exam. You can do this by emailing or telephoning us straight away. We will 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 evidence of need as soon as possible. We may consider failure to do so as malpractice.

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. Complete and send the relevant form along with the candidate's evidence of need as soon as possible.

If we give permission for a candidate to use a scribe/writer, or if you provide a transcript, attach a completed copy of an Access Arrangements Cover Sheet to the candidate's script/transcript. Cover sheets are available at www.cambridgeinternational.org/forms under 'Exam day'.

1.3.13 Appeals

To appeal against the outcome of an access arrangement application, you should refer to the 'Appeals Regulations and Guidance' section of this handbook.

Extra guidance

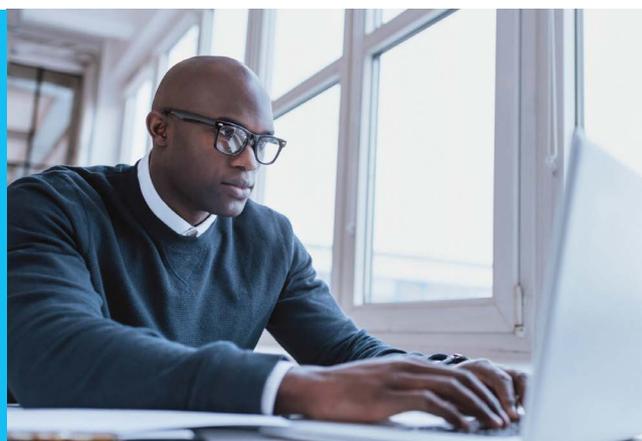


Download the following support from our website:

- *Good Practice Guide: Running Exams with Access Arrangements* (www.cambridgeinternational.org/examday)
- *How to Apply for Modified Papers* (www.cambridgeinternational.org/preparation)

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2.1 Candidates

2.1.1 Eligibility

- Each candidate must be entered by a centre.
- Candidates may not enter for the same syllabus code at two different centres in the same exam series.
- All candidates must meet the full requirements of the assessments for which they are entered.
- There are no age restrictions on entry for Cambridge assessments.
- You must authenticate and, where appropriate, mark and moderate all work submitted for assessment.

2.1.2 Private candidates

Our assessments are primarily designed for candidates who are registered on courses of study at schools and colleges that are registered with us as centres. However, some candidates who do not attend Cambridge centres may want to enter for assessments. These candidates are known as 'private candidates'. **NEW** Candidates studying at a Cambridge International School (online) and sitting assessments at Cambridge centres are also known as 'private candidates'.

Important information



Chk Private candidates cannot be entered for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint.

- You must check syllabuses or the *Cambridge Guide to Making Entries* to make sure that they are available for private candidates before you make any entries. You can download syllabuses from our website (www.cambridgeinternational.org). The *Cambridge Guide to Making Entries* is available from the 'Support Materials' section of  CIE Direct.

- Private candidates must be able to meet the full requirements of any assessment for which they are entered. Certain options, including those with coursework, are not available to private candidates.
- Entry for assessments can only be made through a centre. It is up to private candidates to make arrangements with a centre. **NEW** Online Cambridge International Schools may liaise with the centre on behalf of their private candidates, but online Cambridge International Schools may not make entries on behalf of either the private candidates or the centre.
- You must pay our fees for any private candidates accepted.
- Private candidates are identified separately in summaries of the centre's results. The centre name does not appear on certificates issued to private candidates. **NEW** The certificates issued to private candidates originating from online Cambridge International Schools shall not include the name of either the centre or the online Cambridge International School.

2.1.3 Transferred candidates

- Candidates entered for Cambridge exams who need to move to another centre can only continue with the exams if they move to a centre registered with us.
- We accept amendments to entries of candidates who are moved to another of our registered centres after their entries have been submitted.
- We cannot accept a request to transfer a candidate to another Cambridge centre if we receive it less than 10 working days before the candidate's first exam in the series.
- We cannot accept requests for a candidate to transfer to another centre for specific syllabuses or components. Candidates must only be transferred for all of their assessments in an exam series.

(e) To transfer a candidate:

- The original centre must complete and submit *Entries – Form 3*.
- The receiving centre must complete and submit *Entries – Form 4*.

A Associate Centres should submit forms to their Cambridge Associate.

(f) Once we receive both forms, we will move the entry from the original centre to the receiving centre.

Do not enter or withdraw a candidate who is being transferred, or make any changes to their entry until we have confirmed that the transfer is complete.

(g) A candidate who transfers to another Cambridge centre after final entries are made becomes the responsibility of the receiving centre. This centre should allocate its own candidate number to the candidate.

(h) If necessary, the original and receiving centres must make arrangements for the completion of internal assessment. Once the transfer is complete, the exams officer at the receiving centre must submit any internally assessed marks and samples.

(i) We will refund any entry fees to the original centre and charge entry fees to the receiving centre for the transferred candidate. We will not charge late entry fees to centres for receiving a transferred candidate.

- has an interest in a person taking a Cambridge assessment at their own centre or at another centre.

(b) 'Interest' applies to any relationship which could be perceived to compromise:

- the integrity of the centre or of our assessments
- your integrity as a centre employee or otherwise, if you did not disclose the relationship.

Examples of relationships:

- a close relative
- a spouse or partner
- children or step-children
- grandchildren
- cousins
- nieces/nephews
- a close friend
- a colleague.

(c) To notify us, complete and send *Entries – Form 1* as soon as you know that the person concerned will be, or has been, entered for a Cambridge exam.

A Associate Centres must submit forms through their Cambridge Associate.

(d) It is your responsibility to put the appropriate controls in place to make sure that the integrity of Cambridge assessments is maintained. If you have a concern that the integrity of Cambridge assessments has been compromised, please refer to section 5.6 and report this to us immediately.

Administrative forms



Forms available from
www.cambridgeinternational.org/forms

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

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Declaration of Interest: *Entries – Form 1*

2.1.4 Communicating about candidates

Only the Head of Centre, exams officer/centre coordinator or their nominated deputy responsible for the candidate's entry should communicate with us on any aspect of a candidate's assessment. Only in exceptional circumstances will we, at our discretion, correspond directly with candidates or their parents/guardians/carers about exams administration.

2.1.5 Declaration of interest

(a) A declaration of interest must be made for each exam series where centre staff, including the Head of Centre, or person associated with the centre:

- is taking a Cambridge assessment themselves
- is involved in administering an exam that is being taken by a person in whom they have an interest

2.2 Estimated entries

Estimated entries are your calculation of the number of candidates you will enter for exams. We use estimated entries to despatch or publish on the Digital File Despatch area of our website, pre-release materials and question papers for exams that take place before the main exam period.

You do not submit any candidate details with your estimated entries, so you still need to submit final entries (see section 2.3). Submitting estimated entries does not commit you to paying any entry fees as the fees we charge are based on your final entries.

 You must provide estimated entry information for syllabuses listed on the Estimated Entry Form.

2.2.1 Working out your 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, submit at least one estimated entry. This will make sure you receive one set of early exam materials.

2.2.2 Estimated Entry Form

The Estimated Entry Form lists the syllabuses and components for exams that are timetabled before the main series. The form will be available from the 'Support Materials' section of  CIE Direct:

- in September 2018 for the June 2019 series
- in April 2019 for the November 2019 series
- in September 2019 for the June 2020 series.

Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

- in September 2018 for the May 2019 test series
- in April 2019 for the October 2019 test series
- in September 2019 for the May 2020 test series.

We will let you know when the forms are available in the *Cambridge Exams Officer eNewsletter*.

Complete the Estimated Entry Form and send it to info@cambridgeinternational.org by the deadlines.

Important dates

Deadlines for estimated entries:

- June 2019 series: 10 October 2018
- November 2019 series: 10 May 2019
- June 2020 series: 10 October 2019

Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

- May 2019 series: 10 October 2018
- October 2019 series: 10 May 2019
- May 2020 series: 10 October 2019

If you make major changes to the number of candidates you are entering for a particular syllabus and component after submitting your form, please email us to let us know.

If you do not submit estimated entries, we will not be able to release your early question papers and pre-release materials until we have received your final entries. You may not have the necessary materials to carry out assessments at the specified time.

Cambridge Associates/ Associate Centres

We will upload the Estimated Entry Form to the 'Support Materials' section of the Cambridge Associate's  CIE Direct account. 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 Associates have received their Associate Centres' forms they should check them and submit them to us by the deadlines listed opposite.

2.2.3 Digital File Despatch

We do not upload any confidential materials to the Digital File Despatch area based on your provisional entries. **Confidential materials will only be available once you have made final entries.** We will make these available to you at the Key Time for the relevant exam. See sections 1.1.6, 4.2.3, 4.3.1 and 4.4.4 of this handbook for more information.

2.3 Final entries

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

We use your entries to work out the number of question papers and exam materials, such as attendance registers and bar-coded labels, we need to send you.

Check your entries carefully before you submit them.

We charge late entry fees for any entries or amendments you submit after the entries deadline (see section 2.4).

The *Cambridge Guide to Making Entries* contains syllabus and option codes, as well as detailed instructions for submitting entries. Make sure you use the correct version of the guide for your series and administrative zone. You can find out which administrative zone you are in at www.cambridgeinternational.org/preparation

Chk Please refer to section 2.3.2.3 for instructions on submitting entries, including teaching group codes for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint.

Remember, do not send entry files by email.

2.3.1 Making final entries

You can make your final entries using  CIE Direct. Instructions are in the *Cambridge Guide to Making Entries*, which is available in the 'Support Materials' section of  CIE Direct and sent to you in hard copy.

Important information

- **Candidate details:** You must enter candidate names in full as shown on their identity documents. If you are entering candidates for multiple series, make sure their candidate details are the same for all entries.
- **Previous entry details:** 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 exams in the November series (see section 2.4)
 - you enter them for a group award over more than one exam series (see section 2.5.1)
 - they have taken the AS part of a Cambridge International A Level in a previous series and you enter them for the full A Level (see section 2.5.2)
 - you make an entry that carries forward their marks from a previous exam series (see section 2.5.3).

Important information (continued)

- **Submitting entries:** Submit your entries once you have checked all your entry information. Log into  CIE Direct, go to the 'Submit Entries' section and click 'Submit Entries'. If you do not submit your entries, we will not be able to process them and you will not receive the necessary materials and question papers to conduct the exams. It is good practice to submit your entries at least two weeks before the entries deadline. This gives you time to check the entries and amend any errors before the deadline, avoiding any late entry fees.

Important information

 **CIE Direct:** You will automatically be logged out of  CIE Direct after 20 minutes of inactivity.

Extra guidance

View our online tutorials on making entries using  CIE Direct at www.cambridgeinternational.org/entries

Cambridge Associates/ Associate Centres

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We recommend Cambridge Associates submit the entries for all their Associate Centres at least two weeks before the closing date. This allows them time to check the entries and resolve any issues with Associate Centres before our deadline, avoiding any late entry fees. Remember, Cambridge Associates should set earlier deadlines for their Associate Centres to submit final entries.

2.3.2 Confirming entries

☛ CIE Direct allows you to generate statements of entry, candidate entry lists and reports at any point, to confirm the entry status for each of your candidates and to check your entry information is correct. Click the 'Check Entries' tab to access the reports. You can also view possible timetable clashes for any of your candidates by accessing the 'Timetables' tab in ☛ CIE Direct.

2.3.2.1 Entries confirmation despatch

Please see the key dates and activities overview for details on when the entries confirmation despatches are due to begin. We will send your final entries confirmation despatch within two weeks of receiving your final entries. This includes:

- statements of entry for each candidate
- a candidate entry list showing all your entries by candidate
- a centre summary of entries showing the total number of entries you made for each syllabus and option
- a candidate entry warning list showing any potential timetable clashes for individual candidates.

If you do not receive your entries confirmation despatch, email info@cambridgeinternational.org. If you find errors in your entries documents or on ☛ CIE Direct, follow the instructions in section 2.4.

2.3.2.2 Statements of entry

Statements of entry confirm the entry status for each of your candidates and form your record of entries, both before and during the assessment. They show the candidate's details, their syllabuses and entry options, and the dates and sessions of each of their timetabled exams.

Give statements of entry to your candidates, including private candidates, so they can check their entry details. The candidate name shown on the statement of entry is the name that will be printed on statements of results and certificates, so it is important to let us know if

there are any errors by following the instructions in section 2.4. The candidate should write their name on scripts as it appears on the statement of entry.

Cambridge Associates/ Associate Centres

A

We send statements of entry to Cambridge Associates, who 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.

Regulations



- You must submit final entries through ☛ CIE Direct.
- The Head of Centre or Cambridge Associate is responsible for making sure entry data is accurate, complete and submitted on time.
- You must check that your entry data is correct and complete on ☛ CIE Direct.
- Between the entries deadline and the late entries deadline you can send late entries or changes to entries but you will be charged late entry fees.
- We only accept applications for modified question papers if you have already submitted a final entry for the relevant candidate, syllabus and component. See section 1.3.10.
- You must assign one four-digit candidate number to every candidate. This number cannot be changed after you have submitted your entries. Do not assign the same candidate number to more than one candidate in the same exam series. Do not assign duplicate or multiple candidate numbers to the same candidate in the same exam series.

Important dates



The *Cambridge Guide to Making Entries* is available from the 'Support Materials' section of [CIE Direct](#) and is sent to you in hard copy. Please submit your entries at least two weeks before the final entries deadline. This will give you time to check your entries and submit any entry amendments to us before the deadline.

June series

- *Cambridge Guide to Making Entries* sent: end of October 2018
- Entries can be made from: mid November 2018
- Final entries deadline and application deadline for candidates requiring modified papers: 21 January 2019
- Final entries deadline for other candidates: 21 February 2019
- Late entries deadline: 17 April 2019

November series

- *Cambridge Guide to Making Entries* sent: end of March 2019
- Entries can be made from: mid May 2019
- Final entries deadline and application deadline for candidates requiring modified papers: 1 July 2019
- Final entries deadline for first-time entries: 16 August 2019
- Entries deadline for retake entries from the June 2019 series only: 21 September 2019
- Late entries deadline: 21 September 2019

2.3.2.3 Entries for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

Submitting teaching group information

You need to enter a teaching group code for each syllabus entry when asked to on [CIE Direct](#). We use this information in the diagnostic feedback we provide at the end of the series. Assign the same teaching group code to all candidates who are in the same class (teaching group). For example, if your candidates for English are taught in two separate classes, you should enter 'E1' as the teaching group code for all candidates in the first class and 'E2' for all candidates in the second class. The teaching group codes available in each subject are listed in the table below.

Only one teaching group code is available for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives. We do not provide diagnostic feedback for Global Perspectives syllabuses.

English as a Second Language								
E1	E2	E3	E4	E5	E6	E7	E8	E9
English								
E1	E2	E3	E4	E5	E6	E7	E8	E9
Mathematics								
M1	M2	M3	M4	M5	M6	M7	M8	M9
Science								
S1	S2	S3	S4	S5	S6	S7	S8	S9
Global Perspectives (for first tests in October 2019)								
G1								

Teaching group codes for both English and English as a Second Language start with the letter E and need to be submitted like this on [CIE Direct](#). For diagnostic feedback, teaching group codes for English as a Second Language will appear as L1, L2, L3 etc. The teaching group codes for English will appear as E1, E2, E3 etc. on your diagnostic feedback. If you want a teaching group name (class name) to appear on your diagnostic feedback alongside the teaching group code, you need to complete and return *Entries – Form 2*. A teaching group name can be anything which will help you to identify the class more easily – for example, you may wish to use the name of the teacher who takes the class, or your own internal class name.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Teaching Groups Information: Entries – Form 2

Important information



 Private candidates cannot be entered for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint.

Important dates



Chk The *Cambridge Guide to Making Entries* is available from the 'Support Materials' section of [CIE Direct](#) and is sent to you in hard copy. Please submit your entries at least two weeks before the final entries deadline. This will give you time to check your entries and submit any entry amendments to us before the deadline.

Deadlines for submitting teaching group information with *Entries – Form 2*:

- May series: 11 March 2019
- October series: 16 September 2019

May series

- *Cambridge Guide to Making Entries* sent: end of October 2018
- Entries can be made from: mid November 2018
- Final entries deadline and application deadline for candidates requiring modified papers: 21 January 2019
- Final entries deadline for other candidates: 21 February 2019
- Late entries deadline: 11 March 2019

October series

- *Cambridge Guide to Making Entries* sent: end of March 2019
- Entries can be made from: mid May 2019
- Final entries deadline and application deadline for candidates requiring modified papers: 1 July 2019
- Final entries deadline for other candidates: 16 August 2019
- Late entries deadline: 16 September 2019

2.4 Entry fees, late entries and entry amendments

Details of the fees for all our exams and methods of payment are in our fees list. We publish the fees list for the following year on 1 October in the 'My Messages' section of [CIE Direct](#).

We reserve the right to make amendments to the fees list as required. Please check you are using the latest version.

If you want to make any amendments to your entries or submit extra entries, do so as quickly as possible. You can use [CIE Direct](#) online entries to make the necessary amendments to the candidate details and then submit the amendments.

Regulations



- We will charge an entry fee per syllabus per candidate.
- There is a fee per candidate for Cambridge ICE and the Cambridge AICE Diploma. You must refer to the *Cambridge Guide to Making Entries* to check that your candidates are eligible before making an entry. Entry fees charged for ineligible candidates will not be refunded.
- We will charge late entry fees for any syllabus and group award entries submitted after the entries deadline.
- We will charge late entry fees for any changes to entry options submitted after the entries deadline. Please note that a late fee will be charged for each amendment; if an entry option is changed twice, then two sets of late fees will be charged.
- If a candidate changes their syllabus entry to another subject after the entries deadline, we will charge a new syllabus entry fee and a late entry fee. We will not refund the original syllabus entry or transfer the entry fees for the original syllabus to the new syllabus entry.
- You can amend candidate information on [CIE Direct](#), without incurring late entry fees, after the entries deadline and up until the late entries deadline. This means you can change any of the following:
 - names
 - dates of birth
 - gender
 - status
 - unique candidate identifier
 - national identity number
 - first language English indicators
 - **Chk** teaching groups (Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint only).

Regulations (continued)



- (g) You cannot make late entries for candidates requiring modified papers. If retake candidates need modified papers please contact us as soon as possible so we can discuss the options available. The earlier you contact us, the more likely we will be able to provide the modified paper you need. See section 1.3.10.
- (h) It is not possible to amend or revise an entry once the first component of an exam entry has been sat.
- (i) We will not accept entries for any exams outside the timetabled exam series where the test date window has closed.
- (j) We will accept November 2019 retake entries, which are dependent on results from the June 2019 series, until 21 September 2019 without charging late entry fees, as long as:
- the candidate sat the same syllabus, regardless of the option code, in the June 2019 series
 - you submit their previous entry details correctly
 - you indicate that the syllabus entry is a retake entry when you first submit it to us by ticking the 'retake' box next to the entry. This cannot be added at a later date.
- You must only tick the 'retake' box for retake entries from the June 2019 series.
- (k) Although there is not a syllabus entry fee for Cambridge IGCSE staged assessment entry options, you are liable for late entry fees for any entries received after the deadline.
- (l) After the late entries deadline the CIE Direct online entries page will close to any further amendments.

Regulations (continued)



- (m) In exceptional circumstances, you can request to make further entries or entry amendments after the late entries deadline by following these instructions:
- If a candidate arrives for an exam they have not been entered for, this is known as an unauthorised entry. They can take the exam providing that they are able to take all the components required for the syllabus option they wish to enter. This means you must have enough spare question papers so the candidate can sit all the components required for the syllabus option at the appropriate time, not just the specific exam.
- You must not photocopy question papers.** If you allow a candidate to sit an exam they have not been entered for, you must complete and return *Exam Day – Form 12* once they have completed all the components required for the entry. See section 5.1.5 for detailed instructions on dealing with unauthorised entries.
- If you do not have enough spare question papers for each of the relevant components, email info@cambridgeinternational.org immediately and we may be able to send you additional question papers. Each request will be considered on a case-by-case basis. We reserve the right to decline any request received after the late entry deadline if it is not possible for us to send the additional question papers in time for the exam. In this case, you must tell the candidate that they cannot sit the exam as they have not been entered for it.
- (n) **NEW** You will be charged a very late entry fee for any entry or amendment made after the late entries deadline, even if we do not need to send additional materials to you. This also applies to unauthorised entries and to entry amendments accepted by us after the deadline. It may not be possible for us to release results for late entries at the same time as other results.
- (o) Fee rates and methods of payment are detailed in the Cambridge fees list. This document is issued annually and can be accessed through the 'My Messages' section of CIE Direct.
- (p) We will invoice you for any late fees or other priced services you have used.

2.4.1 Withdrawing a candidate

To withdraw a candidate on CIE Direct find the candidate's details in the 'Administer Exams' dashboard and click the 'Remove Candidate' button.

Regulations



- (a) We will usually only refund entry fees if you tell us about the withdrawal of a candidate before the entries deadline.
- (b) We will consider refund requests for candidates withdrawn after the entries deadline on medical grounds. Email any requests to info@cambridgeinternational.org

You do not need to include a medical certificate or statement from a medical practitioner confirming that the candidate was unable to sit the exam(s). However, you must make sure that you keep a record of these documents and of the consent given to using such documents. These records must be made available to us promptly on demand. **A** Associate Centres should submit requests through their Cambridge Associate.
- (c) If you have requested a refund after the entries deadline, please do not withdraw the candidate.
- (d) If your refund is approved, we will withdraw the candidate and process your refund.
- (e) If you need to withdraw a candidate after the late entries deadline, you must request this by email: info@cambridgeinternational.org

Administrative forms



Form available from
www.cambridgeinternational.org/forms
Reporting an Unauthorised Entry: Exam day – Form 12

2.5 Group awards, staged assessment and carrying forward internally assessed marks

2.5.1 Entries for group awards

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

We offer the following group awards:

- **Cambridge International Certificate of Education (Cambridge ICE)** – for Cambridge IGCSE candidates who satisfy the Cambridge ICE group award rules, using Cambridge IGCSEs graded A*–G. Candidates can also use some Cambridge O Levels towards Cambridge ICE. Cambridge IGCSE (9–1) syllabuses do not count towards Cambridge ICE. To enter a candidate for the award, you must include the entry code 'ICE' in addition to the syllabus and option codes for the subjects the candidate is taking in the series. 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.
- **Cambridge Advanced International Certificate of Education Diploma (Cambridge AICE Diploma)** – for Cambridge International AS & A Level candidates who satisfy the Cambridge AICE Diploma group award rules.

To make sure the Diploma develops breadth as well as depth and provides students with a robust, rigorous and challenging programme, we introduced some changes which have been in effect since 2017. For more information about these changes visit www.cambridgeinternational.org/aice. To enter a candidate for the award, you must include the entry code 'ADIP' in addition to the syllabus and option codes for the subjects the candidate is taking in the series. 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.

Award entries are not automatically checked by us. It is your responsibility to check your candidates are eligible to receive the group award before submitting the group award entry. You will be charged the entry fee for the group award even if your candidate is not eligible for the group award. We will only refund the entry fee if you withdraw the entry before the entries deadline.

More information about group awards is in the *Cambridge Guide to Making Entries*.

2.5.2 Entries for staged assessment (Cambridge International AS & A Level)

Cambridge International A Level is typically a two-year course, and Cambridge International AS Level is typically one year. Some subjects can be started as a Cambridge International AS Level and extended to a Cambridge International A Level. There are three possible assessment approaches for Cambridge International AS & A Level:

- Candidates take the Cambridge International AS Level only. The syllabus content for Cambridge International AS Level is half of a Cambridge International A Level programme.
- Candidates take the Cambridge International AS Level in Year 1 and complete the Cambridge International A Level in Year 2.
- Candidates take all papers of the Cambridge International A Level course in the same series, usually at the end of the second year of study.

Regulations

- (a) Subject to the requirements of the particular Cambridge International A Level syllabus, candidates can use their Cambridge International AS Level results towards a Cambridge International A Level in the same subject in a later exam series. AS Level results can be carried forward twice within 13 months of the series in which the candidate took the Cambridge International AS Level.

Examples:

Candidates can use their Cambridge International AS Level results achieved in the June 2019 series towards the award of a Cambridge International A Level in the November 2019 and/or June 2020 series.

Candidates can use their Cambridge International AS Level results achieved in the November 2019 series towards the award of a Cambridge International A Level in the June 2020 series and/or November 2020 series.

- (b) 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. Option codes are in the *Cambridge Guide to Making Entries*. Carry-forward entries are not automatically checked by Cambridge International.

2.5.3 Carrying forward internally assessed marks

Candidates wishing to take a syllabus again in a future exam series may want to retake the written components and carry forward the marks they achieved in their internally assessed components. See the *Cambridge Guide to Making Entries* to confirm whether an option is available to carry forward marks for a specific syllabus.

NEW Candidates who wish to carry forward marks for a syllabus that has been submitted for an enquiry about results should request a new Component Marks Report, where appropriate.

If you need an updated Component Marks Report, email your request to info@cambridgeinternational.org confirming the syllabus and series.

Regulations

- (a) If the syllabus allows it you can carry forward Cambridge IGCSE, Cambridge O Level and Cambridge Pre-U marks once and Cambridge International AS Level marks twice within a 13-month period.

Examples:

A coursework or speaking test mark for the June 2019 series may be carried forward to the November 2019 series or the June 2020 series only.

A coursework or speaking test mark for the November 2019 series may be carried forward to the June 2020 series or the November 2020 series only.

- (b) You must enter the correct carry-forward option code when you enter a candidate who wants to carry forward internally assessed marks from a previous series. Option codes are in the *Cambridge Guide to Making Entries*. Please also provide the candidate's previous centre number and candidate number so we can locate the marks previously awarded. Carry-forward entries are not automatically checked by Cambridge International.

2.6 Alternative venues

When you make entries you may realise that some or all of your candidates need to take their timetabled exams at a venue that is not your registered centre. Reasons for requesting an alternative venue may include a lack of facilities for all candidates to sit practical exams at

the centre, or a lack of an exam room large enough to accommodate all candidates in an exam.

To request an alternative venue, please complete and submit *Entries – Form 5*. Follow the instructions on the form. **A** Associate Centres should submit forms through their Cambridge Associate.

We may reject applications if we think the security of the exam will be at risk.

If approved, we will provide guidance on how to conduct the exam. This must be given to the exams officer at the alternative venue. Failure to follow the guidance may be considered centre malpractice.

Regulations



- (a) The proposed security arrangements you detail on the form must comply fully with section 4.4 of the handbook.
- (b) You cannot use an alternative venue unless you have our written permission to do so.
- (c) You should not split groups of candidates entered for the same subject between your centre and the alternative venue. If there are exceptional circumstances where an individual candidate needs to take an exam in an alternative venue, for example, the candidate is in hospital or home educated for medical reasons, please detail them on *Entries – Form 5* and submit the form to us for review.
- (d) You are responsible for any administrative tasks associated with your candidates taking an exam at an alternative venue, and for maintaining the security and integrity of exam materials.
- (e) Only timetabled exams can be taken at an alternative venue.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Using an Alternative Venue: Entries – Form 5

Important dates



We can accept alternative venue requests until:

- June series: 17 April 2019
- November series: 21 September 2019

Chk Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

We can accept alternative venue requests until:

- May series: 11 March 2019
- October series: 16 September 2019

3 Teacher assessment

In this section

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3.1 Outline Proposal Forms

Outline Proposal Forms are used to submit proposals for titles of work or areas of study to us for approval. You should complete an Outline Proposal Form for candidates entered for the following components:

- Cambridge IGCSE:
 - American History (US) (0409/03)
 - Art & Design (0400/03). **This syllabus changes in 2020: 2019 is the last year this component will be available.**
 - **NEW** Art & Design 9–1 (0989/03)
 - English Literature (US) (0427/03)
 - Geography (0460/03)
 - **NEW** Geography 9–1 (0976/03)
 - History (0470/03)
 - **NEW** History 9–1 (0977/03)
 - History (US) (0416/03)
- Cambridge International AS & A Level:
 - Art & Design (9704/04) (**unavailable after November 2019**)
 - **NEW** Art & Design (9479/03) (first examined 2020)
 - Design & Technology (9705/02)
 - Design & Textiles (9631/02 and 04)
 - **NEW** Digital Media & Design (9481/03) (first examined 2020)
 - English Literature (9695/08)
 - Environmental Management (8291/03)
 - Global Perspectives & Research (9239/04)
 - Media Studies (9607/01 and 03)
 - Travel & Tourism (9395/02)

3.1.1 Completing Outline Proposal Forms

You can download the forms from the 'Support Materials' section of [CIE Direct](#), from the relevant subject page of the School Support Hub (www.cambridgeinternational.org/support) or from the samples database (www.cambridgeinternational.org/samples).

Each form must include:

- 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.

Important dates



Deadlines for submitting Outline Proposal Forms:

- June 2019 series: 31 October 2018
- November 2019 series: 30 April 2019
- June 2020 series: 31 October 2019
- November 2020 series: 30 April 2020

We aim to provide feedback within four weeks of receiving your forms but this may take longer, therefore please submit your forms as early as possible and before the deadlines. We will not accept forms submitted after these dates.

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

Regulations



- Please refer to the Outline Proposal Form for instructions about completing and submitting the proposal.
- We reserve the right to refuse any proposal or completed work that in our sole opinion is sexually explicit, violent, breaches standards of good taste or decency, brings our reputation into disrepute, is potentially illegal or otherwise actionable either in the UK or in the student's own jurisdiction, or is otherwise controversial.
- NEW** Keep all returned Outline Proposal Forms and include a copy in each sample you send to us.
- NEW** We do not accept Outline Proposal Forms submitted after the deadline.

3.1.2 **NEW** Resubmitting a proposal

In some cases, the Cambridge advisor who is reviewing your Outline Proposal Form may ask for more information before the form can be approved. They will ask you to resubmit the proposal form. Include a copy of the original version when you resubmit the form. You must do this within seven days of the original being returned to you. You only need to do this if the advisor has asked for extra information. Candidates who are adjusting their proposal in line with the advisor's comment do not need to resubmit their form.

3.1.3 Using the samples database

The samples database is free to access and available on our website (www.cambridgeinternational.org/samples). The database tells you the following:

- component, qualification and syllabus information
- how the component is assessed
- method of submission
- how to select the sample
- who selects the sample
- deadline for marks
- deadline for samples
- forms to include with your coursework samples.

3.2 Internally assessed coursework

Internally assessed coursework refers to any coursework component specified by a Cambridge syllabus that is assessed in the centre and moderated by us.

Examples include projects, folios of essays, field work, design studies, practical work, assignments, and experiments undertaken and assessed during the course.

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.

Coursework options are not available to private candidates. For more information please refer to the relevant syllabus and the *Cambridge Guide to Making Entries*, which is available from the 'Support Materials' section of [CIE Direct](#).

You must submit marks for all candidates entered for internally assessed coursework components and the work of a sample of candidates. **NEW** Make sure we receive your internally assessed marks and samples by the deadline stated in the samples database. We are not able to accept late submissions. See sections 3.5 and 3.6 for guidance.

The samples database is free to access and available on our website (www.cambridgeinternational.org/samples).

3.2.1 Authenticating coursework

NEW We need to be confident the work we assess is the candidate's own before we can award a grade. You are responsible for the supervision of candidates when they are completing coursework and for authenticating the candidates' work before you submit their marks for external moderation.

If you discover plagiarism in a candidate's work during the course, you may resolve the matter internally. If you discover plagiarism when you submit work to us, you should identify or highlight the plagiarism and submit the work to us for external moderation, even if it would not otherwise form part of the sample. You should report the malpractice case to us using *Exam Day – Form 9c*. Submit a mark for the candidate which reflects the performance in the work without the plagiarised content. For more guidance on preventing and identifying plagiarism, see www.cambridgeinternational.org/teachingandassessment

3.2.2 Supervising coursework

- (a) We do not expect candidates to undertake coursework without guidance and continuing teacher supervision. Teachers may:
- (i) assist with the choice of subjects for investigations, models and topics
 - (ii) indicate sources of information, for example, materials, places to visit and references, organisations, or people who might be able to help
 - (iii) advise on the practicability of ideas suggested by candidates

- (iv) advise on length, approach and treatment
 - (v) treat coursework as an integral part of the course and see that candidates are given regular class work and/or homework relating to it, as appropriate.
- (b) In addition teachers must:
- (i) continuously supervise work to monitor progress
 - (ii) make sure candidates avoid plagiarism by stating their sources and advise candidates how to appropriately reference published materials according to their level of study
 - (iii) make sure work is completed in line with syllabus requirements and can be assessed against the criteria.
- NEW** For more guidance on the use of sources in written work, see www.cambridgeinternational.org/teachingandassessment
- (c) Coursework must be a candidate's own, unaided work. Unless there is subject-specific guidance that says otherwise, teachers can support candidates by reviewing their work before it is handed in for final assessment. They can do this orally or through written feedback. Their advice should be kept at a general level so that the candidate leads the discussion and makes the suggestions for any amendments. Teachers must not give detailed advice to individual candidates or groups of candidates on how their work can be improved to meet the assessment criteria. Teachers must not amend candidates' work.
- (d) Teachers must record full details of the nature of any assistance given to individual

candidates beyond that specified above. They should record this information on the candidate's Individual Candidate Record Card, which is available from the samples database (www.cambridgeinternational.org/samples). Teachers must take this assistance into account in awarding marks for the work.

3.2.3 Presenting coursework

- (a) Each candidate must present written coursework on A4 paper, unless stated otherwise in the syllabus.
- (b) Candidates may produce their coursework on a word processor, unless this is specifically prohibited in the syllabus.

3.2.4 Marking coursework

- (a) The teacher must award marks for coursework in line with the criteria in the syllabus. They must provide evidence of how they have awarded marks, using the documentation we have provided for that syllabus.
- (b) Teachers must apply the marking criteria to all pieces of work, without regard to the stage of the candidate's course at which they were produced.
- (c) **NEW** We recommend you do not communicate marks for internally assessed components to candidates until they have been externally moderated. This is because it is possible for marks to be adjusted in this process. We do not require you to grant learners the right to appeal these internally assessed marks before you submit them for external moderation.

3.2.5 Standardising marking within centres

- (a) If more than one teacher is involved in the assessment, you must standardise assessments across teachers and teaching groups. This will make sure that all candidates have been judged against the same standards for a particular syllabus. Centres must produce a rank order for all candidates. This means centres must produce a list of all their candidates in descending order of marks. Once you have produced a rank order of candidates, these marks should be submitted to us and recorded on the Working Mark Sheet or Coursework Assessment Summary Form in the 'internally moderated mark' column.
- (b) Standardisation within a centre is achieved by all teachers involved in assessing samples of work from across the mark range coming to an agreement on the marks to be awarded. Marks for some teaching groups may be moved up or down to make sure they are consistent for the whole centre. Round up any part marks to reach the final total marks.

- (c) One teacher per centre must be responsible for standardising the marking of members of staff for each syllabus. This teacher must make sure that a valid set of marks is produced for candidates from that centre, for that syllabus.
- (d) **NEW** Further information on internal moderation, including how to produce a rank order of candidates for your centre, can be found at www.cambridgeinternational.org/teachingandassessment

Important information



If you have candidates who are taking an A*–G syllabus, and candidates who are taking the 9–1 equivalent, you must complete a separate Coursework Assessment Summary Form for each group of candidates. Do not combine candidates taking A*–G syllabuses and those taking 9–1 syllabuses onto the same form.

3.2.6 Failure to submit work and absent candidates

If a candidate is entered for a coursework component but fails to submit any coursework, they are not eligible for the award of a grade in that syllabus and will receive a 'NO RESULT' outcome. The teacher must mark them as absent (with an 'A', not '0'), when submitting internally assessed marks on the Internal Assessment Mark Sheet (MS1) or through **CIE Direct**. When completing the Coursework Assessment Summary Form, the teacher must list the candidate's number and name and tick the 'absent' box against that candidate's row on the form.

3.2.7 Incomplete or extra coursework

- (a) Some coursework components of a syllabus require candidates to produce several distinct pieces of work (for example, three essays). You should credit a candidate who does not complete all parts of the coursework with only the marks that they have earned for the work submitted.
- (b) If a candidate supplies more than the prescribed number of pieces of coursework, provided each piece meets the requirements of the syllabus, the best piece(s) should be used for awarding the candidate's mark.

3.2.8 Unsatisfactory practice

We will provide further guidance where individual teachers or centres fail to meet our requirements for coursework. Where, in our sole judgement, a significant problem has occurred, we may ask you to find another person to assess coursework components in future exam series.

3.2.9 Submitting coursework for more than one syllabus

- (a) There is no restriction on submitting the same coursework for more than one syllabus, unless indicated in the syllabus. However, coursework submitted for more than one syllabus must be relevant, and will be assessed separately for each syllabus according to its criteria.
- (b) More than one moderator may require the coursework. You are responsible for making sure a separate copy is available to the moderator and is submitted for each syllabus the coursework is being used for.

3.2.10 Resubmitting coursework in later series

Candidates can resubmit, in whole or in part, coursework submitted in a previous series. The work must comply with all guidelines specified in the syllabus, including completing an Outline Proposal Form where required. Any work that is resubmitted needs to meet the requirements of the syllabus in that series. Any resubmitted work must be re-marked in line with the requirements of the syllabus in that series and will be subject to external moderation in the series for which it is entered.

3.2.11 **NEW** Submitting coursework for external competitions

You may submit your coursework for external competitions, but if you choose to do so, you must not state that the work is also being used for the purposes of coursework. This work will be judged against different criteria when being assessed as coursework from the criteria used for the purposes of the competition, and the outcomes should not be assumed to be the same.

3.3 Examined coursework

Examined coursework is coursework marked by a Cambridge examiner.

These components are not available to:

- private candidates
- candidates entering through a centre other than the one they are studying at.

For examined coursework, instead of submitting samples you submit the coursework of all your candidates. See section 3.6 for guidance. As the work is externally assessed, you should not mark the coursework or submit marks with the coursework.

NEW Make sure we receive your examined coursework by the deadline in the samples database. We will not accept late submissions.

3.3.1 Authenticating examined coursework

By submitting coursework you are deemed to have authenticated the work as the candidates' own original work. Coursework must not incorporate corrections made by the teacher.

3.3.2 Supervising examined coursework

- (a) We do not expect candidates to undertake coursework without guidance and continuing teacher supervision. Teachers may:
- assist with the choice of subjects for investigations, models and topics
 - indicate sources of information, for example, materials, places to visit and references, organisations, or people who might be able to help
 - advise on the practicability of ideas suggested by candidates
 - advise on length, approach and treatment
 - treat coursework as an integral part of the course and see that candidates are given regular class work and/or homework relating to it, as appropriate.
- (b) In addition teachers must:
- continuously supervise work to monitor progress
 - make sure candidates avoid plagiarism by stating their sources and advise candidates how to appropriately reference published materials according to their level of study
 - make sure work is completed in line with syllabus requirements and can be assessed against the criteria.

3.3.3 Submitting examined coursework for more than one syllabus

There is no restriction on submitting the same coursework for more than one syllabus, unless indicated in the syllabus. However, any coursework submitted

for more than one syllabus must be relevant to the requirements of each syllabus, and must be assessed separately for each syllabus according to the criteria. More than one examiner may require the coursework. You are responsible for making sure it is made available.

3.3.4 Re-using examined coursework

A candidate cannot re-use examined coursework from a previous exam series. They must submit a new piece of work with a new Outline Proposal Form where appropriate. The work they submit cannot be a reworked version of the work they submitted in the previous exam series.

3.4 Non-coursework tests

Non-coursework tests are internally administered and assessed by your teachers, then externally moderated by us. We set the format for non-coursework tests and it is the same for all candidates.

Non-coursework tests do not take place over the course of study. Instead they are carried out as an exam within a time period that we set.

The following tests are internally assessed non-coursework tests:

- Cambridge IGCSE foreign language speaking tests
- Cambridge IGCSE first language speaking tests
- Cambridge IGCSE second language speaking tests
- Cambridge IGCSE Bahasa Indonesia (0538)
- **NEW** Cambridge IGCSE Food & Nutrition (0648)
- **NEW** Cambridge O Level Food & Nutrition (6065)
- Cambridge International AS & A Level language speaking tests.

You must submit marks for all candidates entered for non-coursework tests and specified evidence, such as recordings or photographs, for a sample of candidates. See sections 3.5 and 3.6 for guidance. To download the syllabuses visit www.cambridgeinternational.org and to access the samples database go to www.cambridgeinternational.org/samples

Important information

We send instructions on conducting Cambridge IGCSE and Cambridge International AS & A Level non-coursework tests at least a month before the test window. Look out for them in the *Cambridge Exams Officer eNewsletter*. **A** Cambridge Associates should pass these instructions on to their Associate Centres.

3.4.1 Timetabling

- The non-coursework tests take place before the main exam period. You must conduct the non-coursework tests within the period specified in the timetable (www.cambridgeinternational.org/timetables).
- Once a centre starts its non-coursework tests all candidates must be examined within as short a time as possible to help maintain the security of the examination.*
- Candidates must only sit their non-coursework test once. Tests cannot be repeated during the same exam series.

* These regulations do not apply to Cambridge IGCSE First Language English Speaking & Listening (0500/05 or (9–1) 0990/05) or Cambridge IGCSE First Language Spanish Speaking & Listening (0502/05) as we do not send confidential materials for these speaking tests. All the materials you need for these tests are in the 2019 syllabus booklets.

3.4.2 Estimated entries

We use your estimated entries to calculate how many sets of materials you will need for non-coursework tests and other exams that take place before the main exam series. If you do not submit estimated entries you may not have the necessary materials to carry out the tests at the specified time.*

See section 2.2 for more information about estimated entries.

3.4.3 Appointing teacher-examiners

- You must select a teacher-examiner to assess non-coursework tests. This would normally be a teacher from within the relevant department at your centre, but could be a suitably qualified person independent of the department/centre. If a teacher-examiner is appointed from within your centre, it can be a teacher who has taught those particular candidates. Please contact us if you are in any doubt about the suitability of a teacher-examiner.
- A** If you are operating through a Cambridge Associate, the Cambridge Associate is responsible for ensuring that the arrangements described above are in place.

3.4.4 Support for teacher-examiners

For non-coursework speaking tests, a range of Cambridge IGCSE Speaking Test Handbooks are available from the School Support Hub (www.cambridgeinternational.org/support). These offer guidance and advice on the preparation for and delivery of the speaking test. They also provide marked

recordings of candidate work with accompanying examiner comments. Online Coursework Training Programmes provide marking practice and are available at www.cambridgeinternational.org/events. A presentation offering general guidance on the administration of speaking tests before, during and after the exam is available in the 'Administering speaking tests' area of our website at www.cambridgeinternational.org/teacherassessment

3.4.5 Special instructions for non-coursework tests where we provide confidential test materials*

- (a) **NEW** For Cambridge IGCSE English as a Second Language (0510, 0511 and (9–1) 0993, 0991) and Cambridge IGCSE and O Level Food & Nutrition (0648 and 6065), test cards and Teachers' Notes booklets must only be opened one working day before the test.
- For all other Cambridge IGCSE syllabuses, speaking test cards and Teachers' Notes booklets can be opened four working days before the test.
- (b) Once they have been opened, the Head of Centre should make the confidential Teachers' Notes booklet available to the head of department or appropriate teacher-examiner. Teacher-examiners must allow sufficient time to familiarise themselves with the materials and procedures.
- (c) Materials must not be removed from the centre and the information within them must remain confidential.
- (d) You must store the materials securely in accordance with our regulations until after the speaking test period specified on the Cambridge timetable has passed (even if you have completed your tests before that date).

* These regulations do not apply to Cambridge IGCSE First Language English Speaking & Listening (0500/05 or (9 -1) 0990/05) or Cambridge IGCSE First Language Spanish Speaking & Listening (0502/05) as we do not send confidential materials for these speaking tests. All the materials you need for these tests are in the 2019 syllabus booklets.

3.4.6 Marking

- (a) The teacher-examiner must award marks for tests in accordance with the criteria specified in the mark scheme for the component. Teacher-examiners will find this in the Teachers' Notes booklet or in the syllabus for the appropriate year.

- (b) You must assess candidates during the face-to-face test, and not subsequently from any recording made. During the test the teacher-examiner should fill in the marks under the separate headings on the Working Mark Sheet, Coursework Assessment Summary Form, Oral Examination Summary Form or Speaking Examination Summary Form.
- (c) The teacher-examiner must make sure the total marks are transferred to CIE Direct or the Internal Assessment Mark Sheet (MS1) depending on how your centre is submitting marks. See section 3.5 for detailed instructions.

3.4.7 Standardising marking within centres

- (a) You should appoint only one teacher-examiner for each syllabus. We recommend a ratio of one teacher to 30 candidates. If you want to use extra teacher-examiners because you have a large number of candidates, you must ask us for permission by emailing info@cambridgeinternational.org before the start of the test window. Your email must include:
- the syllabus and component number
 - the number of candidates taking the test at your centre
 - the names and job titles of the proposed teacher-examiners
 - the breakdown of candidates for each teacher-examiner.
- (b) If we give permission for more than one teacher-examiner to conduct and assess tests, you must standardise assessments across different teacher-examiners. This is to make sure your candidates have been assessed against the same standards for a particular syllabus. One teacher-examiner per centre per syllabus must take responsibility for standardising the marking of teacher-examiners from that centre in that syllabus. Marks for some teacher-examiners may be moved up or down to make sure they are consistent for the whole centre.
- (c) The nominated teacher-examiner must make sure a valid rank order of marks is produced for candidates across teacher-examiners in that syllabus from that centre. This means that each centre must produce a list of all their candidates in descending order of marks. Once you have produced a rank order of candidates, these marks should be submitted to us and recorded on the Working Mark Sheet or Coursework Assessment Summary Form in the 'Internally moderated mark' column.

Important information



If you have candidates who are taking an A*–G syllabus, and candidates who are taking the 9–1 equivalent, you must complete a separate Coursework Assessment Summary Form or Working Mark Sheet for each group of candidates. Do not combine candidates taking A*–G syllabuses and those taking 9–1 syllabuses onto the same forms.

3.4.8 Collecting the evidence of candidate performance

- (a) **NEW** You need to collect evidence of candidate performance to submit to us for external moderation. The specific evidence you need to submit will be specified in the syllabus document and information about how you should submit this will be in the samples database at www.cambridgeinternational.org/samples
- (b) You need to provide your own:
- equipment to record your tests
 - USBs where accepted, CDs and/or DVDs to submit your samples.

Please check the samples database (www.cambridgeinternational.org/samples) for details of acceptable recording formats.

- (c) You must make sure that tests take place in a suitably quiet room. There must also be a separate quiet area for candidates who are waiting or preparing for the test. There must be someone present in the preparation room to supervise the candidate(s) before they go to their test. If there is more than one candidate in the waiting/preparation room at any time, the person supervising must make sure that the room is silent and that there is no communication between candidates. The area must not be accessed by other candidates, including the candidates who have already taken the test. Remove or cover up any display material which may be helpful to candidates in the exam room and in the waiting/preparation room. You must display the Notice to Candidates and Candidate Warning poster both inside and outside the exam room for all tests. We recommend you print this as A2 size. You will receive copies of each poster in the pre-exam despatch and you can download them from our website at www.cambridgeinternational.org/examday

Important information



- For Cambridge IGCSE English as a Second Language Speaking (0510/05, 0511/05 and (9–1) 0993/05, 0991/05), candidates spend 2–3 minutes preparing for the assessed part of the test in the exam room itself with the teacher-examiner.
 - You do not need to provide a separate quiet area for Cambridge IGCSE First Language English Speaking & Listening (0500/05 or (9–1) 0990/05) or Cambridge IGCSE First Language Spanish Speaking & Listening (0502/05). We do not provide confidential materials for these tests, therefore candidates do not need any preparation time before they go into the exam room.
- (d) Check that good-quality recording equipment is available, for example, a digital voice recorder with a separate microphone. Before the test, you must check equipment for the quality of the recording in the room where the tests are being held.
- (e) The teacher-examiner is responsible for ensuring that the recording equipment is working correctly.
- (f) Once a candidate's test has started the recording must not be paused.
- (g) Only one teacher-examiner is allowed in the room during the test.
- (h) Before sending us recordings, teacher-examiners must carry out checks to make sure that all candidates have been recorded and that all recordings are audible and complete. If there are any problems with the recordings, contact us immediately for advice by emailing info@cambridgeinternational.org with a detailed account of the issue.
- (i) **NEW** You must introduce each speaking test recording as follows:
- your centre name
 - your centre number
 - the syllabus and component: e.g. Cambridge IGCSE French, syllabus 0520, paper 3, speaking
 - the date of the test
 - the candidate's number
 - the candidate's name.

At the end of the recording, always say 'end of recording'.

3.4.9 Absent candidates and failure to complete speaking tests

- (a) Candidates who do not take the non-coursework test and who are not eligible for special consideration will not be awarded a grade in that syllabus and will receive a 'NO RESULT' outcome. See section 5.5 for more information about special consideration.
- (b) Where the non-coursework test does not contribute to the overall grade for the syllabus, candidates who do not attend are still eligible for an overall grade but will not receive a separate non-coursework test score or endorsement.
- (c) If a candidate fails to take the non-coursework test, and is not eligible to take the test at a later date as a result of special consideration, the teacher-examiner must mark them as absent (with an 'A', not '0') on the pre-printed Internal Assessment Mark Sheet (MS1) or CIE Direct, depending on how the marks are submitted.
- (d) On the Working Mark Sheet, Coursework Assessment Summary Form, Oral Examination Summary Form or Speaking Examination Summary Form the teacher-examiner must enter the absent candidate's name and number but leave the mark field blank.
- (e) For a candidate to be considered present at a non-coursework test, you must have a recording of that candidate's test which you can submit if requested.
- (f) If any candidate is absent at the time you have set aside for the non-coursework tests and they wish to take the test, you must make a request to allow the candidate to be examined after the main body of candidates at another time within the specified non-coursework test period. Email your request to info@cambridgeinternational.org. These arrangements must not delay sending the sample and forms for moderation. This does not apply to Cambridge IGCSE First Language English Speaking & Listening (0500/05, (9–1) 0990/05 and 0627/03). Where an absent candidate will be taking the non-coursework test at a later date:
 - 1 Indicate this on the Working Mark Sheet, Coursework Assessment Summary Form, Oral Examination Summary Form, Principal Examiner's report, Practical Examiner's report, or Speaking Examination Summary Form.
 - 2 Record the speaking test on a separate USB stick, CD or DVD, in addition to the specified sample.
 - 3 Include the mark for the previously absent candidate on the Working Mark Sheet, Coursework Assessment Summary Form,

Oral Examination Summary Form or Speaking Examination Summary Form.

- 4 As soon as the rescheduled test has taken place, send the recording and a copy of the Working Mark Sheet, Oral Examination Summary Form or Coursework Assessment Summary Form to:

Cambridge Assessment International Education
Cambridge Assessment DC10
Hill Farm Road, Whittlesford
Cambridge CB22 4FZ

You must label the packet and the candidate's test material clearly with your centre name and number, candidate name and number and the syllabus and component code.
- 5 Submit the total mark for the speaking test on *Teacher Assessment – Form 4*.

Administrative forms



Form available from

www.cambridgeinternational.org/forms

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

3.4.10 Unsatisfactory practice

- (a) We will provide further guidance where individual teacher-examiners or centres fail to meet requirements for non-coursework tests.
- (b) If we believe that a significant problem has occurred, we may ask you to find another person to conduct and assess the non-coursework tests in future exam series.

3.5 Submitting marks for internally assessed coursework and non-coursework tests

You need to submit a mark for every candidate entered for an internally assessed coursework component or a non-coursework test. If a candidate is absent or does not complete the coursework, indicate this with an 'A'. If you do not submit a mark for a candidate, they will usually be awarded 'NO RESULT' for the syllabus.

For each internally assessed component, submit the final mark the teacher awarded to each candidate. If more than one teacher was involved in the assessment, marks must be internally moderated in your centre before you submit them. In these cases, you must only submit the internally moderated marks to us. It is your responsibility to check that all candidates' marks are correct before submitting them. Make sure the marks you submit match the marks on the forms you send with your samples.

NEW For more information about this, see section A20 of 'Centre and Cambridge Associate responsibilities'.

3.5.1 How to submit marks

There are two ways you can submit marks. Please use the same method to submit all marks in the same component. **NEW** Before submitting your marks, see section A20 of 'Centre and Cambridge Associate responsibilities'. As well as submitting your total marks, you may also need to submit a breakdown of your marks using the forms available on the samples database (www.cambridgeinternational.org/samples). See section 3.5 for more information.

CIE Direct

You can submit your internally assessed marks using  CIE Direct as soon as your entries have been processed. If you are submitting marks for a component with a test date window, you can submit your marks when the test date window starts.

- 1 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 (with an 'A' not '0') in the boxes provided. Alternatively you can submit your marks all together using the 'Import Marks' area of  CIE Direct. For instructions, see the 'Extra guidance' box on this page.
- 2 Before you submit the marks, run a report to check all the marks you have entered. To access the report click on 'Download CSV' in the 'Internally Assessed Marks' tab. It is important that you do this, because once you have submitted a mark you cannot change it through  CIE Direct.
- 3 Once you have submitted your marks, click on 'Download Internally Assessed marks report' and print your marks. Include this printout when you send us your samples for moderation. You do not need to return an Internal Assessment Mark Sheet (MS1).

A Associate Centres can submit their internally assessed marks to their Cambridge Associate through  CIE Direct. Once marks have been submitted the

Associate Centre should contact their Cambridge Associate to let them know their marks are in the system for them to approve and submit to Cambridge International.

Important information

You will automatically be logged out of  CIE Direct after 20 minutes of inactivity and all unsaved marks will be lost.

Extra guidance

View our online tutorial and factsheet on submitting internally assessed marks using  CIE Direct at www.cambridgeinternational.org/teacherassessment

Internal Assessment Mark Sheets (MS1)

We recommend you submit your marks through  CIE Direct but if this is not possible, you can use the pre-printed Internal Assessment Mark Sheets (MS1) instead. We send them in the pre-exam despatch. Instructions for completing the forms are on the back.

The forms are printed on three-part self-copying paper:

- Send the **top copy** for each component to us in the envelope provided.
- Enclose the **second copy** with the samples you send us for moderation.
- Keep the **third copy** for your records.

We scan the forms so please do not bend, staple or damage them in any way.

When completing the MS1 forms, please:

- Enter a mark for all candidates both in the mark column and by filling in the lozenges in the mark grid column.
- Mark candidates who did not complete the component as absent by filling in the unit 'A'.

- Check that the lozenged mark in the mark grid matches the mark written in the mark column.
- Always shade the tens and the units. For example:
 - to enter a mark of 30, shade the **30** lozenge and the **0** lozenge on the row underneath
 - to enter a mark of 9, shade the **9** lozenge and the **00** lozenge on the row above.

For marks over 100:

- to enter a mark of 100, shade the **100** lozenge, the **00** lozenge and the **0** lozenge
- to enter a mark of 110, shade the **100** lozenge, the **10** lozenge and the **0** lozenge.
- Check that the marks entered are correct and do not exceed the maximum mark allowed for the component.
- Check that written and lozenged marks and any additional candidate details can be clearly read on all copies of the MS1 form.
- Always sign each MS1.

If you made an entry or an entry amendment after the forms were printed and a candidate is not listed, add the candidate details to the bottom of the last sheet, using the candidate number lozenges where possible. 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*.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

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

3.5.1.1 Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives

Use the Online Learning Area to submit internally assessed marks for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives. We will send you instructions on how to submit internally assessed marks using the Online Learning Area.

3.5.2 Carrying forward internally assessed marks

Please refer to section 2.5.3 for details.

Important dates



The deadlines for marks and samples of coursework and non-coursework tests are shown in the samples database:

- 1 Visit our samples database at www.cambridgeinternational.org/samples
- 2 Select 'Enable macros' or 'Enable content'.
- 3 Enter your centre number, up to five syllabus codes and select 'Search'.
- 4 The deadlines for internally assessed marks are in the 'June deadline for marks' and 'November deadline for marks' columns.

A Associate Centres should submit their marks to their Cambridge Associate by an earlier deadline set by the Cambridge Associate. Cambridge Associates should check all the information has been supplied and then forward the marks to us by the deadlines.

3.6 Submitting internally assessed coursework and non-coursework tests

You need to submit samples of internally assessed coursework and non-coursework tests so that we can moderate your internally assessed marks. Always include a copy of your marks and the forms specified in the samples database with your samples. You must send us all the work that contributed to a candidate's final mark for that component. We reserve the right to request a full centre sample. You must submit this to us by the date we specify.

For examined coursework, instead of submitting samples you submit the work of all your candidates.

If you do not provide the required materials, we will not be able to issue a result for the syllabuses concerned.

A Cambridge Associates should work with their Associate Centres to make sure they select the correct samples. The Associate Centre should send the samples to their Cambridge Associate along with the relevant forms by an earlier deadline set by the Cambridge Associate. The Cambridge Associate should then send the samples and forms to us.

3.6.1 How are samples selected?

Sampling arrangements vary depending on the component. Use our samples database to check:

- when and how to submit your candidates' work
 - how many samples you need to send
 - which forms you need to complete and return with your candidates' work.
- 1 Visit the samples database at www.cambridgeinternational.org/samples
 - 2 Select 'Enable macros' or 'Enable content'.
 - 3 Enter your centre number, up to five syllabus codes and select 'Search'.

3.6.2 How to complete the forms

The samples database (www.cambridgeinternational.org/samples) will show you which forms to complete and return with your candidates' work. Depending on the component, you need to complete one of the following:

- a Coursework Assessment Summary Form (CASF)
- a Working Mark Sheet (WMS), or
- an Oral Examination Summary Form (OESF).

For some components you also need to complete an Individual Candidate Record Card for each candidate entered for the component. You only need to submit the cards of the candidates included in the sample. Please keep the cards of any candidates not included in the sample. We may ask to see them at a later date.

Download the interactive forms from the 'Forms to include with your sample' column of the samples database. We recommend you complete them on-screen with the teacher who carried out the assessment. When completing the CASF, WMS or OESF, please remember:

- Include the marks of all candidates entered for a component, not just the marks of the candidates in the sample.

- The total marks you enter on your forms must add up correctly and must not exceed the maximum mark. The interactive forms on the samples database will add up the marks for you and will alert you if you have exceeded the maximum mark.
- If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column of the form. The marks in this column must match the marks you submit to us through CIE Direct or the Internal Assessment Mark Sheet (MS1).
- If more than one teacher was involved in the assessment, you must also enter the standardised marks in the 'Internally Moderated Mark' column of the form. The marks in this column must match the marks you submit to us.
- If a candidate has not completed any work for the component, indicate that they were absent on the CASF, WMS or OESF by filling in their candidate details and leaving the mark fields blank.

Important information



If you have candidates who are taking an A*–G syllabus, and candidates who are taking the 9–1 equivalent, you must complete a separate Coursework Assessment Summary Form for each group of candidates. Do not combine candidates taking A*–G syllabuses and those taking 9–1 syllabuses onto the same form.

3.6.3 How to submit the samples

What to include

When you submit your samples please include:

- The sample specified in the samples database and all the work that contributed to the candidate's final mark for the component.

- The forms specified in the samples database (www.cambridgeinternational.org/samples). If forms are missing, incomplete or inaccurate we will need to contact you and this could delay the moderation process and the release of results to your candidates.
- A report showing the marks submitted for all candidates entered for the component. This can either be your CIE Direct internal marks report or the second copy of the Internal Assessment Mark Sheet (MS1).
- For each speaking test component, a single CD or DVD containing all the recordings in your samples. Submit recordings from separate components on separate CDs or DVDs. If the components for which you are submitting marks accept USB sticks, submit recordings from separate components on separate USB sticks.
- For each music component, a CD or DVD containing all the recordings in your sample. Submit recordings from separate components on separate CDs or DVDs.
- For components where we require video evidence of candidates' performances, a full-sized DVD (standard PAL or NTSC DVD video) that can be played on a standard DVD player. If you do not provide video evidence in the correct format we will not issue a result for the syllabus. You must make sure that video evidence is stored securely until submitted. See our guidance on 'Submitting candidate work on CD, DVD or USB stick', available at www.cambridgeinternational.org/teacherassessment
- For the components listed in section 3.1 of this handbook, a copy of the approved Outline Proposal Form for each piece of work in the sample.

Important information



For some components, you cannot submit your samples using USB sticks. Please visit the samples database (www.cambridgeinternational.org/samples) to check how to submit your candidates' work.

Extra guidance



To help you submit candidate work on CD, DVD or USB stick see our further guidance available at www.cambridgeinternational.org/teacherassessment

Preparing samples for despatch

Make sure each piece of work in your internally assessed sample is clearly identified with your centre number, the candidate number, the syllabus and component. We recommend you use the 'Coursework identification labels' we send in the pre-exam despatch. Download additional labels from www.cambridgeinternational.org/forms (*Teacher Assessment – Label 3*).

Each USB stick, CD or DVD you send us must be clearly identified with your centre number, the syllabus code and the component code. Write this information on CDs and DVDs using a CD/DVD marker, not a label. For USB sticks you can use a label or a fine-tip marker.

Please enclose a list of the candidates' tests in order of recording. This list should include:

- your centre number
- syllabus and component code
- candidate number and name of each candidate included.

Pack these items carefully so they do not get damaged in transit.

Submit written coursework in plain, thin covers, not in bulky ring binders. Please make sure any tied written coursework is securely fastened.

Avoid sending materials of value or large, bulky or fragile items.

Packing and despatch

We provide most of the materials you need to return your samples in the pre-exam despatch.

- 1 Pack the samples for each component in separate script packets.
- 2 Attach the correct bar-coded label showing your centre number, the syllabus number and component number to the front of each packet.
- 3 Place the packets in a secure outer package to make sure your samples are not damaged in transit. We do not supply the outer package. You can put a number of packets, for a variety of components, into one outer package. You can use more than one outer package if necessary.
- 4 Stick the coursework address label showing our address onto this package. You can download extra labels from www.cambridgeinternational.org/forms
- 5 Send your samples to the following address. Use a service that provides a tracking facility and keep a record of your tracking number.

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

- 6 Your samples must reach us no later than the deadlines in the samples database (www.cambridgeinternational.org/samples).
- 7 You must complete our Script Return Form each time you send us a consignment of samples. This form will allow us to collect tracking information for your consignments so we can make sure they are returned to Cambridge International without delay. We will email you a link to the form in the *Cambridge Exams Officer eNewsletter*.

Important information

- Before sending the work, check that you have kept the information and materials listed in section 3.6.4.
- Please pack the work carefully to make sure it reaches us undamaged. If samples are damaged we will need to contact you and this could delay the moderation process and the release of results to your candidates.

Extra guidance

To help you submit your samples correctly, watch our online tutorials which are available at www.cambridgeinternational.org/teacherassessment

Administrative forms

Labels available from
www.cambridgeinternational.org/forms

- Coursework Identification Labels: Cambridge IGCSE Art & Design – Teacher Assessment – Label 1
- Coursework Address Labels – Teacher Assessment – Label 2
- Coursework Identification Labels – Teacher Assessment – Label 3

Important information

Do not wait to despatch your candidates' work at the same time as your scripts for timetabled exams.

3.6.4 What materials do centres need to keep?

You must keep the following materials and information until after the enquiries about results period:

- a record of the work sent
- a record of the marks awarded, for example a printout of your CIE Direct internal marks report
- a summary of how marks were standardised, if applicable
- copies of the coursework sent in your sample
- all of the assessed coursework of all candidates not included in the sample, in case we ask you to provide a further sample of work
- copies of the recordings of all candidates who took speaking tests
- a copy of each form. These forms are an important part of the assessment process and we may need to refer to them as part of our ongoing quality review.

You must store the materials securely. Do not return the materials to candidates until after the enquiries about results period.

3.6.5 Do centres receive a report after the moderation of samples?

We send a report for each internally assessed component in your provisional results despatch. The moderation adjustment summary report highlights any adjustments made to your candidates' marks. See section 6.1.3 for details. We also send you a report from the moderator which provides feedback on your administration and assessment of an internally assessed component. This report will be sent to you in your provisional results despatch.

3.6.6 Do we return candidates' work?

NEW From 2019, please tell us if you would like us to return your coursework samples. If you do not want us to return the work, you do not need to do anything. We do not charge for the return of work, except for Art & Design. To make a request complete *Teacher Assessment – Form 6*, available from www.cambridgeinternational.org/forms and on the samples database www.cambridgeinternational.org/samples. You must submit this form with your coursework, by the deadline published on the samples database.

If you need to make a request after you have submitted the sample, email info@cambridgeinternational.org by the following deadlines:

- June 2019 series: 20 September 2019
- November 2019 series: 26 February 2020.

We will not be able to process requests for the return of coursework after these deadlines. You can return requested coursework to candidates as soon as you receive it. We may keep some items of coursework for research, exhibition, archive or educational purposes.

NEW Recordings of coursework or speaking tests

You should keep copies of all the audio and/or visual recordings that you send to us for moderation, therefore, we will not return these to you.

Regulations



We are not responsible for loss of or damage to coursework submitted for moderation.

NEW Cambridge IGCSE and Cambridge International AS & A Level Art & Design

We charge a fee per component for the return of work for Cambridge IGCSE Art & Design (0400/01/02 and (9–1) 0989/01/02) and Cambridge International AS & A Level Art & Design (9479/01/02). Details are in our fees list, which is available in the 'My Messages' section of CIE Direct or from your Cambridge Associate if you work at an Associate Centre.

Complete and return *Teacher Assessment – Form 5* by the deadline. We are not able to guarantee the return of work if this form is received after the deadline.

Administrative forms



Forms available from www.cambridgeinternational.org/forms

- Return of Art & Design Work: Teacher Assessment – Form 5
- **NEW** Return of Moderated Coursework (not including Art & Design): Teacher Assessment – Form 6

Important dates



The deadlines for submitting *Teacher Assessment – Form 5* and *Teacher Assessment – Form 6* are:

- June series: 20 September 2019
- November series: 26 February 2020

3.7 Submitting Cambridge Global Perspectives™ work

There are different ways to submit internally assessed marks and samples depending on the Cambridge Global Perspectives qualification. This table shows you how to submit your candidates' work by syllabus and component.

Syllabus	Component	Component type	How to submit your candidates' work	Which guide to use for detailed guidance
NEW Chk Cambridge Primary Checkpoint Global Perspectives (0838)	Team Project (0838/01)	Internally assessed coursework	Work is uploaded using Secure Exchange.	See the <i>Guide to Submitting Primary and Lower Secondary Checkpoint Global Perspectives Work</i>
NEW Chk Cambridge Lower Secondary Checkpoint Global Perspectives (1129)	Research Report (1129/01)	Internally assessed coursework		
Cambridge IGCSE Global Perspectives (0457)	Individual Report (0457/02)	Examined coursework	Work is uploaded using Secure Exchange.	See the <i>Guide to Preparing and Submitting Cambridge Global Perspectives Work</i> , available on our website www.cambridgeinternational.org/eoguide
	Team Project (0457/03)	Internally assessed coursework		
Cambridge O Level Global Perspectives (2069)	Individual Report (2069/02)	Examined coursework		
	Team Project (2069/03)	Internally assessed coursework		
Cambridge Pre-U Global Perspectives & Research (9766)	Essay (9766/02)	Examined coursework		
	Presentation (9766/03)			
Cambridge International AS & A Level Global Perspectives & Research (9239)	Essay (9239/02)	Examined coursework		
	Team Project (9239/03)			
Cambridge International AS & A Level Global Perspectives & Research (9239)	Research Report (9239/04)	Internally assessed coursework	Hard copy	Sections 3.6.3 and 3.7.2 of this >Cambridge Handbook
	Cambridge Pre-U Global Perspectives & Research (9766)	Independent Research Report (9766/04)	Internally assessed coursework	Sections 3.6.3 and 3.7.3 of this >Cambridge Handbook

A Cambridge Associates should pass these instructions on to their Associate Centres as necessary.

3.7.1 **Chk** Cambridge Primary Checkpoint Global Perspectives (0838/01) and Cambridge Lower Secondary Checkpoint Global Perspectives (1129/01)

Your candidates' Team Projects and Research Reports are internally assessed. This means they are marked by

teachers in your centre. You then submit all candidates' work to us using the Online Learning Area.

3.7.2 Cambridge International AS & A Level Global Perspectives & Research (9239/04)

Your candidates' Research Reports are internally assessed. This means they are marked and annotated by teachers in your centre. You then submit a sample of reports to us in hard copy. For each candidate in the sample you must submit:

- a report showing the marks submitted for all candidates entered for the component. This can either be your  CIE Direct internal marks report or the second copy of the Internal Assessment Mark Sheet (MS1)
- the Research Report and Research Log
- the Individual Candidate Record Card
- the Monitoring Form
- the Oral Explanation Form.

You must also submit a Coursework Assessment Summary Form showing the marks of all candidates entered for 9239/04, not just the marks of candidates in the sample. All forms are available from the samples database (www.cambridgeinternational.org/samples).

3.7.3 Cambridge Pre-U Global Perspectives & Research (9766/04)

The Independent Research Report should be submitted in hard copy. Follow the instructions in section 3.6.3. You must include the following with your sample:

- a report showing the marks submitted for all candidates entered for the component. This can either be your  CIE Direct internal marks report or the second copy of the Internal Assessment Mark Sheet (MS1)
- a Coursework Assessment Summary Form
- an Independent Research Report Monitoring Form for each candidate in the sample
- a cover sheet for each candidate in the sample.

These forms are available from the samples database (www.cambridgeinternational.org/samples). You do not need to submit Individual Candidate Record Cards.

Important dates



The deadlines for marks and samples of coursework and non-coursework tests are shown in the samples database:

- 1 Visit our samples database at www.cambridgeinternational.org/samples
- 2 Select 'Enable macros' or 'Enable content'.
- 3 Enter your centre number, up to five syllabus codes and select 'Search'.
- 4 The deadlines for internally assessed marks are in the 'June deadline for marks' and 'November deadline for marks' columns.

 Associate Centres should submit their marks to their Cambridge Associate by an earlier deadline set by the Cambridge Associate. Cambridge Associates should check all the information has been supplied and then forward the marks to us by the deadlines.

Important dates



For internally assessed coursework, we need to receive your marks and samples by:

- June series: 30 April 2019
- November series: 31 October 2019

 For Cambridge Primary Checkpoint Global Perspectives (0838) and Lower Secondary Checkpoint Global Perspectives (1129), we need to receive your internally assessed marks and all candidates' work by:

- May series: 8 April 2019
- October series: 7 October 2019

For Cambridge IGCSE Global Perspectives (0457) and Cambridge O Level Global Perspectives (2069) we need to receive examined coursework by:

- June series: 30 April 2019
- November series: 31 October 2019

For all other Cambridge Global Perspectives syllabuses, we need to receive examined coursework by:

- June series: 31 May 2019
- November series: 31 October 2019

4 Before the exams

In this section

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4.1 Forecast grades

You must submit forecast grades for all your candidates.

A forecast grade is the grade the teacher expects a candidate to achieve for each syllabus they are entered for. It should be a realistic prediction of what the candidate is expected to achieve in the exam. It is not the teacher's assessment of the quality of the candidate's work during the course, or of the effort 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:

- to inform decisions about syllabus grade thresholds
- to help make a post-exam adjustment to a candidate's mark, if you have applied for special consideration, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury
- to carry out checks before we release results.

If you do not submit forecast grades you will disadvantage your candidates. We cannot apply these quality assurance processes without them.

Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

You do not need to submit forecast grades for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint.

The 'Administer Exams' section of  CIE Direct will show a message asking you to submit forecast grades. You can ignore this message or submit a forecast grade of 'X' (meaning 'no forecast grade') for your candidates if you prefer.

4.1.1 How to submit forecast grades

There are two ways you can submit forecast grades. You must submit them by the relevant deadline, and we recommend that you submit them as soon as you can.

CIE Direct

You can submit your forecast grades through  CIE Direct as soon as your entries have been processed.

Important information

You will automatically be logged out of  CIE Direct after 20 minutes of inactivity and all unsaved forecast grades will be lost.

- 1 Go to your 'Dashboard' in the 'Administer Exams' section and click on the 'Forecast grades' link in the relevant series. You will see a list by syllabus of all the candidates for whom you need to submit forecast grades. Alternatively you can submit your forecast grades all together using the 'Import Grades' area of  CIE Direct.
For instructions, see the 'Extra guidance' box below.
- 2 Using the radio buttons choose the correct forecast grade for each syllabus and candidate.
- 3 If you cannot forecast a grade for a candidate, for example a private candidate, or an ICE or AICE group award, enter 'X' in the 'Forecast Grade' column (meaning 'no forecast grade').

- 4 Before you submit the forecast grades, run a report to check all the grades you have entered. To access the report click on 'Download CSV' in the 'Forecast grades' tab. It is important that you do this, because once you have submitted a grade you cannot change it through  CIE Direct.
- 5 To change a forecast grade you have already submitted email info@cambridgeinternational.org

A Associate Centres should submit their forecast grades to their Cambridge Associate. Once they have done this, they should contact their Cambridge Associate to let them know their forecast grades are in the system for the Cambridge Associate to approve and submit to us.

Extra guidance



View our online tutorial and factsheet on submitting forecast grades using  CIE Direct at www.cambridgeinternational.org/beforetheexams

Forecast Grade Forms

If you cannot submit your forecast grades electronically use the Forecast Grade Form (F1) instead. We send you pre-printed forms in the pre-exam despatch.

- 1 Complete the form by following the instructions on the back of the form.
- 2 If you cannot forecast a grade, e.g. for a private candidate, or an ICE or AICE group award, enter 'X' in the 'Forecast grade' column (meaning 'no forecast grade').
- 3 Take copies of the forms for your own records.
- 4 Return the forms using the envelope provided in the pre-exam despatch. We scan the forms so please do not bend, staple or damage them in any way.
- 5 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



Form available from www.cambridgeinternational.org/forms

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

Important dates



Deadlines for submitting forecast grades:

- June series: 30 April 2019
- November series: 31 October 2019

A Associate Centres should submit their forecast grades to their Cambridge Associate by an earlier deadline set by the Cambridge Associate. Cambridge Associates should check all the information has been supplied and then forward the forecast grades to us by the relevant deadline.

4.2 Pre-exam and question paper despatches

We send you the following despatches before the exams, depending on your entries. These despatches contain all the materials you need to administer our exams.

- 1 **Early question paper despatch:** this is based on your estimated entries. Question papers, confidential instructions and exam materials for specific components, such as practical, project or speaking components where materials are needed before the main timetable period. Some early items are despatched using final entries only.
- 2 **Entries confirmation despatch:** documents confirming the details of your entries.
- 3 **Pre-exam despatch:** exam stationery, including multiple-choice answer sheets, key administrative documents, despatch labels, script packets and attendance registers.
- 4 **Question paper despatch:** confidential question papers.
- 5 **Bar-coded labels despatch:** these labels identify the contents of each script packet you send back to us.

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.

4.2.1 Dates and contents

The tables below tell you the contents of each despatch for the June and November series and when you can expect to receive them. Remember:

- The despatches and contents match your entries so you may not receive everything listed in the tables.
- 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.
- Bar-coded labels for early exam timetabled and non-timetabled components are included in your pre-exam despatch.

Early question papers

- June series: from November 2018 to March 2019
 - November series: from June 2019 to September 2019
- U** The regulations outlined in sections 4.3 and 4.4 apply to early question papers too.

Art & Design question papers	<p>Question papers will be available to download from the 'My Messages' section of  CIE Direct and the School Support Hub for:</p> <ul style="list-style-type: none"> • Cambridge IGCSE Art & Design (0400/01, 02 and (9–1) 0989/01, 02) • Cambridge O Level Art & Design (6090/01, 02, 03) • Cambridge International AS & A Level Art & Design (9704/01) • NEW Cambridge International AS & A Level Art & Design (9479/02) • NEW Cambridge International AS & A Level Digital Media & Design (9481/02). <p>Please note these question papers will only be available on  CIE Direct if you have submitted estimated entries for these components.</p> <p>For specific dates see the monthly calendars for January and July 2019, which are available at www.cambridgeinternational.org/preparation</p>
Cambridge Global Perspectives question papers	<p>Question papers for Cambridge Pre-U Global Perspectives & Research (9766/03) will be available to download from the 'My Messages' section of  CIE Direct.</p>
Case study for Cambridge IGCSE Enterprise (0454/01)	<p>We send the case study to centres for immediate distribution to candidates.</p>

Early question papers for speaking tests

Sent at the same time as the Early question papers despatch

 The regulations outlined in sections 4.3 and 4.4 apply to early question papers too.

Speaking Test Cards for Cambridge IGCSE languages	For teachers to use when conducting non-coursework speaking tests.
Speaking Test Teachers' Notes for Cambridge IGCSE languages	Instructions for teachers conducting the non-coursework speaking tests.

You do not need a question paper for:

- Cambridge IGCSE First Language English (0500/05 and (9–1) 0990/05)
- Cambridge IGCSE First Language Spanish (0502/05)
- Cambridge IGCSE Bahasa Indonesia (0538/03)
- Cambridge IGCSE Chinese as a Second Language (0523/02)
- Cambridge IGCSE Urdu as a Second Language (0539/05)
- Cambridge International AS & A Level languages other than English.

All the materials you need for these speaking tests are in the 2019 syllabus booklets, including:

- component requirements
- mark scheme
- administrative guidance.

Download the Nomination of Oral Examiner Form (Cambridge International AS & A Level only) and Working Mark Sheet from the samples database (www.cambridgeinternational.org/samples).

Confidential instructions

Sent at the same time as the Early question papers despatch

 You must store these instructions in the same way as question papers. See sections 4.3 and 4.4. You must also follow the regulations for the conduct of practical exams in science syllabuses detailed in section 5.71.

Confidential instructions for practical exams in science syllabuses	These instructions enable the member of staff in charge of the laboratory to carry out proper preparations before the exam.
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Entries confirmation despatch

- June series: February/March/April 2019
- November series: July/August/September 2019

Candidate statements of entry	One for each candidate showing their details, syllabuses, entry options and the date of their exams. Give the statements to the candidates and ask them to check they are correct. If any details are incorrect, follow the instructions in section 2.4 of this handbook.
Candidate entry list	Shows all your entries by candidate.
Centre summary of entries	Shows all your entries by syllabus and option.
Candidate entry warning list	Highlights any potential timetable clashes.

Pre-exam despatch

- June series: Mid to late March 2019
- November series: Mid to late September 2019

In your pre-exam despatch you will receive a *Cambridge Pre-exam Despatch Guide*, which explains what you need to do with each item. We will also send the guide in the *Cambridge Exams Officer eNewsletter* and you can download it from www.cambridgeinternational.org/beforetheexams

Exam stationery

Script packets	To return scripts or internally assessed samples, we provide two different sized A4 script packets for all your components. You can choose which size bag to use, depending on how many scripts you are sending back to us. NEW You will receive A2 packets for Cambridge IGCSE Art & Design (0400 and (9–1) 0989) and Cambridge International AS & A Level Art & Design (9479). You will also receive an A1 packet for the return of Cambridge International AS & A Level Art & Design (9704) work.
Graph paper	For specific components. The number of sheets required per candidate is detailed in the additional exam materials list (www.cambridgeinternational.org/database).
Formulae and statistics tables	Reference guides for candidates taking mathematics or statistics exams containing important formulae and tables. One table per candidate for specific exams.
Chemistry data booklets (Cambridge International AS & A Level)	Reference guide for candidates containing important formulae and tables. One book per candidate for specific exams.

Administrative forms and other materials

Notice to Candidates and Candidate Warning poster	These posters outline our exam rules and regulations for candidates. Before the exam period starts, make sure you display a copy of both posters outside and inside all exam rooms. Download extra copies from www.cambridgeinternational.org/examday
Forecast Grade Forms (F1)	If you do not submit forecast grades through CIE Direct , pass these pre-printed forms to the relevant teachers to complete. Instructions are on the back of the form.
Attendance registers for non-timetabled and timetabled exams	To record the presence of each candidate at the start of the exam. If any of your candidates are not on the attendance registers, add them to the bottom. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records.
Internal Assessment Mark Sheets (MS1)	If you do not submit internally assessed marks through CIE Direct , pass these pre-printed forms to the relevant teachers to complete. Instructions are on the back of the form.
Return envelope for forecast grades and internally assessed marks	To return Forecast Grade Forms and Internal Assessment Mark Sheets.
Multiple-choice answer sheets	For multiple-choice tests, individual pre-printed answer sheets are provided for each candidate.
Assessment forms for practical tests	For practical exams in ICT.

Despatch and identification labels	
Return labels	Attach to the outer packaging when you return scripts to us.
Bar-coded labels for internally assessed, non-timetabled components and early timetabled components	Bar-coded labels identify the contents of each packet and allow packets to be tracked at every stage of the marking or moderation process. Place the scripts or samples in the script packet then attach the relevant bar-coded label to the front of the packet.
Labels for returning internally assessed samples	Attach to the outer packaging when you return internally assessed samples to us for moderation.
Identification labels	Attach to individual pieces of internally assessed work you send us for moderation.

Question paper despatch

- June series: Early April 2019
 - November series: Mid September 2019
-  Store the contents of this despatch securely and do not open the question paper packets. See sections 4.3 and 4.4 for our full regulations.

Question papers	Confidential question papers for each exam component.
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Bar-coded labels despatch

- June series: Late April 2019
- November series: Late September to early October 2019

Bar-coded labels for timetabled and non-timetabled components	Bar-coded labels identify the contents of each script packet and allow packets to be tracked at every stage of the marking process. Place the scripts in the script packet then attach the relevant bar-coded label to the front of the packet.
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Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

The tables below tell you the contents of each despatch for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint, and when you can expect to receive them.

Remember:

- The despatches and contents match your entries so you may not receive everything listed in the tables.
- 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.

Entries confirmation despatch

- May series: March 2019
- October series: September 2019

Candidate statements of entry	One for each candidate showing their details and syllabuses. Give the statements to the candidates and ask them to check they are correct.
Candidate entry list	Shows all your entries by candidate.
Centre summary of entries	Shows all your entries by syllabus.

Pre-exam and question paper despatch

- May series: From mid March 2019
- October series: From early September 2019

Attendance registers	To record the presence of each candidate at the start of the test. If any of your candidates are not on the attendance registers, add them at the bottom of the register. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records.
Grey plastic script packets	Use these packets to return scripts after the tests.
Bar-coded labels	Bar-coded labels identify the contents of each script packet and allow each packet to be tracked at every stage of the marking process. Place the scripts in the script packet then attach the relevant bar-coded label to the front of the packet.
Return labels	Attach these labels to the outer packaging when you return scripts to us.
Question papers and supporting materials	Confidential question papers and supporting materials for each test component. Store the contents of this despatch securely and do not open the question paper packets.

4.2.2 Additional exam materials list

For any exam where candidates need additional materials, use our additional exam materials list (www.cambridgeinternational.org/database) to find out:

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

The database also contains information on the use of dictionaries and calculators, and the standard materials candidates need for every Cambridge exam.

4.2.3 **NEW** Digital File Despatch

The pre-release and exam materials for the components shown in the tables on pages 144–147 of this handbook will be available from the Digital File Despatch area of our website. We will not send them to you in hard copy, unless indicated.

Instructions about how to access Digital File Despatch are available by clicking 'Help' at <https://digitalfiledespatch.cambridgeinternational.org/index.html>

We also include instructions in the *Cambridge Exams Officer eNewsletter*.

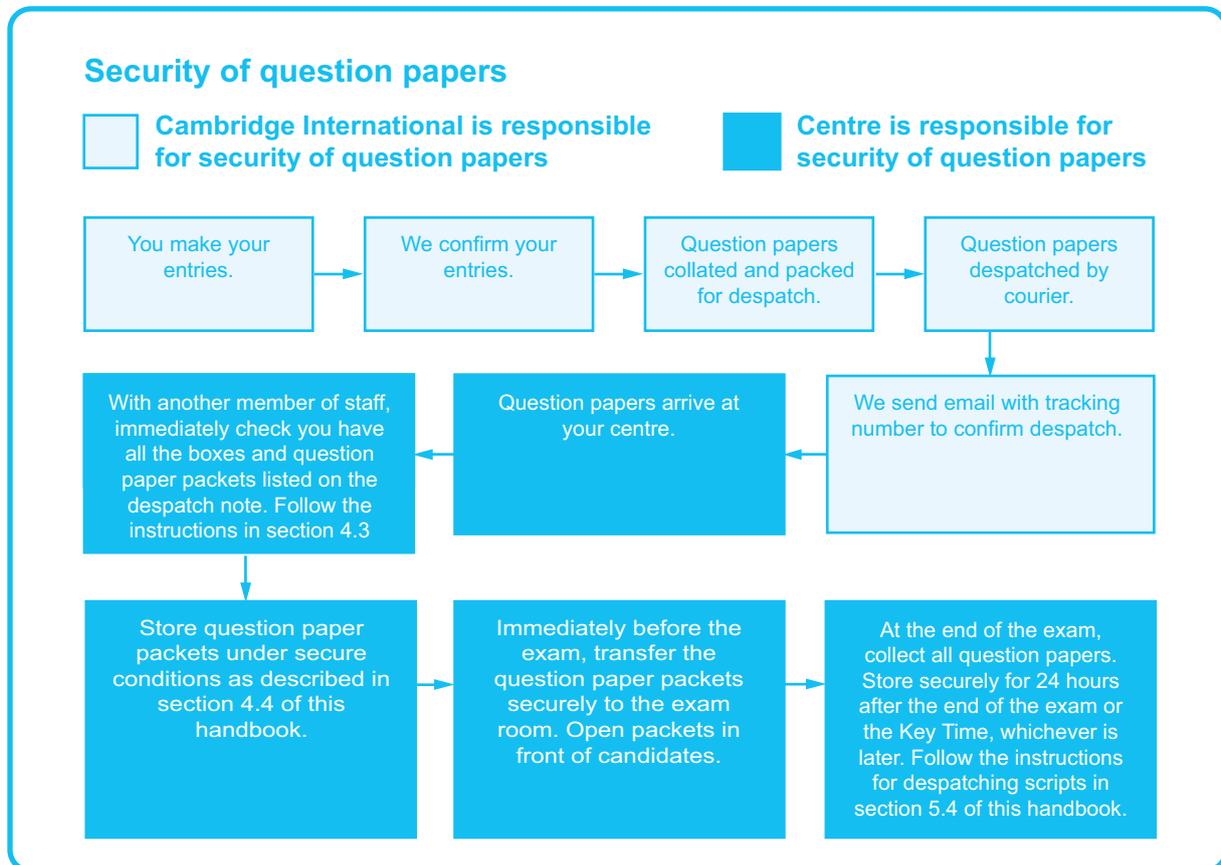
For more information on receiving and storing materials from Digital File Despatch, see sections 4.3.1 and 4.4.4 of this handbook.

A If you are an exams officer for a Cambridge Associate, you will have access to the Digital File Despatch area of our website but your Associate Centres will not. You are responsible for transporting confidential materials to your Associate Centres securely, according to your local arrangements. Do not send confidential materials by email.

4.3 Receiving question paper despatches

We send you question papers and exam materials before the exam period begins. **A** We send despatches to Cambridge Associates. Associate Centres receive their question papers and exam materials through their Cambridge Associate according to local arrangements.

This section explains the regulations you must follow when you receive confidential materials.



- (a) The Head of Centre, or Cambridge Associate, is responsible for making sure an authorised member of staff is available to receive question paper deliveries; this may include security staff outside of your centre's opening times. The Head of Centre must make sure the member of staff receiving the despatch (for example, a security guard) is suitably trained to check the despatch; they must not open it. You must have a procedure in place to make sure the despatch is kept securely as soon as it arrives at your centre. You must keep a record of this procedure.
- (b) **NEW** We pack question papers in blue packets. Inside the packets, your question papers are packed inside an additional transparent bag. This makes question papers even more secure while they are transported to your centre. The blue packets must not be opened until the start of the exam. If they are damaged you must tell us immediately using *Exam Day – Form 3*.
- (c) The following checks must be made in a secure area when a despatch arrives:
- (i) that the correct centre number and address are shown on the outer box/courier packaging
 - (ii) that the correct number of boxes/packages have arrived
 - (iii) that the outer box/courier packaging is intact and there is no sign of damage, tampering or opening.
- (d) Once the despatch has been received and the initial checks completed, the Head of Centre, or the exams officer, should immediately be contacted. If they are not available, for example if your despatch has arrived when your centre is closed, the despatch must remain sealed and be kept under secure conditions.
- (e) The Head of Centre, or exams officer, in the presence of another member of staff, must then carefully check the contents of the despatch. The second member of staff needs to understand our question paper regulations but does not need to be a senior

member of staff. It is up to the Head of Centre or exams officer to choose an appropriate member of staff for this task. At this stage you must check to make sure you have received blue question paper packets for all components for which you have made entries. You are not checking the number of question papers. **The blue question paper packets must remain sealed until the start of the exam.**

- (f) You must keep a record of this check either by:
- ticking next to the listed materials on the despatch note, or
 - creating a list of all materials received in each delivery.
- (g) Records must be dated and signed by the Head of Centre or exams officer, and by the member of staff who witnessed the delivery being checked.
- (h) You must keep the records until we have issued certificates, and you must make the records available if we ask to see them.
- (i) You must tell us immediately if there are any problems, for example if:
- there seems to have been an excessive delay in the delivery of the question papers
 - the confidential despatch does not show the correct centre number and address. If this is the case, do not open the box/outer courier packaging
 - the material has been damaged in transit
 - the material is for another centre or does not meet your requirements
 - there are discrepancies between the material received and the despatch note
 - the seal of any question paper packet is not intact, or if there is any indication of tampering
 - a question paper packet has been opened before the exam
 - NEW** a question paper packet has been opened before the exam and the transparent inner bag is also damaged.

If any of the question paper packets listed on the despatch note are missing, complete and return *Before the Exams – Form 2*.

If the despatch has been damaged, opened in transit, shows any sign of being tampered with or has been opened or damaged when opening the outer packaging, photograph the despatch as evidence and then complete and return *Before the Exams – Form 3*. Follow the instructions on the form and send the photographs as evidence with the form.

- (j) **A** Cambridge Associates must check the deliveries and report any issues on behalf of their Associate

Centres. **NEW** Cambridge Associates must make sure that confidential materials are despatched to Associate Centres in time for the exams. Cambridge Associates must keep records of when despatches are sent to Associate Centres.

- (k) You must keep the confidential materials secure during these checks, until they are transferred to secure storage. See section 4.4 for more information.

Administrative forms



Forms available from
www.cambridgeinternational.org/forms

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

4.3.1 **NEW** Digital File Despatch

For any exams where you need to download confidential materials from the Digital File Despatch area of our website, we will email you at the Key Time to let you know your materials are available. You must download and print these securely:

- Make sure you have enough paper and ink available to print all the papers.
- Question papers must be printed clearly in booklet form, ideally on international A4 size white paper (unless you are printing on colour paper for an access arrangement).
- If we have given you permission to print on colour paper, we will upload a standard version of the question paper (unless you have requested extra modifications). You must then print the question paper onto the appropriate colour paper.
- Some confidential materials contain maps and diagrams. Make sure their scale does not change during the printing process.
- Question papers must be printed in a secure environment (i.e. private office) in the presence of two senior members of staff, including the Head of Centre. Make sure any staff members supervising the printing are not subject teachers for the exam. This will help you manage any potential conflicts of interest. The Head of Centre is responsible for the security of the question paper and all exam content.

4.4 Storing confidential materials

This section explains our regulations for storing confidential materials. You must store question papers securely and in full compliance with our regulations.

4.4.1 Checking confidential materials

- (a) On completion of the checks in section 4.3, move all confidential materials to your secure room. You must put the question paper packets in order of the timetable date and session in your secure safe. This is so you open the correct question paper packet at the time of the exam.
- (b) Do not open packets of question papers and other confidential exam materials until the time set for the relevant exam, except in the circumstances below. If you are unsure, contact us.
- **Confidential instructions** – Certain confidential materials, such as instructions for practical exams, must be opened before the exam. The instructions on the front of the packet will tell you whether you should open it before the exam. If you are unsure whether to open the packet contact Customer Services or your Cambridge Associate. Make arrangements to safeguard confidential instructions after opening. Do not remove them from the building. When they are not in use, return them to your secure storage facilities and store them under the same secure conditions as the rest of your exam materials. Do not photocopy the confidential instructions. The Head of Centre is responsible for making sure these materials remain confidential and that no information about them reaches candidates. Under no circumstances should you discuss or share the confidential instructions with any other centre. Contact us if you have any questions about confidential instructions.
 - **Literature question paper packets** – You can open certain literature question paper packets for plain text or open book exams one hour before the start of the exam in order to check the page references to specific editions of texts. The head of department or appropriate teacher must open and check them in the presence of the Head of Centre or their deputy.
 - **Pre-recorded materials** – Where confidential material is pre-recorded on CDs or other media, you must make arrangements, before the exam, to test the material according to our instructions in sections 5.7.2 and 5.7.5.
 - **Erratum notices** – You must open erratum notices as soon as they arrive, unless otherwise stated on the envelope. Once you have read them you must place them in secure storage until the timetabled date and time of an exam.
- (c) If you make entries for a particular component and subsequently withdraw all entries for that component, you may still receive the question papers for that component. If this happens, store the question paper packets unopened in your secure storage until we have issued certificates.
- (d) You must store exam stationery, materials and secure materials downloaded from [CIE Direct](#) and the digital file despatch area securely until the time they are needed. If you have printed them off they must be stored securely with your other question papers and confidential materials.
- (e) If you have to keep answer scripts in storage before despatching them they must be sealed and stored under the same secure conditions as question paper packets and other confidential exam materials.
- (f) If a member of staff is involved in administering an exam that is being taken by a person in whom they have an interest (see section 2.1.5 for a full definition), the Head of Centre must make sure that they do not have unaccompanied access to exam materials, either before the exam (for example, question papers and question paper packets), or after the exam (for example, answer scripts). If the member of staff is the exams officer, another person must be present for all the administration relating to that person's exams. A member of centre staff other than the exams officer must authorise any documentation connected with the person in whom they have an interest taking the exam (for example, access arrangements forms). The member of staff must also complete *Entries – Form 1*. See section 2.1.5 for more details.

4.4.2 Storing confidential materials

You must follow the regulations below for storing confidential materials.

- (a) Store question paper packets unopened, in a place of high security, ideally a non-portable strong safe. If a safe is not available, use a non-portable, lockable, reinforced solid metal cabinet or similar. If you use a cabinet like this, it must be bolted to the floor or wall and fitted with sufficient locking bars to prevent the doors being forced open. One external locking bar across the middle of a tall cabinet may not be sufficient.
- (b) A minimum of two and a maximum of three authorised people must be key holders, for example the Head of Centre, the exams officer and another member of staff. Key holders do not need to be senior members of staff but they should have a clear understanding of our question paper regulations. It is up to the Head of Centre or exams officer to nominate an appropriate member of staff to be a key holder. Only key holders should have access to the secure room and to the secure container holding the question papers and confidential materials.

Keep the keys and any access codes to both the secure container and the room in a secure place where unauthorised people cannot access them, for example, a small metal key safe with a combination

lock. Each key holder should be able to access the exam materials independently, in case the other key holders are not available for unexpected reasons.

When storing question papers and confidential materials, the secure container and the secure room must be securely locked at all times.

- (c) Keep the secure safe or cabinet in a securely locked room in a fixed building where walls, ceilings and floors are of solid construction. The door to the secure room must be solid or reinforced and fitted with strong tamper-proof hinges and locks. Any glass panels in the door must be strongly reinforced or have bars.

The room the secure safe or cabinet is in should have no internal or external windows. Where this is not possible, fit windows with bars or fit the room with an alarm (which must be switched on at all times). Ideally this room should be located on an upper floor.

- (d) Tell us immediately if the security of the question papers or confidential materials is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.

A Cambridge Associates are responsible for ensuring that Associate Centres maintain the security of question papers and confidential materials.

Storing question papers

Room should be in a fixed building where the walls, ceiling and floor are of solid construction.





4.4.3 Storing confidential materials for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint as part of the Cambridge Primary programme

If your centre is registered and approved to offer only Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint you may, as an exception to section 4.4.2, follow the regulations in this section (4.4.3) for storing confidential materials.

You may store question paper packets unopened in either a non-portable strong safe or in a securely locked room in a fixed building where walls, ceilings and floors are of solid construction. Where only the securely locked room is in place, the key holder requirements detailed in section 4.4.2(b) must also be followed.

4.4.4 Digital File Despatch

After you have securely downloaded and printed your confidential materials (see section 4.3.1) you must store them securely:

- Seal confidential materials in an envelope.
- Clearly label the envelope with the date of the exam, the session (AM, PM or EV), the syllabus and component.
- Store the envelope securely until the exam.

Digital confidential materials must be treated in exactly the same way as printed materials, as detailed in section 4.4.2 of this handbook. After you have printed the question papers, store them securely until the start of the exam.

Extra guidance

Access the following support from our website at www.cambridgeinternational.org/beforetheexams

- Our 'Receiving and storing question papers' video explains what you need to do when your question papers arrive.
- Our 'Secure storage' video shows examples of storage facilities so you can check that your secure container and room meet our regulations.
- Our 'Handling confidential materials' poster explains the security regulations for each type of component.  The information on this poster may not reflect local arrangements between Cambridge Associates and their Associate Centres.

If you need advice on security arrangements, please contact the Compliance team at info@cambridgeinternational.org

 Associate Centres should contact their Cambridge Associate.

4.5 Preparing the exam room

This section sets out the regulations you must follow when preparing the exam room.

4.5.1 Exam venue

All candidates must sit the exam at the centre unless you have our prior permission for them to take the exam elsewhere. If you need some or all of your candidates to take their exams at a venue that is not your registered centre please follow the instructions in section 2.6.

4.5.2 Exam room

- Exam rooms must provide candidates with appropriate conditions. Pay attention to access, heating, ventilation, lighting and outside noise.
- You must carry out practical exams under conditions that give all candidates the opportunity to finish their tasks and display their true level of attainment in the subject.
- You must clearly display to all candidates:
 - the centre number
 - the actual start and finish time of each exam
 - the syllabus and component code of each exam.
- You must have a copy of Parts 4 and 5 of this handbook in each exam room and a copy of the full handbook in the main exam room.

4.5.2.1 Clock

A reliable clock must be directly visible to all candidates in the exam room. Where multiple clocks are needed in large rooms, make sure they all show exactly the same time.

4.5.2.2 Notice to Candidates and Candidate Warning poster

You must display the Notice to Candidates and Candidate Warning poster both inside and outside the exam room for all exams, including speaking and listening tests. We recommend you print this as A2 size. You will receive copies of each poster in the pre-exam despatch and you can download them from our website at www.cambridgeinternational.org/examday

4.5.2.3 Display material

Under no circumstances should display material that might help or distract candidates be visible in the exam room (for example, maps, diagrams, wall charts). You must take particular care with exams held in laboratories or libraries.

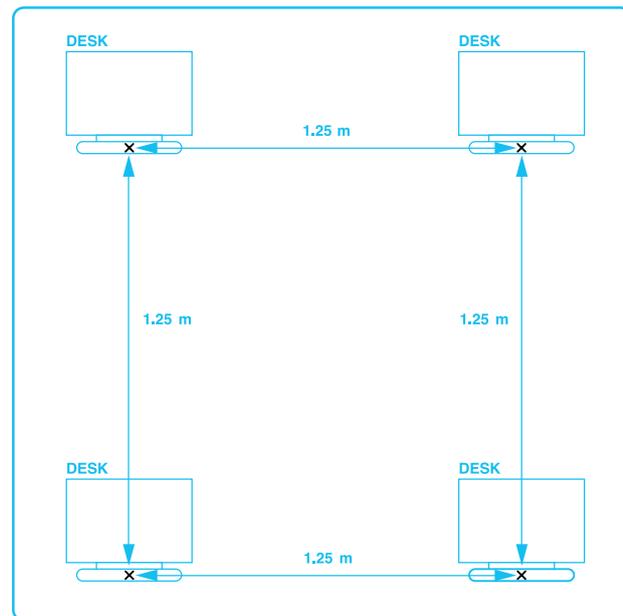
Important information

The regulations in this section also apply to all Art & Design practical exams.

4.5.3 Seating arrangements

4.5.3.1 Distance between candidates

- Seating arrangements must prevent candidates from viewing the work of others, intentionally or otherwise. The minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres (see below).



- For multiple-choice papers, if desks are spaced 1.25 metres apart candidates may still be able to see other candidates' work, intentionally or otherwise. Where this is the case the exams officer must use an alternative method so that no candidate's work can be overseen by any other candidates. This can be achieved by:
 - increasing the space between candidates' desks
 - seating alternating rows of candidates taking different exams
 - using extra invigilators.
- If necessary, please contact us or your Cambridge Associate for advice about alternative methods. We retain the right to approve or query the steps the exams officer has taken to prevent candidates from seeing the work of others.
- Where candidates sit an exam in a language laboratory, the minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres. If you cannot meet this requirement you must use

screened booths instead. Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

- (e) Where candidates sit an exam in a computer laboratory, the minimum distance between the outer edge of one monitor to the other should be 1.25 metres. If you cannot meet this requirement, candidates must sit at alternate monitors or in screened booths. Screened booths may restrict invigilators' view of candidates. In this situation, increase the number of invigilators.

4.5.3.2 Written exams

- (a) All candidates must face in the same direction.
- (b) Candidates must sit in candidate number order, with candidate numbers or index numbers on each desk.
- (c) Each candidate must have their own desk or table of sufficient size to accommodate question papers, maps, equipment and materials for practical exams, and answer booklets/paper.
- (d) We would suggest that where possible you do not use desks with shelves in exams. Candidates could use these shelves to store notes or other unauthorised items. If no alternative desks are available, invigilators must check the shelves before the beginning of the exam, and must pay special attention to make sure nothing is placed on them during the exam. You could appoint extra invigilators to monitor this.
- (e) Candidates who are working on a drawing board set on an easel or another non-horizontal surface should, wherever possible, sit in an inward-facing circle or similar.
- (f) You may hold other exams in the room at the same time, provided no disturbance is caused.

4.5.3.3 Candidates suffering from a contagious disease

- (a) If a candidate is suffering from a contagious disease, you should consider whether the candidate is fit to take the exam. If the candidate does take the exam, they must be in a separate room where you can apply all exam regulations.
- (b) After the exam you must photocopy the candidate's script and return this photocopy with the other candidates' scripts as normal. Seal the original script in a transparent file with a visible note explaining the situation. Store the original script securely and contact Cambridge International for further guidance.

Extra guidance



If a candidate is unwell in the exam room or has a potentially contagious disease, go to www.cambridgeinternational.org/help and type 'soiled scripts' into the search box for advice on handling soiled scripts.

Extra guidance



Use the first section of our 'Exam day checklist' to make sure you are ready for the exams ahead and your preparations meet our regulations. Download the checklist from www.cambridgeinternational.org/examday

4.6 Invigilator requirements

NEW This section sets out our regulations for invigilators.

- (a) Invigilators are the people in the exam room responsible for the conduct of an exam. They make sure exams are conducted according to our regulations and have a key role in making sure the integrity of the exam is maintained.
- Invigilators:
- make sure candidates have the opportunity to demonstrate what they know and can do
 - make sure the security of the exam is maintained before, during and after an exam
 - prevent and report suspected malpractice
 - prevent administrative errors.
- (b) The Head of Centre must make sure suitably trained and experienced adults carry out invigilation.
- (c) The Head of Centre can decide who is suitable to be an invigilator; however, they cannot let any person who has an interest in a candidate invigilate an exam by themselves. If the Head of Centre decides to use parents/guardians/carers or relatives of a candidate, they must complete and return *Entries – Form 1* before they invigilate any exams. See section 2.1.5.
- (d) The Head of Centre **must** make sure that all invigilators know what is expected of them and are fully briefed and trained before carrying out invigilation. You must keep a record of the training given to invigilators until we issue certificates.
- (e) Invigilators must:
- be familiar with the regulations in Parts 4 and 5 of this handbook
 - be familiar with the contents of the Notice to Candidates and Candidate Warning poster
 - understand any specific regulations relating to the subjects being examined
 - give their full attention to the proper conduct of the exam by being present, mobile and attentive throughout the exam
 - inform the Head of Centre if they suspect malpractice, as detailed in section 5.6.
- (f) Invigilators must not perform any other task not related to the exam (for example, marking) in the exam room.
- (g) You must have a copy of the full handbook in the main exam room and a copy of Parts 4 and 5 in any other exam rooms.

- (h) Invigilator numbers:
- (i) At least one invigilator must be present for every 30 candidates. You must make arrangements so that the invigilators can observe each candidate in the exam room at all times.
- (ii) For practical tests there must be one invigilator for every 20 candidates. A teacher of the subject should also be present. For practical tests for the following syllabuses please refer to section 5.7.4:
- Cambridge IGCSE ICT (0417)
 - Cambridge International AS & A Level Information Technology (9626).
- For all our Art & Design syllabuses, at least one invigilator must be present for every 30 candidates.
- (iii) When only one invigilator is present, they must be able to ask for assistance easily, without leaving the exam room or disturbing candidates. To do this, invigilators can use a mobile phone; however, an invigilator is only allowed a mobile phone in the exam room for this specific reason. The mobile phone must be kept on silent mode and must not be accessible to candidates.
- (iv) A teacher who has prepared the candidates for the exam must not be the only invigilator at any time.
- (v) A change of invigilators during an exam is allowed, as long as the number of invigilators in the room does not fall below the required number. You must keep a record of any changes in invigilators during the exam.
- (vi) Where there are both male and female candidates, you must make sure both male and female invigilators are available to take candidates to the washroom, if required. Where there is a sole invigilator, you must make sure the invigilator can contact a male and female member of staff without leaving the exam room or causing a disturbance to the candidates.
- (vii) For listening exams a member of staff who speaks the language of the test should be present to deal with any technical difficulties. This member of staff must not be counted as an invigilator.
- (viii) For practical tests, the supervisor must be counted as an invigilator.
- (ix) In exams where questions or passages must be read to candidates it is essential an invigilator is present as well as the reader.
- (x) A reader, scribe or practical assistant must not be counted as an invigilator.

- (i) Apart from a single device to ask for assistance, invigilators must not have access to any other form of external communication while in the exam room.
- (j) You must keep signed records of the following:
- actual start and finish times of your exams
 - periods of Full Centre Supervision
 - invigilators used to conduct each exam
 - any changes to invigilators during each exam
 - invigilator training records.

We may ask to see these records at any time until certificates are issued.

Extra guidance



You are responsible for conducting a training session with your invigilators before the exam, even if they are experienced. Download our PowerPoint presentation 'Invigilating Cambridge exams' from www.cambridgeinternational.org/beforetheexams. You can adapt it to train your invigilators or simply read it to refresh your own memory.

5 Exam day

In this section

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5.1 At the beginning of the exam

You must make sure that candidates take their exams in the correct timetabled session. You are allowed to start the exams at any time within the sessions but must make sure you follow our Key Time and Full Centre Supervision regulations. See the 'Key Times and Full Centre Supervision' section and section 1.2.2 for details.

If you are unable to meet these requirements you must apply for a timetable deviation. See section 1.2.3 of this handbook.

You are responsible for informing candidates of exam times.

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. They are available at:

- www.cambridgeinternational.org/beforetheexams
- www.cambridgeinternational.org/examday

We also have a video to help students understand what to expect on exam day. The video is in the 'Parents and students' section of our website at www.cambridgeinternational.org/parentsandstudents

5.1.1 Identifying candidates

The Head of Centre must make sure that procedures are in place to enable invigilators to carry out thorough identity checks. Private candidates not known to the centre must present evidence of their identity (for example, an ID photocard or passport). Each time they attend a session you must check that they are the same person who was entered for the exam. Identity checks must not disturb any candidates who are already taking their exam.

5.1.2 Candidate numbers

You must inform all candidates of their centre number and candidate number before the exam. You must also make sure a candidate's number or desk index number is clearly displayed on their exam desk.

5.1.3 Attendance registers

The attendance register is a formal record of all the candidates registered to take each exam. We send you pre-printed attendance registers before the exams. Use them to record whether the candidates listed are present or absent. Follow the instructions for returning attendance registers in section 5.4.1. If you have candidate(s) taking an exam in a different room from the main exam room, whether in a separate exam room at your centre or at an alternative venue, do not submit a separate attendance register for them. Mark them as 'present' on the main attendance register and return their scripts in the same packet as the other candidates taking the exam.

If you do not complete the attendance registers properly this can lead to problems and delay the release of results to candidates.

You should keep a copy of all completed attendance registers. We may ask to see these at any time until we issue certificates.

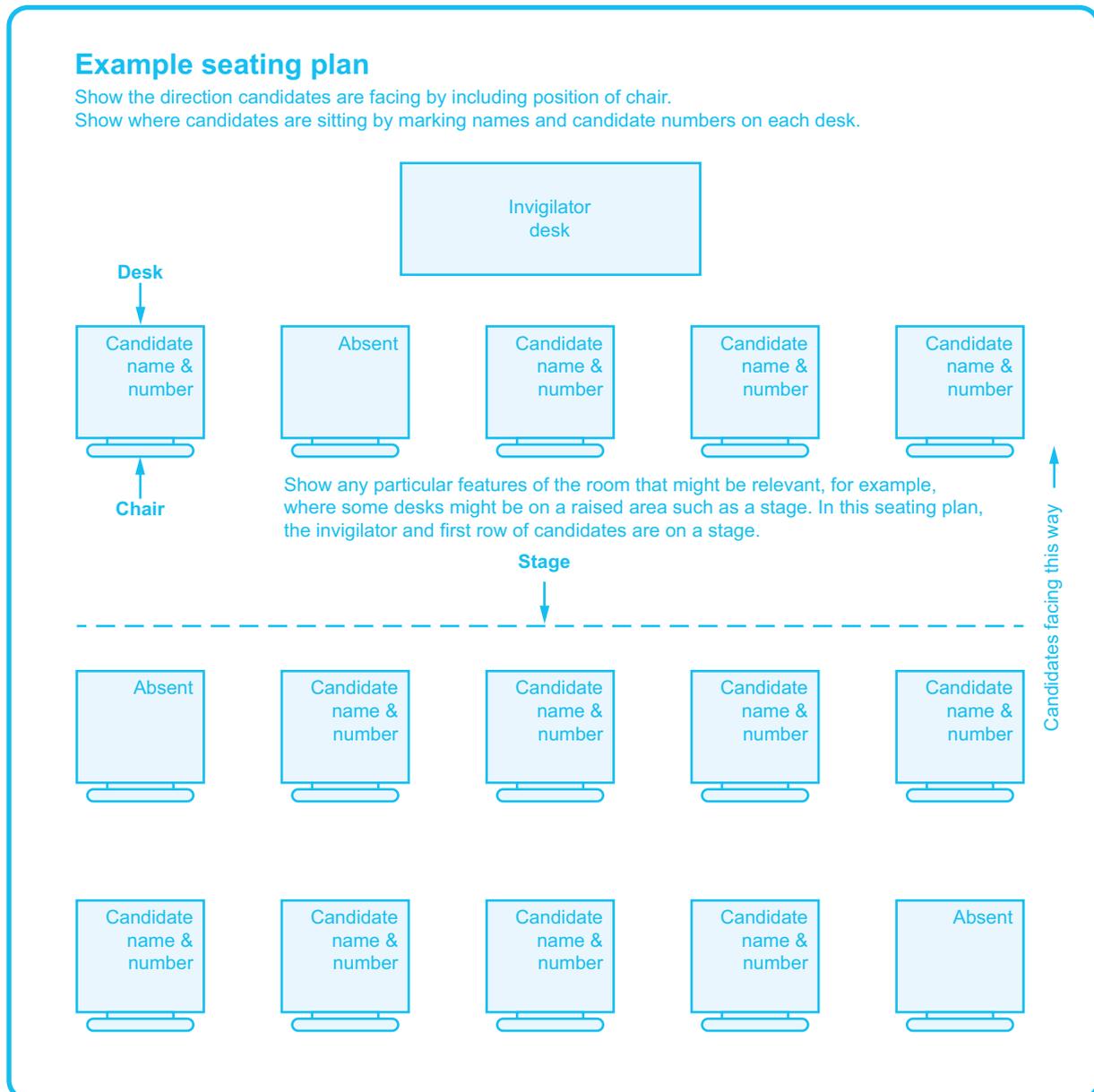
Extra guidance



Watch our video for guidance on completing attendance registers. It is available at www.cambridgeinternational.org/examday

5.1.4 Seating plan

You must produce a seating plan for each exam. A seating plan is a diagram that outlines how the exam room is set up. It shows the position of the tables in the room, the position of each chair and which candidate is seated where. It must also show the position of the invigilator's desk and the direction the candidates are facing.



You must keep signed records of the seating plan for each exam session. We may ask to see the seating plan at any time up until we issue certificates.

5.1.5 Unauthorised entries

If a candidate arrives for an exam they have not been entered for, you can allow them to take the exam providing that:

- The candidate is able to take all the components required for the syllabus option they wish to enter.

This means you must have enough spare question papers so the candidate can sit all the components required for the syllabus option at the appropriate time, not just the specific exam.

- You add them to the attendance register for each component they take that they were not previously entered for. Once they have completed all the components required for the entry, complete *Exam Day – Form 12* and return it to us or to your Cambridge Associate without delay.

We will then mark the candidate's scripts, enter them for the entry option and issue a grade in the syllabus. You will be charged a very late entry fee for any unauthorised entries. See section 2.4.

If you do not have enough spare question papers for each of the relevant components, email info@cambridgeinternational.org immediately and we may be able to send you extra question papers. Each request will be considered on a case-by-case basis. We reserve the right to decline any request received after the late entry deadline if it is not possible for us to despatch the extra question papers in time for the exam. In this case you must tell the candidate they cannot sit the exam as they have not been entered for it. You must not photocopy question papers.

You will be charged a very late entry fee for any unauthorised entries or for any extra question papers we send you. See the fees list in the 'My Messages' section of [CIE Direct](#) for details. It may not be possible for us to release results for these entries at the same time as other results.

After marking, if we find any candidates who have not been entered for a syllabus but who have sufficient marks to make up a valid entry option, we will make an entry for the candidates on your behalf and raise an invoice that will be subject to very late entry fees, as described above.

If for any reason the candidate did not take enough syllabus components to make a valid entry option we will not enter them for that syllabus. However, we may send you an invoice to cover the administrative and marking costs.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Reporting an Unauthorised Entry: Exam Day – Form 12

5.1.6 Stationery, materials and other equipment

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

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

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

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

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

Candidates must:

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

During the exam candidates must not use:

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

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

5.1.6.1 Calculators

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

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

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

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

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

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

5.1.6.2 Dictionaries

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

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

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

Cambridge IGCSE

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

Chk Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

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

5.1.6.3 Science papers

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

- ruler (300 mm)
- protractor.

We do not list these materials on science question papers.

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

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

5.1.6.4 Mathematical tables

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

5.1.6.5 **NEW** Geography papers

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

5.1.7 Authorised and unauthorised materials

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

5.1.7.1 Authorised materials

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

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

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

5.1.7.2 Unauthorised materials

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

Unauthorised materials include:

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

This list does not include every possible item that would be considered 'unauthorised'. You should use your judgement for any items not on the list above by asking yourself whether the item potentially enables a candidate to conceal or access information in the exam room.

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

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

Important information



The invigilator is responsible for reporting any grounds for suspicion about the security of question papers or the conduct of any exam to the Head of Centre. The Head of Centre or Cambridge Associate must notify us of this immediately.

5.1.8 Starting the exam

An exam is in progress from the time the candidates enter the room until all the scripts have been collected.

- When the candidates are seated, two members of staff must check they have **the correct blue question paper packet before opening it**.
- The front cover of the question paper will be visible through the transparent inner bag. Two members of staff must check again that they have the correct question papers before opening the transparent packet and handing out the question papers to candidates.
- If you have more than one room of candidates or a large number of candidates it may be easier to place the question papers facing upwards on the desks before the candidates enter the room. If you do this, question papers must not be left unattended at any time. You must make sure that candidates do not open the question paper until they are instructed to do so by the invigilator.
- To make sure all Cambridge candidates have the same exam experience you must read aloud a specific set of instructions before they are allowed to start working. The instructions are in our *What to Say to Candidates in an Exam* document, which is available at www.cambridgeinternational.org/examday. If you wish to use your own script instead you must make sure the content of our document is included and communicated to make sure candidates understand exactly what is expected of them. All instructions must be read aloud in English. They can then be repeated in another relevant language as long as the content and meaning are exactly the same.
- Tell candidates to write their name, candidate number and centre number on any work they want to hand in.

5.1.8.1 Opening the wrong question paper packet in error

If you open the wrong blue question paper packet in error, do not give the question papers to the candidates. Tell your Head of Centre, and complete and return *Exam Day – Form 11* immediately.

Follow the steps below in the presence of the Head of Centre:

- Do not reseal the blue packet. Take photographs of the opened packet.
- Put the opened blue packet in a large envelope.
- Write 'question papers', the syllabus and component code, and the date and time of the correct exam on the envelope.
- Seal the envelope.
- Sign over the seal to show you have both witnessed the packet being resealed.
- Put a clear piece of tape over your signatures to protect them. Do not use masking tape.
- Take a photograph of the signatures and the new seal.
- Return the sealed envelope to secure storage.

On the form you must explain:

- why and how the packet was opened in error
- who opened it and when they opened it
- who has had access to the packet since it has been opened
- who has had access to the question paper since it has been opened.

You should conduct the correct exam once the process has been completed. Full Centre Supervision may be required during this time.

If you open the wrong blue question paper packet in error, and then also open the transparent inner bag, you must follow the steps above.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

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

5.1.9 Late arrivals

A candidate is a 'late arrival' if they arrive:

- after an exam has started; and/or
- after a period of Full Centre Supervision has started.

Depending on the circumstances, follow the regulations in this section.

5.1.9.1 Candidate arrives late and it is before the Key Time

- It is at your discretion whether you allow the candidate to sit the exam. If you decide to allow the candidate to sit the exam, then you should allow them the full time.
- NEW** If the exam has already finished and other candidates who have sat the exam are under Full Centre Supervision, the late candidate must not be allowed to communicate with them in any way.
- If you allow the candidate to sit the exam you must follow our regulations outlined in section 5.
- If you do not allow the candidate to sit the exam you should mark them as absent on the attendance register.
- You do not need to tell us about this late arrival.

5.1.9.2 Candidate arrives late, after the Key Time but during the exam or a period of Full Centre Supervision

- If the exam is still in progress, it is at your discretion whether you allow the late candidate to sit the exam. If you decide to allow the candidate to sit the exam, then you should allow them the full time.
- If a candidate arrives late for a period of Full Centre Supervision before an exam, but it is after the Key Time, it is at your discretion whether you allow the late candidate to sit the exam. The late candidate must not be allowed to communicate in any way with any other candidates already under Full Centre Supervision. The late candidate must be supervised separately in accordance with our regulations. See the 'Key Times and Full Centre Supervision' section for more information.
- If you allow the late candidate to sit the exam you must follow our regulations outlined in section 5.
- If the candidate arrives after the Key Time has passed and you allow the candidate to sit the exam you must tell the candidate that:
 - you are reporting their late arrival to us (as outlined in section 5.1.9.2 (e))
 - their answer script will be marked by us; however
 - we may not accept their script as valid and therefore they may get 'NO RESULT' in the relevant syllabus.

If you allow the candidate to sit the exam you must report this to us on the same day.

- (e) To report the late arrival to us complete *Exam Day – Form 3* and send it to info@cambridgeinternational.org. Include your centre number and 'Late Arrival' in the subject line. If you do not do this, it may be considered centre staff malpractice. See section 5.6 for more information.

Administrative forms



Forms available from
www.cambridgeinternational.org/forms

- Late Arrivals: Exam Day – Form 3

5.1.9.3 Candidate arrives late, after the Key Time, after the exam has finished

- (a) The late arrival must not be allowed to sit the exam. Mark the candidate as absent on the attendance register.
- (b) You do not need to tell us about this late arrival.

5.1.9.4 Candidate arrives late for a timetabled listening exam

Follow the relevant regulations outlined in sections 5.1.9.1–5.1.9.3. If you decide to allow the candidate to sit the exam you must also follow one of these arrangements:

- Keep the candidate under Full Centre Supervision until the other candidates have finished the exam and left the room. The late candidate must not be allowed to communicate in any way with any other candidates who have already sat the exam or who are under Full Centre Supervision. The late candidate must be supervised separately in accordance with our regulations. Please see the 'Key Times and Full Centre Supervision' section for more information. You can then start the CD from the beginning for the late candidate.
- If you have a spare CD for the exam, the candidate can take the exam in a separate room with a separate invigilator. This room must meet our regulations outlined in section 4.5.

5.1.9.5 Candidate arrives late for an assessment where Key Time regulations are not applied (windowed exams) within the exam window

- (a) You do not need to report late arrivals for windowed exams to us.
- (b) It is at your discretion whether you allow the late candidate to take the assessment or mark them as absent.

- (c) For windowed speaking tests, if you allow the candidate to take the test, you must also follow the regulations outlined in section 3.4.8.

Important information



If a candidate is not present at the start of an exam, you may want to contact their parents/guardians/carers to see if the candidate is able to attend. If they are, ask the parents/guardians/carers to keep the candidate under supervision at all times without access to external forms of communication until the candidate is met by a member of centre staff.

5.2 During the exam

5.2.1 Supervising the candidates

Invigilators must supervise the candidates throughout the whole exam and give full attention to this duty at all times. They must not read through any question papers. For more information about invigilator requirements see section 4.6.

5.2.2 Practical exams

During a practical exam, some movement by candidates and spoken instructions may be necessary. Invigilators must limit this to what is essential to achieve the objectives of the exam without compromising security.

5.2.3 Five-minute warning

You must let candidates know when there are five minutes of the exam remaining. The invigilator must read aloud the 'Five-minute warning' section from our *What to Say to Candidates in an Exam* document. The document is available to download from www.cambridgeinternational.org/examday

In listening exams, you should give a five-minute warning if it does not disturb candidates.

5.2.4 Leaving the room while the exam is in progress

A candidate who leaves the exam room temporarily must be accompanied by a member of staff. Do not give candidates extra time to complete their exam, unless special consideration is applied for (for example, illness); then you can allow the candidate extra time to compensate for their temporary absence.

If this happens during a timetabled listening component, you can allow the candidate to listen to the material they have missed after the other candidates have left. The candidate can only hear the material the same number of times as the other candidates.

If a candidate has finished their exam early and wants to leave the exam room and not return, the following regulations apply:

- Before any candidate leaves the exam room, you must collect their answer script and question paper. See section 5.3.1.
- Candidates cannot leave the exam room before the Key Time has passed.
- After the Key Time: the candidate can leave the exam room and does not need to be under Full Centre Supervision.

If you prefer you can keep the candidate in the exam room until the end of the exam but they must remain under exam conditions. See section 5.3.4 for

information about leaving the exam room at the end of the exam.

5.2.5 Irregular conduct

- Wherever possible, the invigilator must remove and keep any unauthorised materials discovered in the possession of a candidate in the exam.
- The Head of Centre is responsible for making sure we are told about all cases of irregularity or misconduct in connection with the exam as soon as possible. The Head of Centre can expel a candidate from the exam room, but they should only do so when it is felt to be essential or when the presence of a candidate would cause disruption to others. If a candidate is expelled, you cannot apply for special consideration.
- Any irregular conduct or infringement of our regulations may lead to disqualification of the candidate. The decision to disqualify a candidate rests with us. See section 5.6.

5.2.6 Emergencies

In an emergency the safety of candidates and staff is the most important thing. If it is safe and practical to do so, the invigilators should take the following steps to make sure the exam remains secure:

- Evacuate the exam room.
- Make sure candidates are fully supervised while they are out of the exam room, so there can be no collusion or external communication.
- Make sure that all question papers and answer scripts are left in the exam room and that the room is secured.
- After the candidates have returned to the exam room and before the exam is resumed, indicate on the candidates' work, if possible, the point at which the interruption occurred.
- Note the time and length of the interruption.
- Allow candidates the full working time for the exam.
- If there are only a small number of candidates, consider taking the candidates, with question papers and scripts, to another room to finish the exam.
- Send us a full report of the incident and the action taken immediately.

5.3 At the end of the exam

At the end of the exam, to make sure all candidates have the same exam experience, the invigilator should read aloud the 'Finishing the examination' section of our *What to Say to Candidates in an Exam* document. The document is available to download from www.cambridgeinternational.org/examday

If you wish to use your own script instead you must make sure the content of our document is included and communicated to make sure candidates understand exactly what is expected of them.

Where invigilators allow candidates who arrive late the full working time to take their exam (see section 5.1.9), they should tell the candidates who arrived late to stop writing after the extra time allowed.

5.3.1 Collecting answer scripts

- (a) All answer scripts, question papers and any other exam material must be collected and accounted for before candidates are allowed to leave the room.
- (b) Any sheets of paper candidates want to hand in to be marked should be fastened together with treasury tags or string. Do not use staples or paper clips.
- (c) Invigilators must:
 - sort answer scripts into the order shown on the attendance register (candidate number order)
 - check that all answer scripts are present and that candidates have used correct centre and candidate numbers
 - immediately after collation, hand the answer scripts to the person responsible for their despatch. This person must place them immediately in the script packet and seal it in the exam room.
- (d) If the same exam is taking place in different rooms, invigilators from the smaller rooms should place the scripts in an envelope (which does not need to be sealed) and take the scripts to be collated with the scripts from the other rooms. Alternatively a nominated invigilator can go to the different rooms, collect the scripts, place them in an envelope (which does not need to be sealed) and take them to be collated with the scripts from the other rooms.
- (e) Answer scripts must be placed in secure storage until they are despatched to us.
- (f) Answer scripts are confidential between the candidate and Cambridge International. They must not be read or photocopied by any person before sending, unless we request this.
- (g) Scripts must not be removed from the exam room by candidates or unauthorised persons. If this happens, you must tell us immediately by emailing info@cambridgeinternational.org. The candidate should be warned we may not accept their script.

5.3.2 Collecting question papers

- (a) You must store all empty question paper packets securely until certificates are issued. We may need them for investigations into suspected malpractice.
- (b) Before candidates can leave, you must check that the number of question papers at the end of the exam matches the number handed out at the start of the exam.

5.3.3 The 24-hour security rule

Practical tests for Cambridge International AS & A Level Information Technology (9626)

You must collect all question papers at the end of the test and store them securely in your secure storage area until the date specified in the instructions we send you in the *Cambridge Exams Officer eNewsletter*.

Practical tests for Cambridge IGCSE ICT (0417)

For ICT practical tests the question papers the candidates have used must be returned with the candidates' work. Any unused question papers must be kept in secure conditions until 48 hours after the exam date. See section 5.7.4.2.

Question papers for Cambridge Primary Checkpoint, Cambridge Lower Secondary Checkpoint and Cambridge speaking tests

You must securely store all unused question papers for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint qualifications and all Cambridge speaking tests until at least 24 hours have passed after the end of the test window.

All other qualifications

You must collect all unused question papers at the end of the exam and store them securely in your secure storage area until at least 24 hours have passed after the end of the exam or Key Time, whichever is later. After 24 hours have passed, you can return papers to candidates/centre staff at your discretion.

5.3.4 Leaving the room

- (a) Candidates must remain under exam conditions and in the exam room until they are told otherwise by the invigilator.
- (b) You must collect and account for all answer scripts, question papers and any other exam material before candidates leave the room.
- (c) If an exam ends before the Key Time, candidates must be kept under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a required period of Full Centre Supervision, you must inform us and we will consider this as possible malpractice.
- (d) Whether or not they leave the exam room early, candidates must not remove any question papers or transcribed content of question papers. This includes writing questions on statements of entry, inserting question content into calculators etc. This is not an exhaustive list. You must apply the 24-hour rule for the security of question papers and their contents. See section 5.3.3.

5.4 Packing and despatching scripts

You are responsible for packing scripts using the correct packaging and bar-coded labels.

Send us your scripts as soon as possible after each exam. If you cannot send them daily, you must despatch all your scripts at least once a week.

Chk You must make sure Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint scripts reach us by the deadlines shown in section 5.4.2.

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.

For packing and despatching internally assessed samples see section 3.6. For instructions on submitting Cambridge Global Perspectives work, see section 3.7.

5.4.1 Packing scripts

We provide materials for packing, labelling and despatching scripts: attendance registers, script packets, bar-coded labels and labels for courier despatches.

Please follow these steps when packing scripts.

- 1 Invigilators need to complete and sign the attendance register. 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*.
- 2 Check each script against the attendance register to make sure there is a script for every candidate marked as present.
- 3 If a candidate has used a scribe, word processor, practical assistant or transcript, attach the relevant cover sheet to the front of the script using a treasury tag or string, not paperclips or staples. Download the cover sheets from www.cambridgeinternational.org/forms
- 4 Place the scripts and the corresponding attendance register in a script packet. Do not put any other material in the script packet, except if you are including a cover sheet for one or more candidates (see point 3, above). Requests for special consideration should be made using either the 'Special consideration' area of **CIE Direct** or *Exam Day – Form 7*.
- 5 Pack the scripts for different components in separate packets so they match the syllabus and component number printed on the label. Seal the script packets and attach the correct bar-coded labels to each packet. These labels identify the contents of each script packet. The labels are in timetable date order with the labels for non-timetabled components printed first.

Remember:

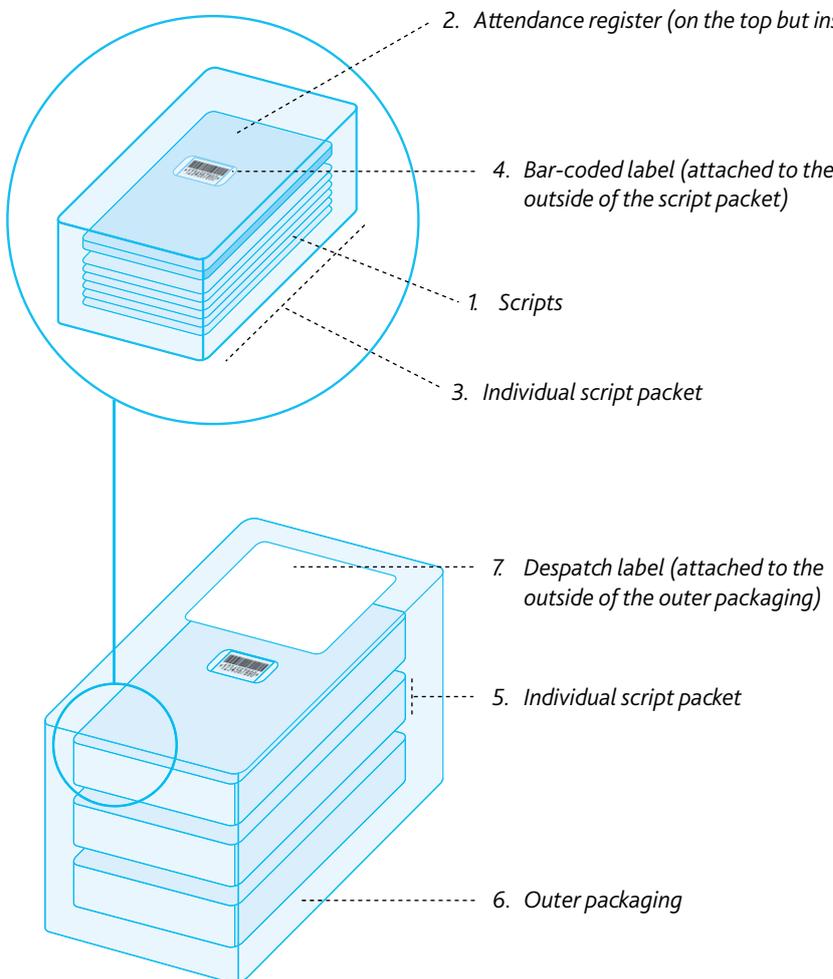
- If one packet is not large enough, you can use two or more packets. Put the bar-coded label on the first packet and number each of the packets

(for example, 1 of 4, 2 of 4). Show the candidate number range on each packet; you do not need to split the attendance register. Place the register for the candidate range stated on the bar-coded label in the first packet. You can then tape the packets together that relate to the bar-coded label. If you have lots of entries for an exam, you may receive more than one label. If you do, pack the scripts so they match the candidate number range on the label. Split the attendance register so it matches the candidate number range stated on the bar-coded label.

- You will receive labels which are pre-printed with candidate number ranges. The scripts you include in each packet must match the candidate number range on the label you attach to the outside of each packet.
- **Chk** For each component of Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint, you will receive one label for every 120 candidates. If you have more than 120 scripts, pack the first 120 scripts in one packet with the first label and the remaining scripts in another packet with the second label. Split the attendance register so it matches the scripts in each packet.
- If all the candidates for a component are absent, you still need to complete and enclose the attendance register in the script packet, attach the bar-coded label and return it to us.
- Do not use any bar-coded labels from previous exam series.
- 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.
- **NEW** If you do not have a bar-coded label write the following information on the packet: centre number, syllabus number, component number, number of scripts and candidate number range.

- 6 Place your packets in outer packaging:
- You can send script packets for a variety of components in the same outer packaging.
 - As a precaution do not send scripts for all the components of the same syllabus in the same outer packaging.
 - Please make sure that the outer packaging is secure so that the contents do not get lost or damaged.
 - Each package must not weigh more than 15 kg.
 - If you send several script packets for a variety of components together, please make sure that the packets are separate within the outer packaging and that all packets have the correct labels. Packets must never be attached together.

- 7 Attach the address labels provided in the pre-exam despatch to the outer packaging. You can download extra labels at www.cambridgeinternational.org/forms
- If you do not receive labels and you cannot download them from our website, address all consignments to:
- Cambridge Assessment International Education
 Cambridge Assessment DC10
 Hill Farm Road
 Whittlesford
 Cambridge CB22 4FZ
 United Kingdom



This parcel contains only written examination answers and is urgently required at Cambridge, UK. Arrangements have been made for immediate clearance by HM Customs and for onwards transmission to Cambridge.

Cambridge Assessment International Education
Cambridge Assessment DC10
 Hill Farm Road
 Whittlesford
 Cambridge CB22 4FZ
 UK

IMMEDIATE

FROM CENTRE

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 put too many packets in each outer package as it may get damaged in transit if overpacked.

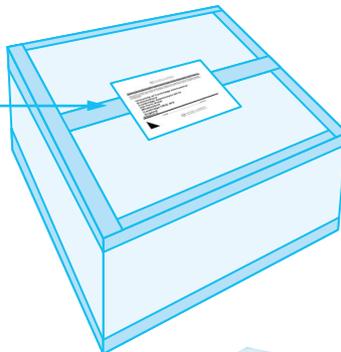
Use the despatch label provided.

This parcel contains only written examination answers and is strictly required at Cambridge, UK. Recipients have been made for immediate clearance by DHL-Customs and for onward transmission to Cambridge.

Cambridge Assessment International Education
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge CB22 4FZ
UK

IMMEDIATE

FROM: _____ CENTRE



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



Do not send script packets without any outer packaging.



Make sure your outer packaging is secure.



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

Administrative forms



Forms available from
www.cambridgeinternational.org/forms

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

5.4.2 Despatching scripts

You must return your scripts at your cost using a method that provides a tracking facility. Keep a record of the contents of each consignment you send and the appropriate courier and tracking information.

You must complete our Script Return Form each time you send us a consignment of scripts. This form will allow us to collect tracking information for your consignments so we can make sure they are returned to us without delay. We will email you a link to the form in the *Cambridge Exams Officer eNewsletter*. You can also find a link to the form on the 'Help' section of our website.

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

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.

Extra guidance



- View our 'Packing and despatching scripts' video at www.cambridgeinternational.org/examday
- If a candidate is unwell in the exam room or has a potentially contagious disease, go to www.cambridgeinternational.org/help and type 'soiled scripts' into the search box for advice on handling soiled scripts.

Important dates



Chk We must receive your Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint scripts by the following dates:

- May series: 4 May 2019
- October series: 26 October 2019

5.5 Special consideration

Special consideration is a post-exam adjustment we make to a candidate's mark. These adjustments are given for some adverse circumstances, for example, temporary illness or injury, or bereavement. It can only go some way towards assisting a candidate affected by a potentially wide range of difficulties, emotional or physical, which may have influenced their performance in exams.

Special consideration cannot alter the difficulty faced by the candidate. There will be situations where you should not enter a candidate for an exam because they are not in a fit state to cope with the assessment. We can only make minor adjustments to the mark awarded because to do more than this would jeopardise the assessment standard.

All exams measure a candidate's knowledge and skills. There are minimum requirements for special consideration:

- the candidate was affected at the time of the assessment
- the circumstances were outside of the candidate's control
- the candidate had been fully prepared and covered the whole course.

There must also be acceptable reasons for special consideration which are detailed in this section.

We will base our decision whether to award special consideration on various factors, which may vary from candidate to candidate and from one assessment to another. These factors may include the severity of the circumstances, the date of the assessment and the nature of the assessment.

You should apply for special consideration no later than seven days after the last exam of the syllabus in the exam series affected.

Please read this section before you make any applications for special consideration.

5.5.1 Principles governing special consideration

- (a) We assess all candidates according to the same marking criteria so that grades and certificates have the same validity.
- (b) We assess all candidates on what they know and can do, not on what they might have achieved if circumstances had been different.
- (c) Special consideration must not give the candidate an advantage over other candidates.
- (d) Special consideration must not interfere with the integrity of the assessment, and we will therefore restrict it in certain syllabuses.

5.5.2 Candidate present for the assessment but disadvantaged

- (a) We will normally give special consideration by applying an allowance of marks to an affected component.
- (b) The size of the allowance depends on the timing, nature and extent of the circumstances.
- (c) Special consideration cannot be applied cumulatively.
- (d) We will not enter into discussion with centres, candidates or their parents as to how much special consideration should be applied.

5.5.3 Candidate absent from a timetabled component for acceptable reasons

- (a) If a candidate is absent from a component for an acceptable reason we may calculate and award an assessed mark for the missing component.
- (b) In cases of acceptable absence, the minimum requirements for calculating an assessed grade are that the candidate should:
 - (i) have covered the whole course
 - (ii) have completed 50 per cent of the total assessment by component weighting in the exam series for which the award is being made. Carry-forward marks do not count towards this.
- (c) We are unable to calculate an assessed mark for Cambridge International A Levels where a candidate has not completed any A Level components in the exam series.

5.5.4 Unacceptable reasons for special consideration

Candidates will not be eligible for special consideration if their preparation for, or performance in, the exam is affected by the below. This list is provided for guidance and does not include every reason a candidate may not be eligible for special consideration:

- (a) long-term illness or other difficulties during the course affecting revision time, unless the illness or

circumstances manifest themselves at the time of the assessment

- (b) bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are on-going implications such as inquests or court cases
- (c) domestic inconvenience, such as moving house, or taking holidays (including school/exchange visits and field trips) at the time of the assessment
- (d) minor disturbance in the exam caused by candidates, such as bad behaviour and mobile phones
- (e) the consequences of committing a crime or being charged with an offence
- (f) the consequences of taking alcohol or any other non-prescribed drugs
- (g) the consequences of disobeying your internal regulations
- (h) the failure to prepare candidates properly for the exam for whatever reason. See section 5.5.8(c) for more information
- (i) staff shortages, building work or lack of facilities
- (j) misreading the instructions of the question papers and answering the wrong questions
- (k) making personal arrangements that conflict with the exam timetable
- (l) submitting no coursework at all, unless coursework is scheduled for a restricted period of time, rather than during the course
- (m) failure to cover the course as a consequence of joining part way through
- (n) permanent disability, unless a change in condition further affects the candidate at the time of the assessment
- (o) failure, without good reason, to process access arrangements, alternative venues and timetable deviations by the published deadline
- (p) misreading the timetable and/or failing to attend at the right time and in the right place.

5.5.5 Shortfall in coursework

- (a) Where a candidate has a shortfall in coursework due to an unforeseen illness or other misfortune during the period when the coursework was produced, it may, in some subjects, be possible to accept a reduced quantity of coursework. It will not be possible to give this consideration in every case, for example, if the candidate has not satisfied the coursework assessment objectives, or the shortfall

has been caused by an unacceptable reason. For the award of a grade where a candidate has a shortfall in coursework, the candidate should have completed a minimum of 50 per cent of the total coursework requirement.

- (b) If a candidate fails to complete any coursework they will receive a 'NO RESULT' for that syllabus.
- (c) When you make an application state how much of the coursework the candidate has completed overall and give a breakdown of marks across the assessment objectives. We will consider the remaining time available for the candidate to address the shortfall before we send you a response. Candidates should always attempt the required coursework. We will not normally agree to arrangements of reduced coursework in advance.
- (d) We will not grant a shortfall in coursework adjustment to allow for your individual teaching arrangements.

5.5.6 Lost or damaged coursework

- (a) Where a candidate's work has been lost or damaged you must tell us as soon as possible, providing details about the circumstances of the lost or damaged work.
- (b) You must be able to verify that the work was done and that it was monitored while it was in progress.
- (c) Where you have recorded marks for the missing internally assessed coursework, we will allow you to submit these in the normal manner. If work is lost before being marked, you must send any existing coursework for the candidates affected, together with a copy of your application when you send your samples for moderation. If no work exists, you must include a copy of your application when you send your samples for moderation.

5.5.7 Coursework extensions

- (a) You can apply for an extension to the deadline for submitting coursework marks and samples. This might apply in exceptional circumstances beyond the centre's control.
- (b) Submit your request to info@cambridgeinternational.org along with the relevant evidence before the first relevant coursework deadline.

5.5.8 Other situations where special consideration may be considered

- (a) There may be cases requiring special consideration that are particularly complex. We may refer such cases to our assessment managers or senior examiner for a subject-specific decision on how to

award special consideration, if appropriate. This means that the results may not show the special consideration immediately.

- (b) In exceptional circumstances beyond your ability to reasonably predict and plan for, for example, earthquakes, war or epidemics, we may consider, at our sole discretion, accepting alternative forms of evidence of candidate attainment.
- (c) **NEW** Where a syllabus lists set works (e.g. set texts in a literature syllabus) and where candidates have been prepared for an incorrect work, we may, at our discretion, consider applications for special consideration. We will only consider cases where:
- there is evidence candidates have been fully prepared for the assessment objectives in the syllabus
 - the incorrect work studied was assessed in the previous year or is listed in the same syllabus booklet.

We will consider applications for special consideration on a case-by-case basis. The Head of Centre must make sure candidates are taught the correct works.

5.5.9 Applying for special consideration

- (a) We will only process applications made using either the 'Special consideration' area of  CIE Direct or *Exam Day – Form 7*. You must make sure that applications are completed fully and accurately.
- (b) **NEW** Centres must only submit applications for special consideration that are supported by the Head of Centre.
- (c) At our request you must be able to provide us with evidence to support your applications for special consideration. You must retain evidence supporting applications for special consideration until the publication of results.
- (d) You must submit applications within seven days of the last exam in the series of the syllabus affected. We will only accept late applications in exceptional circumstances.
- (e) We cannot guarantee we will consider your application if we do not receive the correct information.
- (f) A friend or relative of the candidate should not produce the evidence in support of special consideration applications. Where this is unavoidable, a senior member of centre staff must countersign and authorise the evidence. We reserve the right to refuse evidence produced by a friend or relative.

- (g) It may be appropriate for the Head of Centre or exams officer to attach a letter of explanation with the application if circumstances are unusual or if the form is not adequate for the particular circumstances.
- (h) **NEW** We will inform you if your application is approved or rejected if you apply using *Exam Day – Form 7*. For applications submitted on  CIE Direct, check your account for the outcome.

CIE Direct

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 consideration.

Administrative forms

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

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

Extra guidance

Our guide to making special consideration applications online is available from the 'Help' section of the 'Special consideration' area of  CIE Direct.

Cambridge Associates/ Associate Centres

Associate Centres should apply for special consideration using the relevant form rather than  CIE Direct. They should download the relevant form from the 'Support Materials' section of  CIE Direct and send it to their Cambridge Associate. The Cambridge Associate should check the form and email it to us within seven days of the last exam of the syllabus affected.

5.5.10 Appeals against the outcome of applications for special consideration

To appeal against the outcome, please refer to the section of this handbook called 'Appeals Regulations and Guidance'.

5.5.11 Honorary certificates

Where a candidate was entered but died before completing the minimum amount of assessment required, or was entered and is terminally ill and unable to complete the minimum amount of assessment, you may request an honorary certificate.

5.5.12 Cambridge Primary and Lower Secondary Checkpoint

You cannot apply for special consideration for Cambridge Primary and Lower Secondary Checkpoint candidates. Because the whole marking process is linked to the curriculum framework, it is not possible to make meaningful allowances for candidates who are absent or have taken the wrong test.

If a candidate does not sit a paper, the diagnostic feedback we send you will not include this candidate. The candidate's statement of achievement and report to student will not be issued for this syllabus.

5.6 Malpractice

Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certification. Malpractice can happen before, during or after timetabled exams or other assessments.

Malpractice can be:

- intentional and aim to give an unfair advantage in an exam or assessment
- caused through carelessness, forgetfulness or ignorance of our regulations
- beyond the control of the involved parties and be a result of circumstance.

A variety of individuals could be involved in malpractice, for example:

- candidates
- centre staff, for example, exams officers, teachers, invigilators, management, consultants and individuals that assist in the provision of access arrangements
- other third party individuals, for example, relatives or friends of the candidate.

The Head of Centre must:

- inform candidates and centre staff of their individual responsibilities as set out in our regulations
- immediately report all cases of suspected malpractice to us that you become aware of or that are reported to you.

5.6.1 Candidate malpractice

Candidate malpractice means malpractice committed by a candidate.

The following are examples of candidate malpractice. The list is not exhaustive and we may consider other instances at our discretion:

- bringing unauthorised materials into the exam room. See section 5.1.7.2
- disruptive behaviour in the exam room (including using offensive language)
- copying from another candidate
- collusion
- plagiarism: failing to acknowledge sources and/or submitting another person's work as if it were their own
- seeking, obtaining, receiving, exchanging or passing on confidential exam material by any means
- failing to follow an invigilator's instructions
- failing to follow the conditions of supervision designed to maintain the security of the exams
- theft of another's work
- the deliberate destruction of another's work
- including threatening, offensive or obscene material in scripts or coursework
- impersonation: pretending to be someone else, or arranging for another person to take their place in an exam
- the alteration, falsification or mis-representation of any results information, including certificates
- behaving in such a way as to undermine the integrity of the exam.

5.6.2 Centre staff malpractice

Centre staff malpractice means malpractice committed by any member of centre staff.

The following are examples of centre staff malpractice. The list is not exhaustive and we may consider other instances at our discretion:

- failing to maintain the confidentiality of exam material
- failing to maintain Full Centre Supervision in relation to the Key Time
- failing to maintain proper invigilation
- assisting or prompting candidates with answers
- failing to maintain the confidentiality and integrity of candidates' work
- moving the session or date of a timetabled exam without notifying us and getting our written permission
- assisting candidates in the production of coursework, beyond that permitted by the regulations. See section 3.2 and individual syllabuses
- allowing candidates unsupervised access to coursework exemplar materials, whether this is the work of former candidates or material we have provided
- failing to keep candidate computer files secure
- behaving in such a way as to undermine the integrity of the exam.

5.6.3 Suspected malpractice you discover

NEW The Head of Centre must report any suspected malpractice to us on the same day or no later than 12:00, local time, the following working day, using the relevant malpractice forms.

A The Head of Centre in an Associate Centre must immediately report any suspected cases of malpractice to their Cambridge Associate using the relevant malpractice forms. The Cambridge Associate should immediately review the form to make sure it has been completed correctly and then send it to us.

Administrative forms



Forms available from
www.cambridgeinternational.org/forms

- **NEW** Notification of Suspected Centre Staff Malpractice: Exam Day – Form 9a
- **NEW** Suspected Centre Staff Malpractice Report: Exam Day – Form 9b
- **NEW** Suspected Candidate Malpractice Report: Exam Day – Form 9c

The Head of Centre must:

- Immediately report all cases of suspected malpractice to us that they become aware of or that are reported to them. Failure by centres to notify us of suspected malpractice constitutes malpractice in itself.
- Report cases of suspected malpractice with all relevant information:
 - statements from relevant centre staff, for example, the Head of Centre, the exams officer, invigilators or teachers. Statements should include a detailed account of the circumstances surrounding the suspected malpractice, including details of any investigation that has been carried out by the Head of Centre
 - statements from all candidates involved in the suspected malpractice, giving their account of events in their own words
 - evidence of any unauthorised material found in a candidate's possession e.g. a photograph of the unauthorised material
 - seating plans
 - any additional evidence or information that is relevant.
- Provide all statements in English. If the level of English of the person writing the statement would undermine their ability to produce a fair statement, we may accept statements in other languages,

as long as a translation is provided. If you do not provide a translation with the statement we may not be able to accept the evidence.

- NEW** We take all reports of suspected malpractice seriously. We will acknowledge reports in writing. In our response we will either:
 - confirm no further action
 - issue guidance
 - open a suspected malpractice investigation.

Important information



If malpractice in centre-based assessments, including coursework, is discovered before you submit internally assessed marks, you should resolve the matter internally and may exercise discretion as to whether or not to enter the candidate(s) concerned.

5.6.4 Suspected malpractice investigations

- When we open a suspected malpractice case, we will write to you with the details, including actions and instructions that your centre must complete and confirm. We will try to find all relevant facts and circumstances of the case to help us decide whether malpractice has happened or not.
- You must complete all actions and cooperate with all instructions in the timescales specified.
- We oversee all investigations. We expect the Head of Centre to personally supervise and collect information on our behalf.
- Failure to take action or cooperate in suspected malpractice investigations as required by us is malpractice in itself.
- We reserve the right to withhold results while investigations are ongoing. We will notify you if we do this.
- We reserve the right to deal directly with the candidate or the candidate's representative. In these cases, we will notify the Head of Centre.
- During our investigation further concerns may be identified. In these instances, we may extend the scope of our investigation as needed.
- We may send representatives to your centre to conduct an investigation.
- Malpractice cases are confidential between the individual centre, the individuals involved and us.
- Correspondence about suspected malpractice is confidential between the centre and us.

- (k) The Head of Centre can share concerns and/or requests for information with the candidate(s) involved and their parents/guardians/carers.
- (l) If the Head of Centre is implicated in the suspected malpractice we may, at our discretion, ask someone else to collect information, for example, the chair of governors or director of education.

5.6.5 **NEW** Rights of individuals suspected of malpractice

The Head of Centre, preferably in writing, must make any individual suspected of malpractice aware of this as soon as possible.

We may instruct the Head of Centre to share relevant evidence with the individual.

Any individual suspected of malpractice must:

- be told what it is they are accused of
- be given the opportunity to submit a written statement
- be made aware of the possible consequences if malpractice has occurred
- be informed of our appeals procedure.

5.6.6 Making a decision

- (a) We will consider all available information and use the balance of probabilities to reach a decision on whether the suspected malpractice has occurred or not.
- (b) At our discretion we may consider mitigating factors supported by appropriate evidence.
- (c) As we make no assumptions on intended actions, decisions are only based on the information presented.

5.6.7 Outcomes

- (a) All outcomes will be justifiable and reasonable in scale.
- (b) Outcomes we may apply include:
- no further action
 - issue a warning to candidate(s) and/or the centre
 - deduct marks or award no marks for a component
 - disqualify candidates from the subject in which the malpractice took place (in serious cases the disqualification may extend to all subjects taken in the series)
 - ban a candidate from entering our exams for up to five years
 - ban members of staff from any involvement in administering our exams for a specified period of time

- suspend your centre's eligibility to make entries for specific exams
 - remove your centre status.
- (c) We reserve the right to apply outcomes not listed above.
- (d) In some cases where it is clear that the integrity of the exam or assessment has been threatened but we cannot determine the individuals responsible for malpractice, we may decide not to accept the work submitted for assessment and/or issue the relevant results.
- (e) We will inform the Head of Centre in writing after an outcome is reached.
- (f) When the Head of Centre has received our outcome it is at their discretion whether they take further action with their candidate(s) and/or staff.
- (g) Some outcomes will mean that components are not eligible for enquiries about results requests. We will confirm this in our outcome letter.
- (h) We will endeavour to make sure that candidates are neither advantaged nor disadvantaged as a consequence of centre staff malpractice. In some cases we may not be able to issue results.

5.6.8 Communicating outcomes to members of staff and candidates

The Head of Centre must communicate any outcome(s) to the individuals concerned. The Head of Centre is also responsible for informing them that we may share information as described under section 5.6.9.

5.6.9 Exchanging information with other awarding bodies and authorities

Where serious malpractice may affect the integrity of the assessments of other awarding bodies we may exchange information with them or connected regulatory bodies.

In cases of serious centre staff malpractice we reserve the right to share information with professional bodies.

We reserve the right to inform the appropriate police authorities where criminal activity is suspected. For example, cases involving theft, impersonation or falsification of documents.

5.6.10 Appeals

To appeal against a decision made by us in malpractice cases, please refer to the section of this handbook called 'Appeals Regulations and Guidance'.

5.6.11 Allegations

If a report of alleged malpractice is received we will review any available information provided. This may lead to a suspected malpractice investigation.

Where requested, we will not disclose the identity of individuals making an allegation, unless we are legally obliged to do so. We recognise that individuals making an allegation may be identifiable due to the nature or circumstance of the disclosure. We will try to limit the risk of this where possible if we pursue an investigation.

Extra guidance



Further information on making an allegation is available at www.cambridgeinternational.org/whistleblowing

5.7 Special instructions for particular exams

This section details regulations that relate to specific subject or qualification types. You should also check the specific syllabus for details of arrangements that could add to or overwrite these regulations.

5.7.1 Science practical exams

5.7.1.1 Confidential instructions

Requirements for practical exams are given in syllabus-specific confidential instructions. We send these instructions several weeks before exams begin. You must regard them as confidential and they are intended only for the member of staff in charge of the laboratory, the supervisor, to carry out proper preparations before the exam session. Under no circumstances must any information in the instructions reach candidates. You must keep confidential instructions under secure conditions at all times, and the Head of Centre is responsible for making sure that the contents remain confidential. Under no circumstances must you discuss the instructions with any other centre.

If there are any enquiries about the confidential instructions you must forward them to us or to the Cambridge Associate. Do not, under any circumstances, open any question paper packets before the exam.

5.7.1.2 Materials

In addition to apparatus and materials obtained from local sources, we may supply some materials or, by special arrangement with us, you may obtain them from particular firms. Materials we supply will be clearly labelled and we will give directions for their issue in syllabus-specific confidential instructions. You must check materials and specimens we provide against the despatch list as soon as they arrive. Report any discrepancies immediately.

Open the packets containing perishable specimens (for example, enzymes for biological practical experiments) as soon as they arrive and keep them in a refrigerator that is not accessible to unauthorised people.

The Head of Centre, along with the supervisor, is responsible for the safe and confidential handling of all materials until they are used in the exam. No information about these materials must reach candidates.

After the exam, you must return all microscope slides to us, unless otherwise stated. In some cases we may allow you to keep materials and pay replacement costs, using the form enclosed with the materials. Unless stated otherwise in the confidential instructions to supervisors, we may charge you for the cost of materials not returned in good condition.

5.7.1.3 Seating arrangements

When seated in a practical exam, candidates should ideally be spaced in the same way as they would be for a written exam, with the minimum distance in all directions from the centre of one candidate's chair to the centre of another's being 1.25 metres. If the space allows for a greater distance between candidates then this is recommended. We recognise, however, that in some science laboratories this minimum distance may not be possible. Where it is not, candidates must, at the very least, be spaced sufficiently far apart to prevent them seeing, intentionally or otherwise, the work of others.

5.7.1.4 Large numbers of candidates

If more candidates are entered for a practical test than can be accommodated at one time, you may divide candidates into two groups or more if necessary. Both groups must take the test on the same day, with the minimum possible delay between sessions. You must make careful arrangements to keep the groups apart until all candidates have taken the test, and must maintain the security of the exam at all times. You must notify us before any such arrangement. See section 1.2.4.

You must make sure that no prior knowledge of the test is gained by candidates waiting to take the tests, either from other candidates, the supervisor, invigilators, other centre staff, candidates from other centres who have taken the test or any other means of communication.

You must supervise all candidates until the Key Time. Candidates may be taking the exam or they may be under Full Centre Supervision, before or after taking the exam. If you have divided the candidates into two groups you can schedule the exam so that one group finishes at (or close to) the Key Time, and the other group starts at (or close to) the Key Time. This will make sure that the amount of time candidates spend under supervision is kept to a minimum.

In some countries, scheduling the two groups in this way may cause a morning practical exam to overlap with the afternoon exam session. In such cases you should:

- arrange the groups of candidates so that the sittings do not overlap
- timetable the practical exam so that the changeover between the two groups is earlier than the Key Time (you will need to supervise the first group of candidates after their practical exam)

- delay the start of the written exam (provided that all candidates are under Full Centre Supervision at the Key Time).

If equipment is limited, the invigilator, in consultation with the supervisor, may make arrangements for some candidates to begin their work with one question, and some candidates with another question. You should move candidates around after a certain amount of time, appropriate to the exam.

If there are more candidates than can be accommodated in two groups, contact us well before the exam to discuss arrangements.

5.7.1.5 Invigilation

In all practical exams, invigilators must take special care to prevent communication between candidates, especially where the arrangements require candidates to move, from time to time, from one part of the laboratory or exam room to another.

One invigilator must be present for every 20 candidates and at least two invigilators must be present in each laboratory where an exam is being conducted. The supervisor who set up the exam must be present in the exam room at the start of the exam. They should also be available throughout the practical exam to deal with technical difficulties that may arise, including matters of safety, and to assist with invigilation. Ideally one of the invigilators should be a specialist in the subject being examined; this may be the supervisor who was responsible for setting up the practical exam.

Where the supervisor is expected to perform the experiments from the question paper during the exam, they should do this in a separate room out of sight of the candidates. You must provide adequate invigilation while the supervisor carries out the experiments. You must also make sure that one of the invigilators who is left with the candidates is qualified to deal with technical difficulties that may arise in the supervisor's absence, including matters of safety.

If the supervisor has been involved in preparing any of the candidates for the exam then another invigilator must be present at all times. You must carry out all invigilation in accordance with the regulations in this handbook.

Where the practical exam requires a changeover of candidates between one set of apparatus and another, the supervisor must reset the equipment back to its original state each time, unless directed otherwise by the confidential instructions. The time it takes to make this changeover is in addition to the time given for the exam. Invigilators must make sure that candidates do not communicate with each other during the changeover period.

The supervisor and any invigilators should consult the syllabus-specific instructions and must include with the answer scripts any information we require, for example, the report form, attached to the question paper or instructions.

If the supervisor experiences any issues during the practical that disadvantage the candidates, for example, the equipment is faulty, they should record it in their supervisor's report and talk to the exams officer about submitting an application for special consideration.

5.7.2 Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level listening exams

We will supply the recorded material for the listening exams, which you may keep after the exam. We strongly advise you to hold the listening exam in a room that is suitable for up to 30 candidates. If you have equipment that is very powerful, you may accommodate more candidates without special permission, but we will not consider applications for special consideration on the grounds of inaudibility. Headphones can be used by candidates if the centre chooses to conduct the test in a language laboratory. However, candidates are not permitted to control the recording. A member of staff must control the recording at all times, and follow the instructions provided on the recording. An invigilator should listen to the recording while it is played.

For the following components candidates must control the recording and they require personal listening facilities, for example, CD players with headphones:

- Cambridge International AS & A Level Music (9703/01)
- Cambridge International AS Level Music (8663/01).

5.7.2.1 Checking recorded material

- As soon as you receive the CD, you must listen to a small section to check for sound quality. For listening exams where the recording is controlled centrally, each CD must be checked in this way. For listening exams where candidates have individual control of the recording, a number of the CDs should be randomly checked in this way.
- You must check the acoustics and sound quality of the exam material at the appropriate volume in the exam room one working day before the exam. You may consider reducing echoes in the room by using curtains or carpets. This check must not affect the security of the exam. Check candidates with individual listening facilities can hear clearly.
- When conducting the above checks do not listen to the test material in full or remove it from the centre. After each check you must return the material to secure storage.

5.7.2.2 Conducting listening exams

Ideally, a member of staff who speaks the language of the listening exam should be present to deal with any technical difficulties. If this teacher prepared the candidates for the subject under examination, they must not be the sole invigilator.

The invigilator must not stop the CD once started, except in the case of an emergency. Noise from outside the exam room does not constitute a serious emergency. The invigilator should warn candidates of this before the exam begins.

If the exam is stopped because of an emergency, the invigilator should restart the CD at exactly the same place once they have dealt with the emergency. The invigilator must include a report with the candidates' scripts, indicating at which point in the exam the interruption took place, the nature of the incident and the length of the interruption. If there is good reason to doubt whether all candidates heard certain items, the invigilator must identify these items in the report and give the reason for doubt.

Contact us if equipment fails during the exam.

5.7.2.3 Large numbers of candidates

If more candidates are entered for a listening exam than can be accommodated at one time, you may divide the candidates into two groups. Both groups must take the exam on the same day, with the minimum possible delay between the sessions. You must make careful arrangements to keep the groups apart until all candidates have finished the exam, and must maintain security at all times. You must notify us before making any such arrangements. See section 1.2.4.

All candidates must be under supervision until the Key Time. Candidates may be taking the exam or they may be under Full Centre Supervision, before or after taking the exam. If you have divided the candidates into two groups you can schedule the exam so that one group finishes the exam at (or close to) the Key Time, and the other group starts the exam at (or close to) the Key Time. This will keep the amount of time that candidates spend under Full Centre Supervision to a minimum.

In some countries, scheduling the two groups in this way may cause a morning exam to overlap with the afternoon exam session. In such cases you may use one or more of the following measures to make sure that no candidate needs to be in two exams at the same time:

- Arrange the two groups of candidates so that those who also have an afternoon exam take the exam first.
- Arrange the time of the exam so that the changeover between the two groups is earlier than the Key Time (which will require you to supervise the first group of candidates after their exam).

- Delay the start of the afternoon exam (provided that all of the candidates are under Full Centre Supervision at the Key Time).

In other countries, scheduling the two groups in this way may cause an afternoon exam to overlap with the morning exam session. In such cases, you may use one or more of the following measures to make sure that no candidate needs to be in two exams at the same time:

- Arrange the two groups of candidates so that those who also have a morning exam take the exam last.
- Arrange the time of the exam so that the changeover between the two groups is later than the Key Time (which will require you to supervise the second group of candidates before their exam).
- Make the start of the morning exam earlier (provided that all of the candidates are under Full Centre Supervision at the Key Time).

If the number of candidates is larger than can be accommodated in two groups, contact us well before the exam to discuss the arrangements.

5.7.3 Cambridge IGCSE 'open book' literature components

Candidates should take their set texts into the exam room for the following components:

- Cambridge IGCSE English Literature (0486 and (9–1) 0992) Paper 3
- Cambridge IGCSE Spanish Literature (0488) Paper 1.

Invigilators must check to make sure candidates use original published books only, not photocopies from books, unless you have received agreement from our Compliance team. Invigilators must also make sure that candidates' texts do not contain notes, underlining, highlighting or any other annotations or additions made by the candidate. Invigilators must report all breaches of this regulation to us.

5.7.4 Cambridge ICT and IT practical tests

This section applies to practical tests in the following syllabuses:

- Cambridge IGCSE ICT (0417)
- Cambridge International AS & A Level Information Technology (9626).

5.7.4.1 Timetabling

You will be given a one-day window to conduct these practical tests. The final timetable specifies the date.

Wherever possible, candidates should sit their assessment at the same time. If more than one session is needed to accommodate all candidates, these sessions should follow on from each other within the same day. If more than one session is needed, you must apply for a timetable deviation by following the instructions in section 1.2.3.

Candidates in split sessions should have no contact with each other. Candidates from the first session will need to be under Full Centre Supervision until the last group start their exam. Your supervision arrangements must also follow the regulations set out in section 1.2.3.1.2, including supervision of candidates overnight if applicable.

You need to consider the time needed to set up the system and allow for contingency planning.

5.7.4.2 Administrative instructions

The instructions on conducting the tests are sent out in the *Cambridge Exams Officer eNewsletter* and uploaded to CIE Direct, in February for the June series and in September for the November series. They detail the administrative tasks you must carry out before, during and after the tests.

These tasks include:

- preparing for the tests
- submitting candidates' work for marking
- handling any technical problems that occur during the test.

It is essential that you read, understand and follow these instructions. If you do not have a copy of the instructions please email info@cambridgeinternational.org

Before the exam, you must check the date and time settings on all your computers are correct.

A Cambridge Associates should pass these instructions on to their Associate Centres as relevant.

5.7.4.3 Supervisor

A suitably experienced supervisor, who may be the candidates' tutor, is responsible for administering the practical tests. The supervisor is responsible for the preparation of the hardware and software for the tests.

5.7.4.4 Invigilation

One invigilator must be present for every 20 candidates and at least two invigilators must be present when a test is being conducted, even if you have fewer than 20 candidates sitting the test. It is essential that a suitably experienced invigilator, preferably the supervisor, is present in the test room to deal with any technical difficulties. If the supervisor has been involved in the preparation of any of the candidates for the test, then an additional invigilator must be present at all times. It is up to you to appoint suitable personnel, but the availability of an extra technician in addition to the invigilators and supervisor is encouraged. You must carry out all invigilation in accordance with the regulations detailed in this handbook and in the specific instructions that we send out to centres.

Important information



Any system errors or issues must be reported in the Supervisor Report Folder (SRF).

5.7.4.5 Candidate access to equipment during the test

Candidates must use the centre's equipment to complete the tests.

Candidates must not have access during the test to their own electronic files, personal notes, pre-prepared templates or other files. Candidates are not allowed to refer to textbooks or centre-prepared manuals. During the practical test candidates can use English or simple translation dictionaries, spell checkers, software help facilities and manufacturer manuals on the software packages. Candidates may use software wizards provided by the original software supplier. Supervisors/invigilators must not give any other help to the candidates during the test, unless there is an equipment failure or malfunction. The supervisor must record any assistance during the test on the Supervisor's Report Form and must submit the form with the candidate's work.

5.7.4.6 Security issues

Candidates must not communicate with each other in any way and you must make sure candidates' files are secure. The use of a shared folder on a centre's network to store the source files is not permitted. You must use individual password-protected folders for each candidate for each practical exam. Access to the folder should be given to each candidate at the start of the exam and removed at the end of the exam. Candidates must not have access to portable storage media, for example, memory sticks. Invigilators must be vigilant throughout the test. Candidates must be under the same conditions as detailed in sections 5.1 and 5.2 of this handbook.

You must treat all assessment material as confidential and must only issue it at the time of the test. For Cambridge IGCSE ICT (0417) and Cambridge International AS & A Level Information Technology (9626), candidates must not have access to the internet and email during the practical test.

You must keep secure all work stored on a network or hard disk.

You must make sure that:

- candidates do not have access to test material, except during their test
- at the end of each session the invigilator collects all assessment material (including candidate-dated

practical test papers and candidates' completed work). See the instructions for 'Conducting Cambridge International AS & A Level Information Technology (9626) practical tests' published in the *Cambridge Exams Officer eNewsletter*

- for Cambridge International AS & A Level Information Technology (9626), candidates' work is submitted through Secure Exchange
- you destroy all draft copies and rough work that is not being submitted for marking
- spare copies of the test paper are kept under secure conditions until the date specified in the instructions we send in the *Cambridge Exams Officer eNewsletter*.

Candidates must not keep any printouts produced during the test, or any electronic files that form part of the test or have been produced during the test. Candidates must date their test paper before submitting it with the rest of their work.

5.7.4.7 Software packages

The practical sections of these syllabuses can be completed using any software packages that allow candidates to demonstrate all skills listed in the relevant sections of each syllabus.

5.7.5 Cambridge International AS & A Level Media Studies

- (a) You must spot-check the DVD extract as soon as you receive it.
- (b) You must spot-check the sound and visual quality of the test material in the exam room one working day before the exam. This check must not affect the security of the exam.
- (c) When conducting the above checks, do not view the test material in full or remove it from the centre. After each check you must return the material to secure storage.

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Key dates

1. Preparation

2. Entries

3. Teacher assessment

4. Before the exam

5. Exam day

6. Results and certificates

6.1 Provisional results

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

We release results online through  CIE Direct and follow them up with a provisional results despatch.

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. We confirm the final results at a later date by issuing certificates.

A Cambridge Associates are responsible for passing results, statements of results and other associated material on to their Associate Centres.

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*.

June series (all qualifications)

Results available online: 13 August 2019
Provisional results despatch: late August 2019

November series (Cambridge International AS & A Level)

Results available online: January 2020 (the exact date will be confirmed in the *Cambridge Exams Officer eNewsletter*)
Provisional results despatch: mid to late January 2020

November series (all other qualifications)

Results available online: mid January 2020
Provisional results despatch: late January 2020

6.1.1 Online results

You can access your results from the  CIE Direct homepage and from the 'Administer Exams' dashboard. Online results are available in the following formats:

- provisional results information for every candidate (PDF)
- provisional results for your centre in broadsheet format (PDF)
- provisional results for your centre in broadsheet format (Excel).

6.1.2 Candidate Results Service

CandidateResults 

Enter your login details to access your results:

Username: (as provided by your centre)

Password:

If you are having difficulty logging in, please contact your Centre.

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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. Guidance on how to give your candidates access to their results is available at www.cambridgeinternational.org/results

NEW You can generate login details once the previous series has closed. This will be at the following times for each series:

- June series – late March
- November series – early October.

6.1.3 Provisional results despatch

We send this despatch by courier unless instructed otherwise. We do not email or fax results to you or anybody else. **A** Associate Centres will receive their results according to their local arrangements.

When you receive your despatch check that you have all the documents listed below, in particular statements of results for all candidates, including private candidates.

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.

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.

Regulations



- You are responsible for giving all your candidates, including private candidates, their statements of results as soon as the statements arrive.
- 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.
- The statement of results is and remains our property and is issued on the following conditions:
 - Any alteration to or defacement of a statement of results makes it invalid.
 - The statement of results must be returned to us if we ask for it.

Regulations (continued)



- When the statements of results arrive, you must check centre and candidate details on them, including the spelling of names and dates of birth. As statements of results are a record of the exam, you must let us know immediately about any errors on them so we can make the amendments before we issue your certificates. Notify us using *Results and Certificates – Form 12*. **A** Associate Centres must notify their Cambridge Associate of any errors on statements of results.
- Contact us or your Cambridge Associate immediately if:
 - any of your statements of results have been altered or damaged
 - you are missing any statements of results.
- We do not usually provide candidates with their results directly. However, we may inform candidates of their results in extreme circumstances, subject to identity checks.

Administrative forms



Form available from www.cambridgeinternational.org/forms

- Replacement Statement of Results/Certificate Application: Results and Certificates – Form 12

Important dates



Submit any centre or candidate detail amendments to provisional results information by the following dates:

- June series: 20 September 2019
- November series: 26 February 2020

The fees are in our fees list, which is available from the 'My Messages' section of  CIE Direct.

Results by syllabus, option and component: for teachers

This document shows all your results and component grades by syllabus, option and component. We give component grades to teaching staff in confidence so they can compare a candidate's standard across different parts of an exam. 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 are sharing this information in confidence and that it should not be made public. If a university requires component grades you can provide them in confidence.

Results broadsheet: for teachers

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 teachers

We provide a summary of moderation adjustments for every internally assessed component. The summary shows any adjustments we made 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 teachers

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.

6.1.4 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 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:

- results for the whole centre
- broadsheet only
- syllabus component report.

Important dates



We need to receive requests for extra sets of results by:

- June series: 25 July 2019
- November series: 20 December 2019

6.1.5 Syllabus grades on provisional results documents

We report syllabus grades on provisional results documents as detailed in the tables on the following pages. 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 syllabus grade.

'NO RESULT' or 'X' means one of the following:

- We were notified that the candidate was absent or withdrawn from one or more components of the syllabus. The candidate is therefore not eligible for the award of a grade.
- We were not notified that the candidate was absent or withdrawn and there is no record of their mark in one or more components of the syllabus. The candidate is therefore not eligible for the award of a grade.
- We disqualified the candidate. Where this is the case we will have contacted the centre separately explaining the reasons for the disqualification.

'PENDING' or 'Q' means that a result cannot be issued at present but will follow in due course.

6.1.6 Grade changes after results release

If a candidate's grade changes after results are released and the change is not because of an enquiry about results, we will not automatically update the following documents:

- provisional results information for every candidate (PDF)
- provisional results for your centre in broadsheet format (PDF)
- provisional results for your centre in broadsheet format (Excel).

If you need updated versions, email your request to info@cambridgeinternational.org confirming which documents you need and for which syllabus and series.

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' or 'Y' to show that the result will be awarded in a subsequent series. • For some Cambridge IGCSE syllabuses we report separate oral endorsement grades on a scale of 1(ONE) to 5(FIVE), 1(ONE) being the highest and 5(FIVE) the lowest. • Candidates who do not reach the standard required for grade 5(FIVE) will have nothing reported on the statements of results.
NEW Cambridge IGCSE (9–1)	<ul style="list-style-type: none"> • 9(NINE), 8(EIGHT), 7(SEVEN), 6(SIX), 5(FIVE), 4(FOUR), 3(THREE), 2(TWO) or 1(ONE). 9(NINE) is the highest grade and 1(ONE) the lowest. • 'UNGRADED' shows that the candidate did not reach the standard required for Grade 1(ONE).
NEW Cambridge IGCSE (9–1) First Language English (0990)	<ul style="list-style-type: none"> • For Cambridge IGCSE First Language English Speaking and Listening (0990/05, 06), we report separate oral endorsement grades as Distinction, Merit or Pass, Distinction being the highest and Pass being the lowest. They are reported as follows on statements of results: <ul style="list-style-type: none"> – with Distinction in Speaking and Listening – with Merit in Speaking and Listening – with Pass in Speaking and Listening. • Candidates who do not reach the standard required for 'Pass' will have 'Unclassified' reported on their statements of results.
Cambridge ICE group award	<ul style="list-style-type: none"> • Cambridge ICE statements of results are issued to candidates who have entered for Cambridge ICE. • Distinction, Merit and Pass are awarded to candidates who meet the requirements of Cambridge ICE. • The statement of results shows the Cambridge ICE outcome and the individual syllabus results for Cambridge IGCSE and Cambridge O Level syllabuses. • Only individual syllabus results for the final series are reported on statements of results. Therefore if a candidate is taking Cambridge ICE over more than one series, not all of the counting syllabuses used to determine the Cambridge ICE award are reported on the statement of results. • 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 (referred to as GCE O Level on statements of results)	<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 reported 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 report of the speaking test on their statement of results or certificate.

Qualification	Grade reporting
Cambridge International AS Level (referred to as GCE AS Level on statements of results)	<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 (referred to as GCE A Level on statements of results)	<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 syllabuses, 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.
Cambridge International AS & 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 reported 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 report of the speaking test on their statement of results or certificate.
Cambridge AICE Diploma group award	<ul style="list-style-type: none"> • Cambridge AICE Diploma statements of results are issued to candidates who have entered for the Cambridge AICE Diploma. • Distinction, Merit or Pass will be awarded to candidates who meet the requirements of the Cambridge AICE Diploma. An aggregate of the total points scored will also be shown. • Distinction is awarded if a candidate achieves a point score of 320–360 points. • Merit is awarded if a candidate achieves a point score of 220–319 points. • Pass is awarded if a candidate achieves a point score of 120–219 points. • To determine the award, each potential counting syllabus is allocated points according to the grade achieved. • Where a candidate has more than the required number of counting syllabuses, the syllabuses which have been used to determine the Cambridge AICE Diploma award are shown with an asterisk (*). • Only individual syllabus results for the final series are reported on statements of results. Therefore if a candidate is taking the Cambridge AICE Diploma over more than one series, not all of the counting syllabuses used to determine the Cambridge AICE Diploma are shown on the statement of results. • 'No Award' shows that the candidate failed to reach the standard required for the Cambridge AICE Diploma. An aggregate of the total points scored is not shown. • The candidate will also receive a certificate showing the grades achieved in Cambridge International AS & A Level syllabuses. • You will find details of the award rules for the Cambridge AICE Diploma in the <i>Cambridge Guide to Making Entries</i>.

Key dates

1. Preparation

2. Entries

3. Teacher assessment

4. Before the exam

5. Exam day

6. Results and certificates

Qualification	Grade reporting
Cambridge Pre-U Level 3 Global Perspectives & Research (GPR)	<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).

Important information



NEW From 2019 we are extending the availability of our 9–1 graded Cambridge IGCSEs to all centres in administrative zone 3.

Important information



NEW Once you have made an entry for either Cambridge IGCSEs graded A*–G or Cambridge IGCSEs graded 9–1, you will not be able to move to the other grading scale once the entries deadline has passed. If you accidentally make an entry for an A*–G syllabus you must withdraw the entry, and re-enter the candidate for the corresponding 9–1 syllabus. You must do this before the entries deadline. The same applies for accidental entries for any 9–1 syllabuses.

6.2 Priority results information

We know many students have deadlines for submitting results to educational institutions around the world, which are often very close to our results release dates. Candidates can ask us to send a priority statement of provisional results directly to their chosen educational institutions or employers on the day results are released. These results will arrive on the same day or shortly after results release.

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

6.2.1 Applying for priority results information

To apply, the candidate or the centre where the candidate took the exam(s) must complete and return *Results and Certificates – Form 9* by the dates shown below.

Please send the correct payment and appropriate identification with the form. The fees are shown in our fees list, which you can access from the 'My Messages' section of  CIE Direct.

Administrative forms

Form available from
www.cambridgeinternational.org/forms

- Priority Results Information: Results and Certificates – Form 9

Regulations

- Centre authorisation is not required if we are sending the statement directly to a school or university. However, if the candidate wants a copy of their results to be sent to an alternative address we need a letter of authorisation from the centre on headed paper along with the completed form.
- We will not automatically send a copy of the provisional statement to the candidate as they will receive their results via the centre. If the candidate wants a provisional statement of results to be sent to their home address, they must submit written authorisation from their centre with their completed form.
- 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 of the third party.

Important dates

We must receive all applications for priority results information by:

- June series: 25 July 2019
- November series: 19 December 2019

We can accept late requests for this service until results are published. However, for late requests, we cannot guarantee the statement of results will be despatched on the day results are published.

6.3 Enquiries about results

We carry out extensive quality checks before we issue results. However, you can submit enquiries about results if you would like us to check the results for particular candidates.

We offer a range of enquiries about results services depending on the type of check you would like us to carry out.

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.

Chk You cannot submit enquiries about results for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint due to the diagnostic nature of the results we issue for these tests.

6.3.1 Enquiries about results services

The table below details the services available.

Service name	Details of service	Availability of service
Clerical re-check: Service 1	A re-check of all procedures leading to the issue of a result. This service checks that all parts of the script were marked; that the marks were totalled correctly; and that the marks were recorded correctly.	Available for externally assessed components.
Clerical re-check with copy of script: Service 1S	The same as 'Service 1' but you also receive a copy of the script.	Available for externally assessed components. Not available for Art & Design syllabuses.
Review of marking: Service 2	A review of the original marking to check that the agreed mark scheme was applied correctly. Also includes the re-checks detailed in Service 1.	Available for externally assessed components. Not available for multiple-choice question papers.
Review of marking with copy of script: Service 2S	The same as 'Service 2' but you also receive a copy of the script.	Available for externally assessed components. Not available for multiple-choice question papers or Art & Design syllabuses.
Re-moderation of internally assessed component with report: Service 5	A re-moderation of the centre's internally assessed component, and a report on the assessment of the candidates' work. If you have submitted a different enquiry for any of the candidates in the group we will complete that enquiry first before producing the report.	Available for internally assessed components. Not available for individual candidates. Can only be used for the whole cohort.

Service name	Details of service	Availability of service
Report on the work of a group of candidates: Service 9	<p>A report on the work of a group of no fewer than five and no more than 15 candidates for a given externally assessed component. The report is for the information of teachers only and does not involve any review of marking. The report is designed to give teachers a better understanding of their candidates' performance in a particular component. Reports produced cannot be used to inform decisions about retake entries.</p> <p>Once you order this service you cannot request any other service for the component for any candidates in the group. If you have submitted a different enquiry for any of the candidates within the group we will complete that enquiry first before producing the report. We will upload the report to CIE Direct within 28 days of completing any other enquiries concerning the candidates in the group.</p>	<p>Available for externally assessed components.</p> <p>Not available for multiple-choice question papers.</p> <p>Available for Cambridge IGCSE, Cambridge O Level, Cambridge International AS & A Level and Cambridge Pre-U.</p>

Group awards

Recalculation of Cambridge ICE or the Cambridge AICE Diploma	A recalculation to make sure the results for Cambridge ICE or the Cambridge AICE Diploma are correct. You must request this recalculation by email (info@cambridgeinternational.org) and not through CIE Direct .
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NO RESULT (X Grade) or PENDING (Q Grade)

We usually issue a 'NO RESULT' if the candidate appears not to have completed all the components of an assessment. 'PENDING' means that a result cannot be issued at present but will follow in due course.

We can provide an explanation of 'NO RESULT' or 'PENDING' outcomes without charge, if requested by the Head of Centre.

We will ask you to submit any documentary evidence that may suggest that our records are inaccurate with your request, for example, an attendance register or a coursework mark.

If we confirm that we are unable to issue a result for the candidate for the syllabus, we will provide:

- confirmation of the component(s) for which we had no mark
- confirmation of a previous notification of the reason why we cannot award a result, for example, that we did not receive documents, coursework marks or information to confirm that the candidate did or did not sit a particular exam.

Key dates

1. Preparation

2. Entries

3. Teacher assessment

4. Before the exam

5. Exam day

6. Results and certificates

6.3.2 How to submit an enquiry about results

Submit enquiries about results online through  CIE Direct. For detailed instructions, read our step-by-step guide and watch our video tutorial at www.cambridgeinternational.org/ear

To submit an enquiry for 'NO RESULT' or 'PENDING' outcomes, visit the 'Administer Exams' section of  CIE Direct and click on the 'Enquiries about results' tab. Click on the 'NO RESULT (X Grade)/PENDING (Q Grade)' tab and follow the same process for submitting an enquiry about results. We will email any further information to you.

A Associate Centres should submit enquiries about results to their Cambridge Associate through  CIE Direct. Cambridge Associates can then approve the enquiry and send it to us or reject the enquiry.

Important dates



The deadlines for submitting enquiries about results, including enquiries about 'NO RESULT' or 'PENDING' outcomes, are:

- June series: 20 September 2019
- November series: 26 February 2020

We cannot accept requests submitted after the deadlines because we start to dispose of candidate scripts shortly after these dates.

A It is good practice for Cambridge Associates to submit enquiries about results for all their Associate Centres before the closing date. This gives time to check the enquiry about results and resolve any issues with Associate Centres before the deadline. Cambridge Associates may set earlier deadlines for their Associate Centres.

Regulations



- (a) The Head of Centre must support all requests.
- (b) You do not need candidate consent to submit enquiries about results.
- (c) Enquiries must be submitted as soon as possible after we have issued results and before the deadlines.
- (d) We will not consider:
 - (i) any telephone requests for enquiries about results, including enquiries for 'NO RESULT' or 'PENDING' outcomes; enquiries about results must be submitted through  CIE Direct
 - (ii) some requests for enquiries about results involving components(s) where malpractice is confirmed. We will confirm this in your malpractice outcome letter.
 - (iii) any requests for enquiries about results from individual candidates or their parents/guardians/carers
 - (iv) any requests for enquiries about results for a component where we have calculated the component mark.
- (e) You can only submit enquiries at component level.
- (f) You can request different services for different candidates in the same syllabus.
- (g) You can request the same or different services for the same candidate in different syllabuses.
- (h) All the component enquiries you want us to review for a candidate within the same syllabus must be submitted at the same time. We cannot accept additional component enquiries for the same candidate and syllabus at a later date.
- (i) When requesting a clerical re-check or review of marking for externally assessed components for the same syllabus and candidate, you may only select one type of review or clerical re-check service. For example, you cannot request a Service 1S for one component and then a Service 2S for another component if they are components of the same syllabus.
- (j) In addition to enquiries for externally assessed components you may also submit a Service 5 enquiry for any internally assessed components of the same syllabus.

6.3.3 How long does it take to process enquiries?

We deal with enquiries in the order in which we receive them. We will communicate the outcome of your enquiry to you within 30 days of receiving it.

NEW We will start processing Service 9 reports once all other enquiries for candidates in the group for the relevant components have been completed. We cannot guarantee a date by which we will complete Service 9 reports. As a result, they cannot be used to inform decisions about retake exams.

For candidates wishing to retake in the next exam series, we cannot guarantee that we will issue the outcome of an enquiry in time to inform the candidate's preparation for the retake exam.

If a candidate's grade goes up as a result of an enquiry about results, and you have already entered them to retake the exam, we will refund the entry fee if you wish to withdraw them. Please email info@cambridgeinternational.org with details of your candidate and the syllabus you have entered them for. Once your refund is approved we will then withdraw the candidate and process your refund.

6.3.4 Outcomes of enquiries about results

Enquiries about results: Once the enquiry is received we will upload an acknowledgement letter to the 'Enquiries about results' section of [CIE Direct](#). We will email you when this letter is available. Please call Customer Services if it is not available within 48 hours of submitting the enquiry.

We will upload the outcome of your enquiry and any copies of scripts and reports to the 'Enquiries about results' section of [CIE Direct](#). We will email you when they are available.

'NO RESULT' and 'PENDING' enquiries: Once the enquiry is received we will acknowledge it or communicate an outcome to you by email within seven working days. Please be aware that the status of your submitted 'NO RESULT' or 'PENDING' enquiry will not update in the 'Enquiries about results' section of [CIE Direct](#).

Regulations



- (a) If an enquiry leads to a change in the candidate's mark for a component, the candidate's syllabus grade will either remain the same or go up.
- (b) Where an enquiry does not lead to a syllabus grade change, but does lead to a component grade change, we will not reissue any results documentation unless you ask us to by emailing info@cambridgeinternational.org
- (c) Where an enquiry leads to a reduction in a candidate's mark and that mark is carried forward to a subsequent series, we will use the reduced mark to calculate the candidate's grade in that series.
- (d) Where an enquiry leads to a change to a candidate's syllabus grade, we will:
 - (i) notify you in writing immediately
 - (ii) issue a revised statement of results
 - (iii) notify UCAS (the UK organisation through which applications are processed for entry to higher education), and any other universities that have requested a similar arrangement
 - (iv) provide formal written confirmation of the grade change to any other university or other institution at the request of the Head of Centre or Cambridge Associate
 - (v) not charge all or part of the fee. See section 6.3.5 for further details.
- (e) You must inform the candidate of the outcome.
- (f) 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. We will notify the Head of Centre/Cambridge Associate of the outcome.

6.3.4.1 Using photocopied scripts

For Services 1S and 2S, we upload copies of scripts to the 'Enquiries about results' section of [CIE Direct](#).

Regulations



Only teachers at your centre can have access to the copies of scripts we return. At their discretion, teachers can decide to return them to the relevant candidates. Scripts remain the property of Cambridge International. If teachers want to use the script as an example to other students they must ask for the candidate's permission. If they are unable to do this they must remove the candidate's name from the script before showing it to other students and make sure that the student cannot be identified.

6.3.5 Fees

- (a) We charge for enquiries about results. The fees for each service are in our fees list, which is available in the 'My Messages' section of [CIE Direct](#). We invoice the Head of Centre for any enquiries about results. We will begin invoicing 6–8 weeks after the deadline for submitting new enquiries.
- (b) We will not charge the fee if the enquiry leads to a change to the syllabus grade.
- (c) For Service 5 requests we will not charge the whole or part of the fee if a syllabus grade changes as a result of an enquiry.
- (d) We provide explanations for 'NO RESULT' and 'PENDING' outcomes free of charge.

6.3.6 Appeals

To appeal against the outcome of an enquiry about results, please refer to the section of this handbook called 'Appeals Regulations and Guidance'.

6.4 Certificates

A Cambridge certificate records and confirms a candidate's final results.

We issue certificates after the deadline for enquiries about results has passed to make sure all centres have the time to query their provisional results.

We send certificates to centres by courier. **A** We will send Associate Centres' certificates to their Cambridge Associate.

The name of the centre is not shown on certificates for private candidates.

Important dates



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

- June series: end of October 2019
- November series: end of March 2020

If an enquiry about results is still open when we despatch certificates, the candidate(s) involved will receive their certificates when the enquiry is closed.

Regulations



- (a) A certificate is and remains the property of the University of Cambridge Local Examinations Syndicate (UCLES) of which Cambridge Assessment International Education is a part. We issue certificates to confirm results subject to 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.
- (b) You must check your certificates carefully when they arrive and contact us immediately if any certificates are damaged or missing.
- (c) If any information on certificates needs to be changed, for example, the candidate's name is incorrect, follow the instructions in section 6.4.2.
- (d) You must store certificates in a secure place until they are distributed to candidates.
- (e) You are responsible for giving all your candidates, including private candidates, their certificates 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.

Regulations (continued)



- (f) **A** Cambridge Associates are responsible for sending certificates to their Associate Centres and for contacting us if any certificates are missing or incorrect.
- (g) You must keep unclaimed certificates in a safe place for at least 12 months from the date they are issued. After that period, you must return them to the address below with a list of the certificates you are returning. Keep a copy of this list. Do not destroy unclaimed certificates under any circumstances.
- Post Results Team
Results and Despatches
Cambridge Assessment International Education
The Triangle Building
Shaftesbury Road
Cambridge
CB2 8EA
United Kingdom
- (h) You must not reproduce Cambridge certificates in any form.

6.4.1 What is reported on certificates?

We report results in individual subjects using the grades detailed in the tables on the following pages.

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 report performances below the standard of grade G(g) on certificates. • Candidates awarded grades A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g) have reached standards at least equivalent to the same grades in the General Certificate of Secondary Education (GCSE). Candidates awarded A*(a*), A(a), B(b), C(c), D(d) or E(e) have reached standards at least equivalent to the same grades in the Cambridge O Level.
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 (ONE) to 5 (FIVE), 1 (ONE) being the highest and 5 (FIVE) the lowest.
NEW Cambridge IGCSE (9–1)	<ul style="list-style-type: none"> • 9(NINE), 8(EIGHT), 7(SEVEN), 6(SIX), 5(FIVE), 4(FOUR), 3(THREE), 2(TWO) or 1(ONE). 9(NINE) is the highest grade and 1(ONE) the lowest. • We do not report performances below the standard of grade 1 (ONE) on certificates.
NEW Cambridge IGCSE (9–1) First Language English (0990)	<ul style="list-style-type: none"> • For Cambridge IGCSE First Language English Speaking and Listening (0990/05/06), we report separate oral endorsement grades as Distinction, Merit or Pass, Distinction being the highest and Pass being the lowest. They are reported as follows: <ul style="list-style-type: none"> – with Distinction in Speaking and Listening – with Merit in Speaking and Listening – with Pass in Speaking and Listening. • We do not report performances below the standard required for 'Pass' on certificates.
Cambridge International Certificate of Education (Cambridge ICE)	<ul style="list-style-type: none"> • Distinction is awarded if a candidate achieves a grade A(a) or above in five syllabuses and grade C(c) or above in two further syllabuses. • Merit is awarded if a candidate achieves a grade C(c) or above in five syllabuses and grade F(f) or above in two further syllabuses. • Pass is awarded if a candidate achieves a grade G(g) or above in seven syllabuses. • 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 receive separate Cambridge IGCSE and Cambridge ICE certificates. • If a candidate achieves Cambridge ICE over two series they will receive a certificate for the individual syllabuses 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 (referred to as GCE O Level on certificates)	<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 report 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.

Qualification	Grades shown on certificate
Cambridge International AS Level (referred to as GCE AS Level on certificates)	<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 report performances below the standard of grade e(e) on certificates. • The text 'Advanced Subsidiary' before the grade awarded shows the level at which the grade was awarded for the syllabus. • One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.
Cambridge International A Level (referred to as GCE A Level on certificates)	<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 report 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 syllabus. • One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.
Cambridge AICE Diploma	<ul style="list-style-type: none"> • The Cambridge AICE Diploma certificate is issued to candidates. • Distinction, Merit or Pass will be awarded to candidates who meet the requirements of the Diploma. An aggregate of the total points scored will also be shown. • Distinction is awarded if a candidate achieves a point score of 320–360 points. • Merit is awarded if a candidate achieves a point score of 220–319 points. • Pass is awarded if a candidate achieves a point score of 120–219 points. • To determine the award, each potential counting syllabus is allocated points according to the grade achieved. • The candidate will also receive a certificate showing the grades achieved in Cambridge International AS & A Level syllabuses. • You will find details of the award rules for the Diploma in the Cambridge Guide to Making Entries.
Cambridge Pre-U Level 3 Global Perspectives & Research (GPR)	<ul style="list-style-type: none"> • One certificate is awarded for Cambridge Pre-U Level 3 GPR qualifications. • Distinction ONE (D1), Distinction TWO (D2), Distinction THREE (D3), Merit ONE (M1), 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 report performances below the standard of Pass THREE (P3) on certificates.

Key dates

1. Preparation

2. Entries

3. Teacher assessment

4. Before the exam

5. Exam day

6. Results and certificates

6.4.2 Incorrect details on certificates

You must check centre and candidate details, including the spelling of names and dates of birth on statements of entry and statements of results. You must tell us immediately about any errors before we issue certificates. When you receive your certificates, check centre and candidate details, including the spelling of names and dates of birth. To submit an amendment request, complete *Results and Certificates – Form 12* and return it to us with the incorrect certificate and the documents listed on the form. We can only make small changes to certificates, for example to candidate names, dates of birth or centre details.

A Associate Centres should tell their Cambridge Associate about any errors on certificates.

Important dates



We charge for replacement certificates after the following dates. We also charge a courier fee.

- June series: 26 September 2019
- November series: 26 February 2020

We will only replace certificates before the following dates. After these dates we will issue certifying statements.

- June series: 30 April 2021
- November series: 30 September 2021

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Replacement Statement of Results/Certificate Application: Results and Certificates – Form 12

6.4.3 Name changes

A certificate is a permanent record of achievement by the candidate. We issue certificates in the name of the candidate, as entered by you, at the time the award is made. We cannot provide replacement certificates to:

- reflect any changes that take place after the exam, for example a candidate changing their name because they get married or adopt a parent's name
- include part of a name that was not previously entered.

6.4.4 Combining grades on a single certificate

We issue a separate certificate each series. We cannot combine grades achieved in different series or at different centres onto one certificate. If candidates took assessments at two different centres they will get two

certificates each showing the grades they achieved at that particular centre.

We cannot delete any grades or syllabuses from a certificate.

6.4.5 Lost certificates

We will not replace certificates that have been lost. If a candidate loses their certificate they can apply for a certifying statement of results (see section 6.5). They can do this at any time after the original certificate has been issued.

6.4.6 Damaged certificates

At our discretion, we can replace candidates' damaged certificates as long as we have satisfactory proof of their identity. See the instructions and deadlines in section 6.4.2 to request a replacement certificate. You must return the damaged certificate before we can provide a replacement. We charge a fee per certificate and costs to send the certificate by courier.



6.4.7 Cambridge amendments

As a result of appeals or internal quality assurance we may need to issue amended statements of results or certificates. Although we will amend statements of results and certificates only in exceptional circumstances, we reserve the right to do this, at any time, and without liability to you or your candidates.

6.5 Certifying statements

A certifying statement is an official document issued by Cambridge International that shows the grades a candidate achieved in a particular series. It shows the grades as they appear on the certificate rather than the statement of results.

Certifying statements are fully endorsed by the Vice Chancellor of the University of Cambridge. Educational institutions and employers accept them as a legitimate record of results.

We can only send certifying statements for a particular series once the certificate for that series has been issued. Certifying statements show all grades, except for 'UNGRADED', 'NO RESULT', 'PENDING' or 'TO BE ISSUED' outcomes.

We produce a certifying statement for each series and for each qualification. If you need a certifying statement for a candidate who took different Cambridge qualifications in the same exam series, you need to apply for separate certifying statements for each qualification. If you need a certifying statement for a candidate who took the same Cambridge qualifications in different exam series, you need to apply for separate certifying statements for each series.

We can also issue a certifying statement to an educational institution or employer as proof of the applicant's results.

For security reasons, we cannot communicate results by telephone.

6.5.1 Applying for a certifying statement

Candidates can apply for a certifying statement directly at any time after certificates have been issued, or the centre can apply on their behalf. You can request several certifying statements at the same time.

There are two ways to apply:

- If you are paying by credit or debit card, you can apply online at www.cambridgeinternational.org/certstat
- If you are paying by cheque or invoice, use *Results and Certificates – Form 7* which you can download from www.cambridgeinternational.org/certstat

We will process requests within four weeks of receiving a correctly completed application.

6.5.2 Fees

We charge the following fees for certifying statements:

- a search fee for each certifying statement
- a fee for additional copies of the statement, for example if you want us to send the same statement to several addresses. You can request extra copies at the same time and they will be charged at a lower fee
- a despatch fee for each address if the statement is sent by courier or special delivery.

These fees are shown in our fees list, which you can access from the 'My Messages' section of [CIE Direct](#).

Please send your payment when you submit your application.

If we cannot trace a result for a particular candidate and series, we will refund the despatch fee and the cost of any extra copies, but we cannot refund the search fee.

Administrative forms



Form available from

www.cambridgeinternational.org/forms

Certifying Statement Application: Results and Certificates: Form 7

6.6 Verification of results

A third party, such as an employer or an educational institution, can ask us to verify the results of a particular candidate at any time. To do this, they must complete *Results and Certificates – Form 8* and return it with a copy of the certificate they want us to verify.

Our certificates have additional security features that can be checked using UV light, such as a replica of the Cambridge logo. If you have, or an institution has any concerns about the authenticity of a certificate, contact us immediately. We can give advice about initial authentication of the certificate at no cost.

We charge a fee per certificate per candidate to verify results. The fee is in our fees list, which is available from the 'My Messages' section of  CIE Direct.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Third Party Verification of Results Application: Results and Certificates – Form 8

6.7 University entrance

Universities and other institutions issue details of the conditions that apply to Cambridge exams for university entrance.

Enquiries about admissions must be addressed to the institution and not to us.

For details about the recognition of Cambridge exams by universities and institutions please see www.cambridgeinternational.org/recognition

6.8 Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint results

6.8.1 Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint diagnostic feedback and statements of achievement

This section prepares you for the release of Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint diagnostic feedback for English as a Second Language, English, Mathematics and Science. It sets out everything you need to know to make sure that your candidates get their results and that you can answer their questions.

Cambridge Primary Checkpoint tests are designed for use in the final year of primary education. The diagnostic feedback gives schools an international benchmark of learner performance to identify and address learning needs in English, English as a Second Language, Mathematics and Science. The tests are marked by Cambridge International.

Cambridge Lower Secondary Checkpoint tests are designed for learners who are beginning courses leading to Cambridge IGCSE or Cambridge O Level exams in English, English as a Second Language, Mathematics and Science. They are also marked by Cambridge International.

We issue diagnostic feedback and statements of achievement in PDF format through the 'My Messages' section of  CIE Direct and in hard copy.

 Cambridge Associates are responsible for sending diagnostic feedback to their Associate Centres according to their local arrangements.

You can issue the individual statements of achievement and reports to students to your candidates as soon as you receive them.

Extra guidance



For more information about Cambridge Primary and Cambridge Lower Secondary support sites see section 1.1.10. For guidance on how to use the diagnostic feedback reports, refer to the following documents:

- *Cambridge Primary Checkpoint: A Guide to Using the Reports* available from the Cambridge Primary website at <https://cambridgeprimary.cie.org.uk/checkpoint>
- *Cambridge Lower Secondary Checkpoint: A Guide to Using the Reports* available from the Cambridge Lower Secondary website at <https://cambridgesecondary1.cie.org.uk/checkpoint>

6.8.1.1 Electronic and hard-copy diagnostic feedback

We provide the following diagnostic feedback:

- centre report
- report on teaching group
- individual statements of achievement
- individual reports to students.

Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint end of series reports are provided electronically at a later date.

We send diagnostic feedback to centres through the 'My Messages' section of  CIE Direct and by courier. We do not email or fax results to you or anybody else.

 Associate Centres will receive their results according to their local arrangements.

To download your PDF (electronic copy) diagnostic feedback, go to the 'My Messages' section of  CIE Direct.

When you receive your feedback, check that you have all the documents listed above. In particular, check you have a statement of achievement and a report to student for each candidate. If you are missing any documents contact us immediately by emailing info@cambridgeinternational.org. You are responsible for giving your candidates their statements of achievement and reports.  If you work in an Associate Centre please contact your Cambridge Associate if you are missing any documents.

6.8.2 Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives results

We issue electronic results for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives in PDF format through the Online Learning Area. We also send individual candidate statements of achievement in hard copy.

We provide the following electronic results files:

- centre results information
- individual statements of achievement
- moderation report.

You can issue the individual statements of achievement to your candidates as soon as you receive them.

We report syllabus grades on the centre results information sheet as detailed in the table below.

'NO RESULT' or 'X' means one of the following:

- We were notified that the candidate was absent or withdrawn and there is no record of their mark. The candidate is therefore not eligible for the award of a grade.
- We were not notified that the candidate was absent or withdrawn and there is no record of their mark. The candidate is therefore not eligible for the award of a grade.
- We disqualified the candidate. Where this is the case, we will have contacted the centre separately explaining the reasons for the disqualification.

'PENDING' or 'Q' means that a result cannot be issued at present but will follow in due course.

Qualification	Grade reporting
Cambridge Primary Checkpoint Global Perspectives	Gold, Sil (Silver), Brz (Bronze) U (Ungraded) shows that the candidate failed to reach the standard required for grade Brz.
Cambridge Lower Secondary Checkpoint Global Perspectives	Gold, Sil (Silver), Brz (Bronze) U (Ungraded) shows that the candidate failed to reach the standard required for grade Brz.

Important dates

Chk Your Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint diagnostic feedback for English as a Second Language, English, Mathematics and Science will be available on the following dates:

May series:

- Electronic copy of diagnostic feedback available in the 'My Messages' section of  CIE Direct: 20 June 2019
- Hard-copy diagnostic feedback: sent by the end of June 2019

October series:

- Electronic copy of diagnostic feedback available in the 'My Messages' section of  CIE Direct: 12 December 2019
- Hard-copy diagnostic feedback: sent by the end of December 2019

Your **end of series reports** will be available to download from the Cambridge Primary and Lower Secondary support sites on the following dates:

- May series: early July 2019
- October series: late December 2019

We no longer send your end of series reports in hard copy.

Chk Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives results will be available on the following dates:

May series:

- Electronic results available in the Online Learning Area: 20 June 2019
- Hard-copy statements of achievement: sent by the end of June 2019

October series:

- Electronic results available in the Online Learning Area: 12 December 2019
- Hard-copy statements of achievement: sent by the end of December 2019

6.8.3 **Chk** Incorrect details on results

You must check centre and candidate details, including the spelling of names and dates of birth on statements of entry. You must tell us immediately about any errors before we issue results. Check centre and candidate details when you receive your results and if anything is incorrect, let us know as soon as possible by emailing info@cambridgeinternational.org. We can only make small changes, for example to candidate names, dates of birth or centre details. We upload electronic replacement statements of achievement to the 'My Messages' section of  CIE Direct or Online Learning Area free of charge.

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

Important dates

We charge for hard-copy replacement statements of achievement after the following dates. We also charge a courier fee.

- May 2019 series: 26 September 2019
- October 2019 series: 26 February 2020

6.8.4 **Chk** Name changes

We issue statements of achievement in the name of the candidate, as entered by you, at the time the statement is issued. We cannot provide replacement statements of achievement to:

- reflect any changes that take place after the test, for example a candidate changing their name because they get married or adopt a parent's name
- include part of a name that was not previously entered.

6.8.5 **Chk** Combining results on a single statement of achievement

We issue a separate statement of achievement each series. We cannot combine scores or grades achieved in different series onto one statement of achievement, or delete any scores or grades from a statement of achievement.

1 Introduction

1.1 Purpose

This guidance sets out the procedures for appealing against decisions made by Cambridge Assessment International Education (referred to as 'Cambridge International') in relation to its general qualifications (where certificates are issued). This includes Cambridge IGCSE, Cambridge O Level, Cambridge International AS & A Level and Cambridge Pre-U qualifications.

This guidance is for Cambridge International Centres and Cambridge Associates. **A** Cambridge Associates are responsible for submitting appeals on behalf of their Associate Centres. Private candidates may only make an appeal through the Cambridge International Centre or Cambridge Associate with which they are registered.

1.2 Scope

Cambridge International accepts appeals in relation to five kinds of decisions:

- 1 Outcomes of enquiries about results (see section 2 of this guidance)
- 2 Malpractice decisions (see section 3 of this guidance)
- 3 Access arrangement decisions (see section 4 of this guidance)
- 4 Special consideration decisions (see section 4 of this guidance)
- 5 Late arrival decisions (see section 4 of this guidance)

These matters can only be addressed through the appeals process. They cannot be handled through any other process, including our complaints process.

For concerns relating to other matters, contact Customer Services (info@cambridgeinternational.org).

1.3 About the appeals process

Centres can make appeals under the five circumstances described in section 1.2 as part of the services we provide. These appeals are not a judicial or quasi-judicial proceeding.

1.4 Further information

You can find more information in this handbook about:

- access arrangements (section 1.3 of the handbook)
- late arrivals (section 5.1.9 of this handbook)
- special consideration (section 5.5 of this handbook)
- malpractice (section 5.6 of this handbook)
- results and enquiries about results (sections 6.1 and 6.3 of this handbook).

Cambridge processes may differ from those of other exam boards. Read this material carefully to make sure that you make your appeal correctly.

If you have any questions contact us at info@cambridgeinternational.org or on +44 1223 553554.

Administrative forms



Forms available from the 'Support Materials' section of **A**CIE Direct:

- Application for an Appeal: Access Arrangements, Malpractice, Special Consideration and Late Arrivals: Appeals – Form 1
- Application for an Appeal Following an Enquiry About Results: Appeals – Form 2

2 Appeals against the outcome of enquiries about results

If you have an enquiry about results outcome and wish to appeal, you must follow the procedures outlined in this section. A two-stage appeals process is available.

If you do not follow these procedures, you may lose your opportunity to make an appeal.

The appeals process is not recourse to another opinion about the candidate's or candidates' work. It is a way to challenge Cambridge International if you believe we have not followed our procedures.

2.1 Making a Stage 1 appeal against the outcome of an enquiry about results

2.1.1 Who may make a Stage 1 appeal

All appeals must be made by the centre the candidate was registered with; we do not accept appeals directly from parents/guardians or candidates. **A** Associate Centres must make appeals through their Cambridge Associate.

Stage 1 appeals must be made in writing by the centre and signed and supported by the Head of Centre.

You may only submit a Stage 1 appeal on behalf of candidates who have already received an enquiry about results outcome. You may not make an appeal on behalf of a candidate who has received a copy of a script without receiving the outcome of an enquiry about results.

Example 1: You have submitted enquiries about results requests for two candidates, one of whom has already received an outcome. You may appeal on behalf of the candidate who has already received their outcome. You must wait until the second candidate has received their outcome to make a Stage 1 appeal. If you do not have the outcome for the second candidate by the appeal deadline and you wish to submit an appeal for the first candidate, you will need to submit two separate appeals in order to meet the deadline for each candidate.

Example 2: Your centre has submitted enquiries about results on behalf of some, but not all, of the candidates entered for a particular syllabus component. You can only appeal against the outcomes of those candidates for whom you have made enquiries about results; you may not include the other candidates. Unless a centre's entire cohort has been the subject of an enquiry about results, you may not make an appeal on behalf of the entire cohort, but only on behalf of those candidates for whom you submitted the enquiries about results requests.

2.1.2 How to make a Stage 1 appeal

To make a Stage 1 appeal you must show you have grounds for appeal. The grounds that we will consider are that either:

- 1 We did not use procedures which were consistent with the commitments made in our *Code of Practice*; or,
- 2 We did not apply our internal procedures properly and fairly in arriving at our judgements.

We will not consider appeals based on any other grounds. For example, the following are not sufficient on their own:

- 1 Disagreement with marking or moderation judgements made by markers and examiners, either originally or as part of an enquiry about results.
- 2 Disagreement with our judgements on thresholds at either a component or syllabus level.
- 3 Differences between candidates' results and their results in other assessments.

To make a Stage 1 appeal, complete *Appeals – Form 2* fully and accurately. The form is available from the 'Support Materials' section of [CIE Direct](#). You must fully explain the grounds for the appeal, otherwise it will be rejected.

Submit the form through the 'Enquiries about results' section of [CIE Direct](#) within the time frame in section 2.1.3 of this guidance. If you are unable to submit the form through [CIE Direct](#) you may email it to info@cambridgeinternational.org with 'Stage 1 Appeal

– EAR' in the subject line, within the time frame in section 2.1.3 of this guidance. Once you have submitted an appeal, all communication relating to the case must be in writing. We will not communicate with candidates or parents/guardians involved in the appeal.

2.1.3 When to make a Stage 1 appeal

You must make your Stage 1 appeal by submitting *Appeals – Form 2* within 28 days of the date when the outcome letter was uploaded to [CIE Direct](#). If the enquiry about results included a request for a copy of the script, the appeal must be submitted within 28 days of the date when the outcome letter was uploaded to [CIE Direct](#) or the date when the copy of the script was uploaded – whichever is later. We will not accept late appeal submissions.

You can make a Stage 1 appeal on behalf of multiple candidates, provided it is consistent with the requirements in section 2.1.1 of this guidance, and provided that the appeals concern the same syllabus and component for all candidates. The appeal must be within the 28-day deadline for each candidate. You do not need to submit appeals on behalf of all candidates at one time.

Example 1: You receive the outcome of an enquiry about results for one candidate, which is uploaded to [CIE Direct](#) on 1 January. You have until 29 January to make your Stage 1 appeal following the instructions in section 2.1.2 of this guidance.

Example 2: You have submitted enquiries about results, with return of copies of scripts, on behalf of five candidates for the same syllabus and component. The copies of the scripts are uploaded on 1, 2, 3, 4 and 5 January respectively. If you wish to submit a Stage 1 appeal on behalf of all five candidates in a single group, you would need to submit the appeal by 29 January – the deadline for the earliest outcome received. If you choose to submit the appeals separately, you must keep within the 28-day limit for each separate appeal.

Example 3: You have submitted enquiries about results, at different times, on behalf of five candidates for the same syllabus and component. The first outcome letter is uploaded on 1 January. By 29 January, only three of the outcome letters have been uploaded. If you wish to submit a Stage 1 appeal on behalf of the candidates, you would need to submit the appeal on behalf of the first three candidates by 29 January, the deadline for the earliest outcome received. You may then decide whether or not to submit appeals on behalf of the other two candidates separately.

2.1.4 Stage 1 appeal consideration

We will email you to acknowledge your appeal within three working days of receiving it. If you have not received an email within that time, please contact us to check we have received your appeal.

One or more members of Cambridge staff, none of whom were involved in the original decision, will review your appeal request and any relevant documentary evidence, and will consider whether we:

- 1 Used procedures which were consistent with our *Code of Practice*; and
- 2 Applied our internal procedures properly and fairly in arriving at our judgements.

We will notify you in writing within 21 days of receiving the appeal whether it was fully successful, partly successful or unsuccessful.

You must inform candidates and parents/guardians of the outcome of the appeal as soon as it is received.

2.2 Making a Stage 2 appeal against the outcome of enquiries about results

If the appeal is not fully successful at Stage 1, you may choose to proceed to Stage 2.

2.2.1 Who may make a Stage 2 appeal

Any centre may make a Stage 2 appeal on behalf of one of its candidates, provided the candidate has received an enquiry about results outcome and a Stage 1 appeal outcome. All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents, guardians or candidates.

A Associate Centres must make appeals through their Cambridge Associate.

Stage 2 appeals must be made in writing by the centre. Your Stage 2 appeal must be signed and supported by the Head of Centre.

Example: You made a Stage 1 appeal against the outcome of an enquiry about results for candidate A and have received an outcome. Candidate B had an enquiry about results outcome, but you did not make a Stage 1 appeal on their behalf. You may make a Stage 2 appeal on behalf of candidate A but not candidate B.

2.2.2 How to make a Stage 2 appeal

To make a Stage 2 appeal, complete *Appeals – Form 2* fully and accurately. The form is available from the 'Support Materials' section of [CIE Direct](#). The grounds for appeal are the same as for Stage 1. Appeals that do not relate to these grounds will be rejected.

In your request you must include all your arguments and any evidence you wish to provide. You may

submit evidence not submitted at Stage 1. For further information regarding the Stage 2 appeal process see section 5 of this guidance.

Email *Appeals – Form 2* to info@cambridgeinternational.org with 'Stage 2 Appeal' in the subject line and send a copy to cistage2appeals@cambridgeinternational.org within the time frame specified in section 2.2.3 of this guidance.

2.2.3 When to make a Stage 2 appeal

You must make your Stage 2 appeal within 14 days of the date of the Stage 1 outcome letter. We will not accept late appeal submissions.

You can make a Stage 2 appeal on behalf of multiple candidates provided it meets the requirements in sections 2.2.1 and 2.2.2 of this guidance. You must do so within 14 days of the date of each Stage 1 appeal outcome letter.

Example 1: You receive the outcome of a Stage 1 appeal, which is dated 1 January, for one candidate. You have until 15 January to make your Stage 2 appeal.

Example 2: You requested Stage 1 appeals on behalf of two groups of candidates for the same syllabus and component. The Stage 1 outcome letters are dated 1 January and 5 January. If you wish to submit a Stage 2 appeal on behalf of both groups together, you would need to submit the appeal by 15 January, the deadline for the earliest outcome received.

2.2.4 More information about Stage 2 appeals

Read more about the Stage 2 appeals process in section 5 of this guidance.

2.3 Fees

We charge a fee for each Stage 1 and Stage 2 appeal against the outcome of enquiries about results. The charge is per appeal, not per candidate. See the fees list in the 'My Messages' section of [CIE Direct](#) for details. If your appeal is upheld (successful), appeal fees will be waived.

3 Appeals against malpractice decisions

3.1 Making a Stage 1 appeal against a malpractice decision

3.1.1 Who may make a Stage 1 appeal

Stage 1 appeals must be made in writing by the centre and signed and supported by the Head of Centre.

All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents, guardians or candidates. **A** Associate Centres must make appeals through their Cambridge Associate.

3.1.2 How to make a Stage 1 appeal

To make a Stage 1 appeal, you must complete *Appeals – Form 1* fully and accurately. This form is available from the 'Support Materials' section of [CIE Direct](#). When making an appeal, you must explain your reasons for appealing against the decision and in particular provide any extra information or evidence that you want to be considered. The following reasons by themselves are not considered reasons for an appeal to succeed:

- 1 The individual did not mean to commit malpractice.
- 2 The individual has a good academic record.
- 3 The individual could lose a university place.
- 4 The individual regrets their actions.

Email *Appeals – Form 1* to

info@cambridgeinternational.org with 'Stage 1 Appeal – MALPRACTICE' in the subject line within the time frame specified in section 3.1.3 of this guidance.

Once you have submitted an appeal, all communication relating to the appeal process must be in writing. We will not communicate with candidates or parents/guardians involved in the appeal.

3.1.3 When to make a Stage 1 appeal

You must make your Stage 1 appeal within 28 days of the date of the letter informing you of the outcome of the malpractice investigation. We will not accept late appeal submissions.

Example: You receive a letter, dated 1 January, informing you of our decision regarding a malpractice case. You have until 29 January to make your Stage 1 appeal following the instructions in section 3.1.2 of this guidance.

3.1.4 Stage 1 appeal consideration

One or more members of Cambridge staff, none of whom were involved in the original decision, will review your appeal request, including any relevant evidence that you submit, and will consider whether we:

- 1 Used procedures which were consistent with the commitments made in our *Code of Practice*; and
- 2 Applied our internal procedures properly and fairly in arriving at our judgements.

We will notify you in writing within 28 days of receiving the appeal whether it was fully successful, partly successful or unsuccessful.

You must inform candidates and parents/guardians of the outcome of the appeal as soon as it is received.

3.2 Making a Stage 2 appeal against a malpractice decision

If the appeal is not fully successful at Stage 1, you may choose to proceed to Stage 2.

3.2.1 Who may make a Stage 2 appeal

Stage 2 appeals must be made in writing by the centre and signed and supported by the Head of Centre.

All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents, guardians or candidates. **A** Associate Centres must make appeals through their Cambridge Associate.

3.2.2 How to make a Stage 2 appeal

To make a Stage 2 appeal, you must fully and accurately complete *Appeals – Form 1*. This form is available from the 'Support Materials' section of [CIE Direct](#). In particular, you must explain your grounds for submitting a further appeal and arguments against the decision. You must also provide any extra information or evidence that you would like the panel to consider.

Email *Appeals – Form 1* to

info@cambridgeinternational.org with 'Stage 2 Appeal' in the subject line and send a copy to cistage2appeals@cambridgeinternational.org within the time frame specified in section 3.2.3 of this guidance.

3.2.3 When to make a Stage 2 appeal

You must make your Stage 2 appeal within 14 days of the date of the Stage 1 outcome letter. We will not accept late appeal submissions.

3.2.4 More information about Stage 2 appeals

Read more about the Stage 2 appeals process in section 5 of this guidance.

4 Appeals against access arrangement, special consideration and late arrival decisions

If you are dissatisfied with the outcome of an access arrangement application, a request for special consideration or a late arrival decision, the Head of Centre may request an appeal. A two-stage appeals process is available.

4.1 Making a Stage 1 appeal against an access arrangement, special consideration or late arrival decision

4.1.1 Who may make a Stage 1 appeal

Stage 1 appeals must be made in writing by the centre and signed and supported by the Head of Centre. All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents, guardians or candidates. **A** Associate Centres must make appeals through their Cambridge Associate. All communications about appeals will be between Cambridge International and the centre/Cambridge Associate.

4.1.2 How to make a Stage 1 appeal

To make a Stage 1 appeal, you must fully and accurately complete *Appeals – Form 1*. This form is available from the 'Support Materials' section of **CIE Direct**. When making an appeal, you must explain your arguments against the decision and provide all details and evidence that you would like to be considered.

Email *Appeals – Form 1* to **info@cambridgeinternational.org** with 'Stage 1 Appeal – COMPLIANCE' in the subject line within the time frame specified in section 4.1.3 of this guidance. Once you have submitted an appeal, all communication relating to the case must be in writing. We will not communicate with candidates or parents/guardians involved in the appeal.

4.1.3 When to make a Stage 1 appeal

You must make your Stage 1 appeal within 28 days of the date when we notified you of our decision. We will not accept late appeal submissions.

Example: You receive a letter, dated 1 January, informing you of our decision regarding the late arrival of a candidate, or your application for access arrangements or special consideration. You have until 29 January to make your Stage 1 appeal following the instructions in section 4.1.2 of this guidance.

4.1.4 Stage 1 appeal consideration

One or more members of Cambridge staff, none of whom were involved in the original decision, will review your appeal request and evidence (including any new evidence you have submitted) and will consider whether we:

- 1 Used procedures which were consistent with the commitments made in our *Code of Practice*; and
- 2 Applied our internal procedures properly and fairly in arriving at our judgements.

We will notify you in writing within 28 days of receiving the appeal whether the appeal is upheld or not.

You must inform candidates and parents/guardians of the outcome of the appeal as soon as it is received.

4.2 Making a Stage 2 appeal against an access arrangement, special consideration or late arrival decision

If the appeal is not fully successful at Stage 1, you may choose to proceed to Stage 2.

4.2.1 Who may make a Stage 2 appeal

Stage 2 appeals must be made in writing by the centre and signed and supported by the Head of Centre. All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents, guardians or candidates. **A** Associate Centres must make appeals through their Cambridge Associate.

4.2.2 How to make a Stage 2 appeal

To make a Stage 2 appeal, you must fully and accurately complete *Appeals – Form 1*. This form is available from the 'Support Materials' section of **CIE Direct**. In particular, you must explain your arguments against the decision and provide any extra information or evidence that you would like the panel to consider alongside the information and evidence submitted at Stage 1.

Email *Appeals – Form 1* to **info@cambridgeinternational.org** with 'Stage 2 Appeal' in the subject line and send a copy to **cistage2appeals@cambridgeinternational.org** within the time frame specified in section 4.2.3 of this guidance.

4.2.3 When to make a Stage 2 appeal

You must make your Stage 2 appeal within 14 days of the date of the Stage 1 outcome letter. We will not accept late appeal submissions.

4.2.4 More information about Stage 2 appeals

Read more about the Stage 2 appeals process in section 5 of this guidance.

5 Stage 2 appeals

If you are not satisfied with the outcome of a Stage 1 appeal, you can request a Stage 2 appeal. Instructions, including the deadlines, are in:

- section 2.2 for appeals against the outcome of enquiries about results
- section 3.2 for appeals against malpractice decisions
- section 4.2 for appeals against access arrangement, special consideration or late arrival decisions.

The instructions vary depending on the kind of decision you would like to appeal, so it is important to refer to the correct section.

Each Stage 2 appeal is heard by an independent panel who will decide the outcome.

The arrangements for Stage 2 appeals are managed by a team in the Cambridge International Corporate Affairs Unit.

All correspondence related to Stage 2 appeals should be emailed to info@cambridgeinternational.org with 'Stage 2 Appeal' in the subject line, and copied to cistage2appeals@cambridgeinternational.org

5.1 Before the Stage 2 appeal meeting

5.1.1 Scheduling the meeting

When you submit your Stage 2 appeal, we will acknowledge receipt within three working days. We will usually confirm the date and time of the meeting within 14 days.

All Stage 2 appeal meetings take place in Cambridge, either at our offices or in a nearby venue.

When you submit your Stage 2 appeal, if you indicate that you wish to attend the meeting, we will also ask you to name centre representatives who will attend.

To be fair to all centres making appeals, we will not be able to reschedule meetings to accommodate centre representatives. Centres that wish to send representatives to the meeting may name alternative representatives if those they originally named are unable to attend, subject to section 5.2.3 of this guidance.

5.1.2 Submitting materials for consideration

If you wish to rely on evidence or arguments in your Stage 2 appeal that have not previously been submitted, you must include these in writing when you submit your Stage 2 appeal. Any evidence or arguments must normally be submitted electronically.

The panel will not accept evidence or arguments after the date the Stage 2 appeal was submitted if that information was reasonably available to the centre at that time.

If you want to include evidence or arguments you could not reasonably have been aware of at the time you submitted the Stage 2 appeal, you may ask the Chair for permission to do so. In that case, you must submit any material to the Cambridge International Corporate Affairs Unit, for consideration by the Chair, at least five working days before the scheduled meeting. You must also include an explanation of why the material was not reasonably available at the time you made the Stage 2 appeal.

We strongly encourage you to submit all materials electronically as we believe that this is the most secure and reliable method. If you submit the materials in

hard copy you must do so at the time you submit your Stage 2 appeal and you must provide six copies in the following format:

- 1 A4 size.
- 2 No staples, spiral binding or other permanent binding (hole-punched paper bound with tags or in arch-lever files is acceptable).
- 3 Consecutively numbered.

If you wish to submit materials that are not easily reproduced (for example, original art), contact us to make appropriate arrangements.

5.1.3 The Appeal Pack

We will send an 'Appeal Pack', normally by email, to everyone attending the meeting (see section 5.2 of this guidance) no later than five working days before the meeting. This will contain:

- 1 All relevant outcome/decision letters and Stage 1 appeal outcome letters.
- 2 All appeal forms.
- 3 All relevant material the centre submitted as evidence in the Stage 1 appeal and, in the case of malpractice, special consideration, late arrivals and access arrangements, during the initial consideration of the matter.
- 4 All material the centre submitted as evidence at the time the Stage 2 appeal was made.
- 5 All material Cambridge International submitted as evidence.

Cambridge International may make certain sensitive materials available to the panel at the meeting but these will not be distributed. These materials will be clearly identified on the cover sheet of the 'Appeal Pack'.

5.2 Stage 2 appeal meeting participants

5.2.1 The panel of the Cambridge International Appeals Committee

At the Stage 2 appeal meeting, a panel of the Cambridge International Appeals Committee will consider the appeal.

The panel will consist of an independent Chair and two panel members, at least one of whom will be independent. Independent members are not, and have not been, members of Cambridge International's board or committees or an employee or examiner with Cambridge International at any time during the five years before the appointment. Neither the Chair, nor either member of the panel (whether independent or not), will have any personal interest in the decision being appealed.

A Cambridge employee will be appointed to act as servicing officer on behalf of the panel. They will take notes of the meeting, communicate the outcome and prepare a summary record of the meeting (see section 5.4.2 of this guidance). The servicing officer will be present for the panel's deliberation after the meeting but will not take part in it. The servicing officer acts on behalf of the panel and not on behalf of Cambridge International.

Other people may also be present to help ensure the fair and efficient conduct of the hearing.

5.2.2 Cambridge representatives

Cambridge International will be represented by a member of either the Compliance team (in malpractice, access arrangement, special consideration or late arrival cases) or the Assessment Standards and Quality team (in the case of appeals against the outcome of enquiries about results). Other subject, assessment or specialist staff may also represent Cambridge International. There may be up to a total of three Cambridge representatives.

5.2.3 Centre representatives

Cambridge International is an international awarding organisation working with over 10 000 schools in 160 countries. It is not always feasible for centres to send representatives to Stage 2 appeal meetings, so they are designed to be equally fair, whether or not centre representatives attend.

You may attend the Stage 2 appeal meeting but it is not required as the panel will consider your written submissions. In most cases centres choose not to attend. If you wish to attend the Stage 2 appeal meeting you must tell us when you submit your appeal by marking the form accordingly.

You may send up to three members of staff to represent the centre. Candidates and their parents/guardians may not normally attend as representatives.

As the Stage 2 appeal is not a judicial or quasi-judicial process, legal representatives are not permitted to attend or observe under any circumstances, either on behalf of the centre or Cambridge International.

5.2.4 Observers

Observers may attend at the discretion of the panel, in consultation with the servicing officer. Any observer must be:

- 1 Over the age of 18.
- 2 Not attending in any capacity as a legal representative or legal advisor.

If the centre or Cambridge International requests the attendance of observers, they will count towards the limit of three representatives.

Observers must not attempt to participate in the meeting in any way. If an observer attempts to participate, the Chair will give them a warning. After that warning, if an observer attempts to participate again, the Chair may ask them to leave.

5.2.5 Conduct of participants

All representatives and observers attending the meeting are expected to behave with courtesy to the panel, the servicing officer, and all other participants and observers. The panel will not tolerate rudeness, shouting, attempted intimidation or other inappropriate behaviour. The Chair may ask any participant or observer who engages in such behaviour to leave. In such cases, the decision of the Chair is final. Following an ejection, the meeting will proceed. Cambridge International may also take further steps as necessary to make sure the panel, Cambridge staff and centre representatives are safe. Cambridge International reserves the right to refuse future visits to our premises by a participant or observer should their behaviour warrant it.

5.3 The meeting

5.3.1 Centre not attending

When centre representatives do not attend the meeting, the order will be as follows.

5.3.1.1 Introduction

Cambridge representatives will be invited to join the panel in the meeting room. The Chair will introduce the panel members and ask everyone to introduce themselves. The Chair will then describe the procedures that will be followed.

5.3.1.2 The centre's position

The Chair will summarise the centre's position based on its written submissions.

5.3.1.3 Cambridge International's presentation

- The Cambridge representatives will be asked to put forward their arguments.
- The panel will have the opportunity to ask the Cambridge representatives questions.

5.3.1.4 Final summaries

The Chair will then invite the Cambridge representatives to summarise their arguments.

5.3.1.5 Deliberation

Cambridge representatives will be asked to leave while the panel considers whether there are any further questions. Observers may also be asked to leave at the discretion of the Chair. If the panel has further questions, Cambridge representatives will be asked back into the room for the panel to ask its questions. If the

panel has no further questions, the representatives will be allowed to leave.

The panel will deliberate in private. In all cases, the panel will consider:

- 1 Whether Cambridge International's procedures were consistent with the *Code of Practice*; and
- 2 Whether Cambridge International applied those procedures properly and fairly in arriving at those judgements.

The panel may, after deliberation:

- (i) find the appeal successful, in full or in part
- (ii) find the appeal unsuccessful; or
- (iii) require Cambridge International to carry out further work in accordance with instructions from the panel.

5.3.2 Centre attending

When centre representatives are attending, the order will be as follows.

5.3.2.1 Introduction

Representatives of the centre and of Cambridge International, along with any observers, will be invited to join the panel in the meeting room. The Chair will introduce the panel members and ask everyone to introduce themselves. The Chair will then describe the procedures that will be followed.

5.3.2.2 The centre's presentation

- The centre representatives will be asked to put forward their arguments in the presence of Cambridge representatives.
- The Cambridge representatives will be invited, through the Chair, to ask the centre representatives questions.
- The panel will have the opportunity to ask the centre representatives questions.

5.3.2.3 Cambridge International's presentation

- The Cambridge representatives will be asked to put forward their arguments in the presence of the centre representatives.
- The centre representatives will be invited, through the Chair, to ask the Cambridge representatives questions.
- The panel will have the opportunity to ask the Cambridge representatives questions.

5.3.2.4 Final summaries

- Representatives of Cambridge International and the centre will be given a final opportunity to make any further comments responding to the presentations and questions.

- The Chair will then invite first the Cambridge representatives and then the centre representatives to summarise their arguments. To make sure all involved are treated fairly, summaries should include only matters already discussed in the meeting and not introduce any new material or arguments. The Chair will instruct the panel to disregard any extraneous arguments or evidence that was not included in the Stage 2 Appeal Request Form or permitted by the Chair under section 5.1.2 of this guidance.

5.3.2.5 Deliberation

The Cambridge and centre representatives will be asked to leave while the panel considers whether there are any further questions. Observers may also be asked to leave at the discretion of the Chair. If the panel has further questions, both the Cambridge representatives and the centre representatives will be asked back into the room for the panel to ask its questions. If the panel has no further questions, the representatives will be allowed to leave.

The panel will deliberate in private. In all cases, the panel will consider:

- 1 Whether Cambridge International's procedures were consistent with the *Code of Practice*; and
- 2 Whether Cambridge International applied those procedures properly and fairly in arriving at those judgements.

The panel may, after deliberation:

- (i) find the appeal successful, in full or in part
- (ii) find the appeal unsuccessful; or
- (iii) require Cambridge International to carry out further work in accordance with instructions from the panel.

5.3.3 Length of the meeting

The Chair may, at their discretion, set a time limit on the meeting or on specific parts of the meeting (e.g. presentations). The Chair's decision about time limits is final.

When making their presentations, the Cambridge and centre representatives should assume that the panel has thoroughly reviewed the 'Appeal Pack' and focus on explaining their key arguments. The centre should not introduce any arguments or evidence that they have not previously provided in their Stage 2 appeal unless additional evidence was allowed in accordance with section 5.1.2 of this guidance. The Chair may direct the panel not to take any extra evidence into account. The Chair's decision as to what is to be considered is final.

5.4 After the meeting

5.4.1 The outcome

After the panel has agreed the outcome, the Cambridge International Corporate Affairs Unit will communicate the panel's decision to the centre. This is usually within two working days of the Stage 2 appeal meeting, but in all cases, the outcome will be communicated within 28 days of Cambridge International receiving the Stage 2 appeal.

Once the outcome has been communicated to the centre, it is final. Neither the Cambridge International Appeals Committee nor any member of Cambridge staff may discuss the appeal or the issues underlying the appeal with the centre, the candidate or anyone representing the centre or the candidate.

You must inform candidates and parents/guardians of the outcome of the appeal as soon as it is received. You must also notify candidates and parents/guardians that this outcome is regarded as final.

5.4.2 Summary meeting record

Following the meeting, the servicing officer will prepare a summary record of the meeting. This is not a verbatim account or a transcript. It is intended to provide a summary of the key points made at the meeting and to reiterate the outcome. Once the Chair has approved the draft meeting record, the centre will have the opportunity, if they attended the meeting, to suggest corrections to any parts they consider to be errors. You can normally expect to receive a letter containing the final summary within six weeks of the meeting. Cambridge International may decide to provide the record in transcript or other form. Where a transcript or other form of record is provided, it will clearly be identified as such.

This table shows the confidential materials which you must access using the Digital File Despatch area of our website for the June 2019 series. Instructions about how to access Digital File Despatch are available by clicking 'Help' at <https://digitalfiledespatch.cambridgeinternational.org/index.html>

We also include instructions in the monthly *Cambridge Exams Officer eNewsletter*. For some qualifications, we no longer send hard copies of your confidential materials. In some other cases, June 2019 is the last series where we will send you hard copies. We have included this information in the table below.

Cambridge IGCSE	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Drama	0411/11	✓	✓
Drama	0411/12	✓	✓
Drama	0411/13	✓	✓
Computer Science	0478/21	✓	X
Computer Science	0478/22	✓	X
Computer Science	0478/23	✓	X
Enterprise	0454/11	✓	X
Enterprise	0454/12	✓	X
Enterprise	0454/13	✓	X
Source files			
Information & Communication Technology	0417/21	✓	X
Information & Communication Technology	0417/22	✓	X
Information & Communication Technology	0417/31	✓	X
Information & Communication Technology	0417/32	✓	X
Question paper			
Art & Design	0400/01	✓	✓
Art & Design	0400/02	✓	✓

Cambridge IGCSE 9–1	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Drama	0994/12	✓	✓
Computer Science	0984/21	✓	X
Computer Science	0984/22	✓	X
Question paper			
Art & Design	0989/01	✓	✓
Art & Design	0989/02	✓	✓ (June 2019 series only)

Cambridge O Level	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Computer Science	2210/21	✓	X
Computer Science	2210/22	✓	X
Question paper			
Art & Design	6089/01	✓	✓
Art & Design	6089/02	✓	✓ (June 2019 series only)
Art & Design	6089/03	✓	✓ (June 2019 series only)
Art & Design	6090/01	✓	✓
Art & Design	6090/02	✓	✓ (June 2019 series only)
Art & Design	6090/03	✓	✓

Cambridge Pre-U	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Global Perspectives	1340/03	✓	✓
Physics	9792/02	✓	X

Cambridge International AS & A Level	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Computer Science	9608/21	✓	X
Computer Science	9608/22	✓	X
Computer Science	9608/23	✓	X
Computer Science	9608/41	✓	X
Computer Science	9608/42	✓	X
Computer Science	9608/43	✓	X
Source files			
Information Technology	9626/02	✓	X
Information Technology	9626/04	✓	X
Question paper			
Art & Design	9479/02	✓	X
Art & Design	9704 /01	✓	✓
Digital Media & Design	9481 /02	✓	X

This table shows the confidential materials which you must access using the Digital File Despatch area of our website for the November 2019 series. Instructions about how to access Digital File Despatch are available by clicking 'Help' at <https://digitalfiledespatch.cambridgeinternational.org/index.html>

We also include instructions in the monthly *Cambridge Exams Officer eNewsletter*. For some qualifications, we no longer send hard copies of your confidential materials. In some other cases, June 2019 is the last series where we will send you hard copies. We have included this information in the table below.

Cambridge IGCSE	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Computer Science	0478/21	✓	X
Computer Science	0478/22	✓	X
Computer Science	0478/23	✓	X
Computer Science	0984/21	✓	X
Computer Science	0984/22	✓	X
Enterprise	0454/11	✓	X
Enterprise	0454/12	✓	X
Enterprise	0454/13	✓	X
Source files			
Information & Communication Technology	0417/02	✓	X
Information & Communication Technology	0417/03	✓	X
Question paper			
Art & Design	0400/01	✓	✓
Art & Design	0400/02	✓	✓

Cambridge IGCSE 9–1	Syllabus/ Component	Digital File Despatch	Hard copy
Question paper			
Art & Design	0989/01	✓	✓
Art & Design	0989/02	✓	✓

Cambridge O Level	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Computer Science	2210/22	✓	X
Computer Science	2210/23	✓	X
Enterprise	4054/01	✓	X
Question paper			
Art & Design	6089/01	✓	✓
Art & Design	6089/02	✓	✓ (November series only)
Art & Design	6089/03	✓	✓ (November series only)

Cambridge O Level continued	Syllabus/ Component	Digital File Despatch	Hard copy
Art & Design	6090/01	✓	✓
Art & Design	6090/02	✓	✓ (November series only)
Art & Design	6090/03	✓	✓
Question paper – project themes			
CDT: Design & Communication	7048/02	✓	X
Design & Technology	6043/02	✓	X

Cambridge O Level (Singapore)	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Drama	5999/01	X	✓

Cambridge Pre-U	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Global Perspectives	1340/03	✓	✓

Cambridge International AS & A Level	Syllabus/ Component	Digital File Despatch	Hard copy
Pre-release material			
Computer Science	9608/21	✓	X
Computer Science	9608/22	✓	X
Computer Science	9608/23	✓	X
Computer Science	9608/41	✓	X
Computer Science	9608/42	✓	X
Computer Science	9608/43	✓	X
Source files			
Information Technology	9626/02	✓	X
Information Technology	9626/04	✓	X
Question paper			
Art & Design	9704/01	✓	✓
Art & Design	9479/02	✓	X
Digital Media & Design	9481/02	✓	X
Global Perspectives	8030/03	✓	✓

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.
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 at www.cambridgeinternational.org/preparation
Agreement	The Agreement between Cambridge International and a centre or Cambridge Associate for providing programmes and qualifications. The >Cambridge Handbook forms part of the Agreement.
Appeals	Under certain circumstances, we provide a formal process for requesting a review of our decision. This process is called an 'appeal'. Cambridge International accepts appeals in relation to five kinds of decisions: <ol style="list-style-type: none"> 1 Outcomes of enquiries about results 2 Malpractice decisions 3 Access arrangement decisions 4 Special consideration decisions 5 Late arrival decisions For further information about appeals, please refer to the section of this handbook called 'Appeals Regulations and Guidance'.
Assessment	The method used to evaluate a candidate's performance, for example, a written exam or coursework.
A Associate Agreement	The Agreement between Cambridge International and the Cambridge Associate setting out the Cambridge Associate's legal responsibilities for Associate Centres.
A Associate Centre	An organisation which is affiliated with the Cambridge Associate, whose premises have been inspected and approved, and for whom the Cambridge Associate is responsible under the Agreement.
Attendance register	Forms used in the exam room to record the presence or absence of each candidate.
BST	British Summer Time – the period when the clocks are one hour ahead in the UK (GMT+1).
Cambridge AICE Diploma	Advanced International Certificate of Education Diploma.
Cambridge Assessment International Education	Cambridge Assessment International Education is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES).
A Cambridge Associate	An organisation such as a ministry, exams council, distributor, department of education or other agency, which has responsibility for Associate Centres through an Associate Agreement with Cambridge International.

Cambridge Guide to Making Entries	We send you the <i>Cambridge Guide to Making Entries</i> before each series. It includes entry option codes and instructions for submitting entries. This guide is also available from the 'Support Materials' section of CIE Direct . Entry option codes are specific to each series so make sure you are using the correct guide.
>Cambridge Handbook	The >Cambridge Handbook sets out the regulations for running Cambridge assessments, and provides guidance on the administrative tasks exams officers need to carry out during each exam series. It details the responsibilities of centres and Cambridge Associates, and forms part of the legal contract between Cambridge International and the centre/ Cambridge Associate. Our regulations exist to make sure that Cambridge candidates all over the world have the same exam experience and are treated equally and fairly.
Cambridge ICE	Cambridge International Certificate of Education.
Cambridge IGCSE and IGCSE (9–1)	Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around the age of 16 in England.
Cambridge International AS & 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 in England. For details of assessment approaches for Cambridge International AS & A Level, see section 2.5.2.
NEW Cambridge International School (online)	A centre that delivers Cambridge qualifications remotely from within a virtual learning environment. A fully online centre has no physical premises and candidates access all of their courses remotely. Candidates register to sit their exams as a private candidate at a Cambridge exam venue local to them.
Chk Cambridge Lower Secondary Checkpoint	Assessments available in English, English as a Second Language, Mathematics, Science and Global Perspectives, specially designed for learners who are beginning courses leading to Cambridge IGCSE or Cambridge O Level exams in these subjects.
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.
Chk Cambridge Primary Checkpoint	Assessments available in English, English as a Second Language, Mathematics, Science and Global Perspectives that provide assessment based on the learning objectives within the Cambridge Primary curriculum frameworks. They are designed for learners of approximately 11 years of age and cover all major areas of learning in the first years of an international secondary education. Cambridge Primary Checkpoint assesses skills at the end of stages 4–6 of the curriculum for English and stages 3–6 of the curriculum for science.
Candidate	A person who has been entered for an assessment.
Candidate Data	Candidate Data means personal data and, in some cases, sensitive personal data, as those terms are defined in the UK Data Protection Act 1998, which relates to a candidate.

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 International for the entry of candidates to our programmes and qualifications and to carry out related assessments.
Centre name	The name of a centre, Cambridge Associate or Associate Centre.
Centre number	The five-character code given to a centre, Cambridge Associate or Associate Centre.
Centre status	Centre status is awarded to a school, institution or organisation once it has been approved by and registered with Cambridge International as a centre. Cambridge International can withdraw this status in line with the conditions of this handbook and the centre's Agreement with Cambridge International.
Certificate	A Cambridge certificate records and confirms a candidate's final results.
Certifying statement	An official document issued by Cambridge International to show the grades achieved by a candidate in a particular series. Cambridge International can send certifying statements at any time to any address, including educational institutions, as long as the original certificate has been issued. Candidates can apply for certifying statements or centres can apply on their behalf.
CIE Direct	CIE Direct is a secure website for the direct submission and transfer of data and other information between centres and Cambridge International. It is used by Cambridge exams officers to manage exam entries, download results and carry out other key administrative tasks. https://direct.cie.org.uk
CIE Direct online entries	A secure, quick and easy online system for making and submitting entries and amendments.
Component	A component is part of or a section of the subject exam. An individual syllabus usually has several components. A component is sometimes referred to as a paper.
Component number	The number allocated to each component of a syllabus.
Coursework Assessment Summary Form Oral Examination Summary Form Speaking Examination Summary Form Working Mark Sheet	These forms should be used when assessing candidates' work in coursework and speaking test components. Depending on the component, you need to complete a Coursework Assessment Summary Form, Working Mark Sheet, Speaking Examination Summary Form, or Oral Examination Summary Form. The forms must show the marks of all candidates entered for the component and must be sent with the samples. For some components you also need to complete an Individual Candidate Record Card for each candidate. Visit the samples database (www.cambridgeinternational.org/samples) to check which forms are required for specific components and to access interactive copies of the forms.
Coursework (Examined)	A component for which the candidate produces work over the course which is assessed by us.
Coursework (Moderated)	A component for which the candidate produces work over the course which is assessed in the centre and moderated by us.

Chk Diagnostic feedback	Comprehensive feedback on a learner's strengths and weaknesses in the key curriculum areas of Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint – English, English as a Second Language, Mathematics and Science. The feedback helps learners understand more about their strengths and weaknesses in these subjects.
NEW Digital File Despatch	The Digital File Despatch area of our website is where we upload confidential materials as digital files, instead of sending in hard copy, once centres have made their final entries.
Enquiries about results	Services available to centres after the release of provisional results if they want to have a candidate's script reviewed or their candidates' coursework re-moderated. See section 6.3 for details.
Entries	The candidates a centre has entered for a Cambridge qualification in a particular series.
Estimated entries	An approximation of the number of candidates a centre will enter for assessments.
Exams officer	The person appointed by the Head of Centre to act on behalf of the centre, with specific responsibility for the administration of Cambridge exams. The Head of Centre may also be the exams officer.
Fees	Sums payable by the centre or by the Cambridge Associate to Cambridge International, the amounts of which are specified in the relevant fees list, and any fees specified in the Associate Agreement.
Fees list	The official listings published from time to time by Cambridge International (annually as standard) detailing its fees.
Forecast grade	The grade a teacher expects a candidate to achieve for a syllabus.
Full Centre Supervision	A specific type of supervision for candidates. For a full definition see the 'Key Times and Full Centre Supervision' section.
GMT	Greenwich Mean Time – an absolute time reference that does not change with the seasons.
Group award	An award given to a candidate who has studied and passed assessments from a specified number of subject groups. Examples are Cambridge ICE, a group award for Cambridge IGCSE, and the Cambridge AICE Diploma, a group award for Cambridge International A Level.
Head of Centre	The Head of Centre is the person who has been appointed by the Responsible Person as the head or principal of the centre.
Intellectual property rights	All intellectual property rights throughout the world for the full term of the rights concerned, whether or not registered and whether or not registrable, including copyright, database rights, patents, rights in inventions, know-how and technical information, design rights, design patents, registered designs, trademarks (including business and brand names, domain names, devices and logos) and the right to apply for any of the foregoing anywhere in the world.
Internal Assessment Mark Sheet (MS1)	Form used to record and submit internally assessed marks to us. Use this form if you do not submit your marks through CIE Direct . We send the form in the pre-exam despatch.
Internally assessed mark	A mark awarded by the centre for an internally assessed coursework or speaking test component.

Invigilator	A suitably qualified person, sometimes referred to as a supervisor, who is appointed by the Head of Centre to be responsible for the proper conduct of a particular exam in line with Cambridge regulations. Invigilators work closely with and often report to the exams officer.
Key Time	A time, defined by the location and country of a centre, specified by Cambridge International, 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. You can find your Key Times at www.cambridgeinternational.org/keytime
Malpractice	Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certification.
Marks	The total score or individual points given by an examiner.
Moderation	The process to bring the marking of an internally assessed component to an agreed standard in all participating Cambridge centres.
Multiple-Choice Answer Sheet (MS4)	Form used by candidates to answer multiple-choice questions.
Non-coursework test	A component which is administered by teachers or examiners at the centre as an exam within a time period specified by us. This component is internally assessed by teachers at the centre and then externally moderated by us.
NEW Online learning area	Online learning area is available for the submission of work and internally assessed marks for Cambridge Primary and Lower Secondary Checkpoint Global Perspectives syllabuses. It enables you to transfer internally assessed work digitally and submit marks at the same time.
Option code	A code that indicates the combination of components a candidate is taking. Option codes are specific to each syllabus, series and administrative zone. Option codes are shown in the <i>Cambridge Guide to Making Entries</i> .
Premises	Places which are available to a centre, Cambridge Associate or Associate Centre, and which are used for the purposes of examination administration.
Private candidate	A candidate taking Cambridge exams who is not a registered student with your centre.
NEW Provisional results	The results published online and in hard copy are provisional and we can amend them if necessary. We confirm the final results at a later date by issuing certificates.
Qualification	A certificated award made by Cambridge International to students to demonstrate their achievement.
Responsible Person	The Responsible Person is the person legally responsible for an institution to offer Cambridge assessments and exams. They are responsible for discharging their duties in line with the Agreement and this handbook, whether or not they have delegated the duties to the Head of Centre or to any other person.
School Support coordinator	The designated person at a centre who is responsible for creating and maintaining users of the School Support Hub. They are also responsible for authorising training bookings for teachers at their centre.
Script	A candidate's response to a whole question paper or component.

NEW Secure exchange	Secure exchange is available for specific syllabuses that require internally assessed samples to be digitally transferred to us.
Series	A group of exams in the same range, for example, Cambridge IGCSE and Cambridge International AS & A Level, with the same closing date for entries and timetable period. A series is identified by a month and year, for example June 2019.
Session	A period in a day in which an exam takes place, which is either in the morning, afternoon or evening. The evening session only applies to centres in administrative zones 4 and 5.
Special consideration	A post-exam adjustment made to a candidate's mark, by Cambridge International, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.
Statement of entry	A document showing a candidate's details and the entry options the candidate has been entered for.
Statement of results	A document showing a candidate's details 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 syllabus.
NEW Teacher-examiner	A teacher-examiner is someone selected by the centre to administer and assess speaking tests. The teacher-examiner should be a teacher at your school. Where this is not possible and it is necessary to look for someone outside the school, select someone who is fluent in the target language, preferably with recent and relevant teaching experience and with experience of conducting other speaking tests. The person appointed must be given the opportunity to familiarise themselves with the requirements of the speaking tests before conducting any tests.
Timetable deviation	Arrangements proposed by the Head of Centre to resolve any timetable clashes.
UCAS	University and Colleges Admissions Service.
UCLES	University of Cambridge Local Examinations Syndicate, a department of the University of Cambridge. Cambridge Assessment is the brand name of UCLES.
UTC	Coordinated Universal Time – the primary standard by which the world regulates clocks and time.
Venue	A location where assessments are taken.
Verification of results	A service offered by Cambridge International if a third party, such as an employer or university, wants to verify results we have issued. The third party or candidate applies for this service using <i>Results and Certificates – Form 8</i> .

The majority of our administrative forms are available from the 'Exam administration' area of the Cambridge website: www.cambridgeinternational.org/forms. The name of the form tells you which phase of the Cambridge Exams Cycle it relates to.

You can access special consideration forms from the 'Support Materials' section of  CIE Direct. The forms you need to send with your coursework and speaking test samples are in the samples database (www.cambridgeinternational.org/samples).

The table below lists the forms and tells you what they are for.

Title	What is it for?
Preparation	
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 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 International if you have candidates using delegated access arrangements.
Additional Qualification Types: Preparation – Form 5	To request a change to the syllabuses your centre is eligible to offer.
Centre Details: Preparation – Form 6 (only available on  CIE Direct)	To inform Cambridge International of any changes to your centre's contact details.
Candidate Supervision Declaration: Preparation – Form 7	To inform Cambridge International of arrangements for supervising candidates outside of the centre.
Entries	
Declaration of Interest: Entries – Form 1	To inform Cambridge International 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. You must also complete this form if you are a teacher in a Cambridge centre and a Cambridge examiner. See section 2.1.5 for guidance.
 Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Teaching Groups Information: Entries – Form 2	To submit the names of your Cambridge Primary Checkpoint and/or Cambridge Lower Secondary 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 Cambridge registered centre.

Title	What is it for?
Teacher assessment	
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.
Return of Art & Design Work: Teacher Assessment – Form 5	To request the return of Art & Design work.
Return of Moderated Coursework (not including Art & Design): Teacher Assessment – Form 6	Use this form to request the return of moderated coursework (except for Art & Design).
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.
Missing Question Paper Packet: Before the Exams – Form 2	To report any missing question paper packets.
Damaged or Opened Question Paper Packet: Before the Exams – Form 3	To report if a despatch or package has been damaged or opened in transit, or damaged on arrival at your centre.
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 International of any candidates who arrived late for the exam and after the Key Time.
Scribe/Writer 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.
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 International comments on any of our exams.
Notification of Suspected Centre Staff Malpractice: Exam Day – Form 9a	To report any suspected cases of centre staff malpractice.

Title	What is it for?
Suspected Centre Staff Malpractice Report: Exam Day – Form 9b	To provide details for any suspected centre staff malpractice. To be used after suspected centre staff malpractice has been reported using <i>Exam Day – Form 9a</i> .
Suspected Candidate Malpractice Report: Exam Day – Form 9c	To report any suspected cases of candidate 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.
Question Paper Packet Opened in Error: Exam Day – Form 11	To report any question paper packets opened in error before the timetabled exam date.
Reporting an Unauthorised Entry: Exam Day – Form 12	To report a candidate who has sat an exam without an entry.
Supplementary Answer Booklet – Exam Day – Form 13	Use this to supplement any continuation answer booklets we provide.
Results and certificates	
Certifying Statement Application: Results and Certificates – Form 7	To apply for a certifying statement of results from a previous exam series. Use this form if you are paying by invoice or cheque. If you are paying by credit or debit card, apply online at www.cambridgeinternational.org/certstat
Third Party Verification of Results Application: Results and Certificates – Form 8	To have a set of results verified for a third party, for example a university or an employer.
Priority Results Information: Results and Certificates – Form 9	To apply for a provisional statement of results to be sent directly to a chosen educational institution on the day results are published.
Replacement Statement of Results/Certificate Application: Results and Certificates – Form 12	To apply for a replacement statement of results and/or certificate before the deadlines listed in section 6.4.2 of this handbook.

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Cambridge Standard Terms of School Registration – Issue 3

1 Length of Agreement

- 1.1 The agreement between the School and Cambridge (the “**Agreement**”) will come into effect on the Commencement Date on these Terms.
 - 1.2 The Agreement will continue until and including the first 30th of September after the Commencement Date (the “**Initial Term**”) whereupon, subject to Clause 1.3, it shall continue thereafter for a further period of twelve (12) months from the 1st of October in that and each subsequent year, unless terminated earlier in accordance with Clause 14. Each subsequent year following the Initial Term shall constitute a separate term (the “**Extended Term**”) and separate agreement.
 - 1.3 For the avoidance of doubt, if the School fails to meet the registration quality standards for a School, as may be defined by Cambridge from time to time, Cambridge may at its discretion choose either not to renew at the inception of each renewal or to terminate earlier in accordance with Clause 11.
 - 1.4 This terms of this Agreement (the “**Terms**”) are the terms contained in this document as well as the terms contained in the following documents, as amended from time to time by Cambridge:
 - 1.4.1 the Handbook;
 - 1.4.2 the Administrative Guide;
 - 1.4.3 the Registration Guide;
 - 1.4.4 the relevant Fees List; and,
 - 1.4.5 such other regulations, policies, notices and emails as issued by Cambridge from time to time.
 - 1.5 If for any reason Cambridge has not issued the School with any of the documents listed in Clause 1.4, the School must contact Cambridge immediately for a replacement.
 - 1.6 The Terms contain the entire agreement between the School and Cambridge and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter. Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this Agreement.
 - 1.7 These Terms will be interpreted in accordance with Clause 17.
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2 Obligations of the School

- 2.1 The School confirms it has received, read and understood the materials listed in Clause 1.4 prior to the Agreement being formed.
 - 2.2 The School will:
 - 2.2.1 carry out its obligations as set out in the Agreement, including all documents referred to in Clause 1.4, and in particular will carry out the duties of a School;
 - 2.2.2 hold and administer the Syllabuses and Assessments at the School's Premises in accordance with the Agreement and in particular, the Handbook;
 - 2.2.3 obey Cambridge's reasonable instruction in particular in relation to security arrangements relating to Assessments and the administration of Assessments generally;
 - 2.2.4 not engage in any conduct which, in the opinion of Cambridge is prejudicial to the business or marketing of Cambridge's products and services;
 - 2.2.5 obtain and keep in place the relevant licenses and permissions necessary in the country and region in which the School is located in order to perform its obligations under the Agreement; and,
 - 2.2.6 comply with all laws, statutes, and regulations of a governmental nature applicable in the country and region in which the School is located relating to the operation of the School and the administration of the Assessments; and
 - 2.2.7 comply with all policies as issued by Cambridge from time to time, including without limitation any policies on data protection, child protection, health and safety, fire safety, employment and the recruitment of Staff.
 - 2.3 If this Agreement ends, for whatever reason, the School will continue to provide the security provisions as described in Clause 2.2.4 for as long as it holds any materials relating to the Assessments.
 - 2.4 The School is not entitled to offer the Syllabuses or the Assessments to any third party directly or through any sales agent, school, sub-licensee or third party.
 - 2.5 In the event of a breach of Clause 2.4, Cambridge will have, without prejudice to any other right or remedy available to it in law or in equity, the right to treat this as a material breach incapable of remedy for the purposes of Clause 10.1.
 - 2.6 The School will provide Cambridge with a full list of all the School's Premises within fourteen (14) days of the Commencement Date and will not be entitled to offer the Syllabuses or the Assessments at any other location without Cambridge's
-

prior written permission.

- 2.7 The School will supply Cambridge and its Representatives with such information and support as may be reasonably required by Cambridge, and without cost to Cambridge, and allow Cambridge and its Representatives to audit and inspect extracts of the records and files of the School in such manner as Cambridge sees fit for the purpose of ensuring the School is complying with its obligations under the Agreement.
- 2.8 The School will permit Cambridge and its Representatives to enter and conduct inspections of any of the School's Premises or audit its systems and procedures, including when Learners are in examinations, at any time and without prior notice.
- 2.9 In the event that the School withdraws from its role in delivering an Assessment, the School shall cooperate with Cambridge and will take all reasonable steps to protect the interests of Learners.

3 Rights and Obligations of Cambridge

- 3.1 Cambridge will provide the Services for the duration of the Agreement in accordance with the terms of the Agreement.
- 3.2 Cambridge will be entitled in its absolute discretion, and without liability to the School to alter the form, style, content or substance of the Syllabuses, Assessments, Qualifications and Certificates.
- 3.3 Cambridge may either itself or through its agents require the School to supply such information relating to the Assessments as may be reasonably requested and allow persons nominated by Cambridge to inspect relevant extracts of the records and files of the School for the purpose of ensuring the School is complying with its obligations under the Agreement.
- 3.4 Cambridge will be entitled to conduct unannounced inspections of any of the School's Premises or its systems and procedures connected with the delivery of Assessments at any time, including when candidates may be sitting examinations.

4 Payment

- 4.1 The School will pay the Fees to Cambridge in accordance with this Clause 4.
 - 4.2 The School shall pay:
 - 4.2.1 any registration programme fee as specified in the Confirmation Letter, on a non-refundable basis;
 - 4.2.2 an annual programme renewal fee as specified in the Fees List, on a non-refundable basis; and
 - 4.2.3 any fees in respect of any invoices that Cambridge issues to the School from time to time, in accordance with the terms of the invoice.
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- 4.3 The School agrees to pay all invoices from Cambridge by the due date identified on the invoice unless no such date is stated on the invoice, in which case, the School shall pay the invoice within twenty eight (28) days of the invoice date.
 - 4.4 The Fees List may be published by Cambridge on CIE Direct, emailed to the School or provided in hard copy. In all cases, this will be deemed sufficient notice to the School of the Fees contained in the Fees List.
 - 4.5 Cambridge will be entitled to increase any Fees in each year of the Agreement as shown in the Fees List for the relevant year.
 - 4.6 The School will ensure that no learner will attempt any Assessment until such time as the School has received full payment in respect of the Learner. Such payment by a Learner shall be easily identifiable for account purposes and shall not be commingled with any other funds held by the School.
 - 4.7 If the School fails to pay any sum due by the due date then Cambridge will be entitled, without prejudice to any other right or remedy it may have, to:
 - 4.7.1 cancel or suspend the delivery of the Services, provided Cambridge will have given fourteen (14) days written notice thereof; and,
 - 4.7.2 charge the School interest at a rate of eight per cent (8%) above the Bank of England's base rate per annum from time to time, payable daily from the date payment was due until payment is made; or
 - 4.7.3 terminate the Agreement.
 - 4.8 The School will make all payments, by electronic or telegraphic transfer to such bank account as may be notified by Cambridge to the School from time to time.
 - 4.9 The Parties agree that the School will bear all costs that are due or payable to any national, provincial or municipal authority in relation to the Agreement.
 - 4.10 Each payment payable to Cambridge hereunder will be paid by the School without any right of set-off or deduction for any Taxes.
 - 4.11 In the event that the School is obliged to withhold any part of the sums due to Cambridge, including but not exclusively for tax, the amount of the payment due to Cambridge will be increased such that the sum received by Cambridge will be that which it would have received had there been no such withholding.
 - 4.12 Notwithstanding Clauses 4.10 and 4.11, the School will:
 - 4.12.1 remit to the appropriate tax authorities, in a timely manner, all Taxes required to be withheld from payment to Cambridge; and,
 - 4.12.2 provide Cambridge with an official receipt issued by such authorities for payment of such Taxes within twenty eight days (28) days of such payment.
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- 4.13 For the avoidance of doubt, any delay (regardless of how long) by Cambridge in issuing any invoice to the School will not limit or extinguish Cambridge's right against the School to recover any unpaid Fees or other charges due to Cambridge.

5 Data Protection

- 5.1 Each party undertakes that it will comply with the United Kingdom Data Protection Act 1998 in the processing of "Personal Data" and "Sensitive Personal Data" each as defined in the act, insofar as such processing is necessary pursuant to the Agreement and in particular, will comply with the provisions regarding data protection contained within the Handbook.
- 5.2 Where Personal Data or Sensitive Personal Data obtained by the School is disclosed to and processed by Cambridge, the School will first ensure that it obtains appropriate explicit prior written consent from the students, staff or other data subjects, for the processing envisaged in this Agreement.
- 5.3 The School undertakes to obtain the explicit consent of all Learners and the consent of their parents/guardians to the cross border transfer of the Learners' Personal Data, including any details or commentary pertaining to the Learner and video or audio recordings of the Learners which form part of an Assessment, by Cambridge for its legitimate business purposes, and to any processing necessary by Cambridge or its Representatives to carry out their legitimate business activities, in accordance with the Data Protection Act 1998.
- 5.4 The School will fully co-operate and provide all assistance reasonably requested by Cambridge in order to enable Cambridge to respond to any request for access to personal information under the DPA within the timescales in the DPA. The obligations in this clause will continue following termination of this Agreement however caused.
- 5.5 Cambridge may process Personal Data or Sensitive Personal Data received from the School for record keeping and other legitimate activities and may disclose such Personal Data or Sensitive Personal Data to third parties.
- 5.6 Cambridge is entitled to terminate this Agreement on notice if the School breaches any provision in this clause.
- 5.7 The provisions of this clause survive termination or expiry of this Agreement.

6 Marketing of the Syllabuses and Assessments

- 6.1 The School may promote and market the Syllabuses and the Assessments in the country in which the School is located according to the terms set out in the Handbook as amended from time to time or in such manner as Cambridge may reasonably agree.
- 6.2 In connection with the promotion and marketing of the Syllabuses and the Assessments, the School will:
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- 6.2.1 make clear, in all its dealings, and in particular with parents, Learners and prospective Learners, its relationship with Cambridge, including that the School is not acting as an agent for Cambridge;
- 6.2.2 provide Cambridge with copies of updates to any promotional materials containing reference to Cambridge or the Assessments;
- 6.2.3 limit any promotional material containing reference to Cambridge or the Assessments to that Qualification specified and authorised by Cambridge;
- 6.2.4 from time to time consult with Cambridge Representatives for the purpose of assessing the state of the market in the country in which the School is located and permit Cambridge (at Cambridge's own cost) to inspect any premises or administrative documents used by the School in connection with the Syllabuses and the Assessments; and,
- 6.2.5 ensure that all such promotion and marketing complies with this Clause 7.

7 Publicity and Branding

- 7.1 The School and its Staff shall not, without the prior written consent of Cambridge, and except as expressly agreed, use Cambridge's name or brand in any promotion or marketing or announcement or the endorsement of the Services.
- 7.2 In the event of a breach of this Clause 7, Cambridge will have, without prejudice to any other right or remedy available to it in law or in equity, the right to treat this as a material breach incapable of remedy for the purposes of Clause 11.1.1

8 Intellectual Property

- 8.1 The School acknowledges and agrees that all Intellectual Property Rights in the Syllabuses, Assessments, Certificates, Courses, Qualifications, Materials and any other data or other documents or information produced or owned by Cambridge are and will remain vested in Cambridge.
 - 8.2 The School may not reproduce the Assessments, Syllabuses or Materials except as specifically authorised by Cambridge.
 - 8.3 Cambridge grants the School a non-exclusive, non-transferable, royalty-free copyright licence to use the Cambridge Marks in accordance with the Handbook.
 - 8.4 The School acknowledges and agrees that the licence to use Cambridge Intellectual Property Rights is limited to the programme and Qualification specified in the Confirmation Letter and for no other purpose.
 - 8.5 The School acknowledges and agrees that the word "Cambridge" in the context of
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education is synonymous and associated with Cambridge International Examinations and its parent undertaking, namely UCLES, and the University of Cambridge, and that by entering into the Agreement, the School expressly and specifically assigns any interest it has or may have in the word or use of "Cambridge" to Cambridge.

- 8.6 The School will not use Cambridge's Intellectual Property Rights or the Cambridge Marks generally, other than as expressly provided in the Handbook.
- 8.7 In the event that the School fails to comply with this Clause 8, Cambridge may terminate the Agreement by notice in writing with immediate effect and may at its option, seek injunctive relief or damages.

9 Confidentiality

- 9.1 All data and other documents and information, other than promotional material, supplied by Cambridge to the School under the Agreement will remain the property of Cambridge and will be treated as confidential and if still in the School's possession at the time of the expiration or termination of the Agreement will, if required, be returned to Cambridge together with all copies and translations thereof.
- 9.2 The School will not during the duration of the Agreement nor thereafter disclose or use any data or information which is confidential to Cambridge or received or obtained by the School in connection with the Agreement save to the extent as may be reasonably necessary during the duration of the Agreement for the fulfilment of its duties and obligations under the Agreement or as may be required by law.
- 9.3 The School will not, either from the date of the Agreement and any time thereafter, divulge or communicate or permit to be disclosed or communicated to any unauthorised person, company, business entity, the media/social media or any other organisation, any aspect of any complaint, investigation or corrective action involving or taken by Cambridge.

10 Indemnity and Liability

- 10.1 Subject to Clause 10.2, in addition to any other remedy available to Cambridge, the School will irrevocably and unconditionally indemnify Cambridge in full and on demand and keep Cambridge so indemnified from and against all claims, demands, actions and proceedings made or brought against Cambridge and all damages, losses (including all consequential and indirect losses), costs and expenses (including legal and other professional advisers' fees) whether or not foreseeable at the date of entering into the Agreement incurred or suffered by Cambridge directly or indirectly as a result in whole or in part from breach of the Agreement by or the negligence of the School except in respect of death or personal injury arising from the negligence of Cambridge or in respect of fraudulent misrepresentation on the part of Cambridge.
- 10.2 Cambridge acknowledges that some jurisdictions prohibit by law the provision of
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such unlimited indemnity as set out in Clause 10.1 and in the event that the School is or becomes subject to such prohibition, the School's liability will be the maximum permitted by the law in that jurisdiction.

- 10.3 The School will be solely responsible for ensuring it fully complies with any and all requirements of national, regional or municipal regulation, legislation and procedure applicable in the country in which the School is located regarding all matters concerning the Agreement and Cambridge will have no liability for breaches by the School of any such requirements and in any case the School agrees irrevocably and unconditionally to indemnify Cambridge in full and on demand and keep Cambridge so indemnified in respect of all consequences of the School's non-compliance with any such requirements.
 - 10.4 Should the School fail to comply with the requirements of Clause 10, Cambridge will have the right to immediately terminate the Agreement.
 - 10.5 Cambridge will not be liable to the School for any loss of profit, use, anticipated savings, goodwill, reputation or opportunity, other economic loss or any other consequential or indirect loss or damage suffered or incurred by the School as a result of any breach by Cambridge of the terms of the Agreement.
 - 10.6 Cambridge acknowledges that some jurisdictions do not allow the total exclusion of liability for consequential or incidental damages. In such jurisdictions Cambridge's liability is limited to the greatest extent permitted by the law in that jurisdiction.
 - 10.7 Except in the case of death or personal injury caused by negligence, fraudulent misrepresentation or in other circumstances where liability may not be so limited under any applicable law, the liability of Cambridge to the School under or in connection with the Agreement, whether arising in contract, tort, negligence, breach of statutory duty or otherwise will not exceed the greater of either the sum of £10,000 (ten thousand pounds Sterling) or a sum equalling the fees paid by the School to Cambridge in the previous twelve (12) months.
 - 10.8 The payments due under the Agreement have been negotiated and agreed on the basis that Cambridge may limit its liability to the School as set out in the Terms and the School confirms that it will itself bear or insure against any loss for which Cambridge has limited its liability under the Agreement.
 - 10.9 EXCEPT AS OTHERWISE PROVIDED IN THIS CLAUSE 10, CAMBRIDGE DISCLAIMS ALL WARRANTIES, CONDITIONS, TERMS AND UNDERTAKINGS, REPRESENTATIONS AND STATEMENTS, EXPRESS OR IMPLIED, WHETHER BY STATUTE, COMMON LAW, CUSTOM, TRADE OR USAGE, COURSE OF DEALINGS OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CAMBRIDGE BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGES, HOWEVER CAUSED, INCLUDING WITHOUT LIMITATION, ANY DAMAGES ARISING OUT OF THE USE, OPERATION OR UTILISATION OF ITS PRODUCTS OR SERVICES, DELAYS IN DELIVERY OR
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REPAIR, LOSS OF USE OF THE PRODUCTS OR SERVICES, OR DAMAGE TO ANY DOCUMENTS OR OTHER PROPERTY OF THE SCHOOL, ANY ASSOCIATE, ATTACHED SCHOOL OR ANY CUSTOMER THEREOF.

11 Termination

11.1 Either party is entitled to terminate the Agreement immediately by written notice to the other if:

the other party commits a material breach of the Agreement, which

- 11.1.1 Cambridge in its reasonable opinion deems incapable of remedy;
- 11.1.2 the other party commits any other breach of any of the provisions of the Agreement, and in the case of a breach capable of remedy, fails to remedy the same within thirty (30) days after receipt of a written notice giving full particulars of the breach and requiring it to be remedied;
- 11.1.3 an encumbrancer takes possession or a receiver is appointed over any of the property or assets of the other party;
- 11.1.4 the other party makes any voluntary arrangement with its creditors or becomes subject to an administration order;
- 11.1.5 the other party goes into liquidation (except for the purposes of an amalgamation or reconstruction and in such manner that the institution resulting there from effectively agrees to be bound by or assume the obligations imposed on the other party under the Agreement);
- 11.1.6 anything analogous to any of the foregoing under the law of any jurisdiction occurs in relation to either of the parties; or,
- 11.1.7 the other party ceases, or threatens to cease, to carry on business.

11.2 Cambridge will be entitled to terminate the Agreement by giving not less than fourteen (14) days written notice to the School if:

- 11.2.1 the School is subject to any governmental authority intervention or permission which is subsequently withdrawn or revoked during the duration of the Agreement;
 - 11.2.2 the School or its Staff in any way bring into disrepute the name, reputation and interests of Cambridge, its employees, directors, officers, other people associated with Cambridge, or its products or services;
 - 11.2.3 the School fails to administer the Assessments or examinations in accordance with Cambridge's regulations or suffers a serious security breach compromising the integrity of Cambridge's examinations;
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- 11.2.4 the School fails to pay any bill from Cambridge within twenty eight (28) days of the invoice date;
 - 11.2.5 the School at any time challenges the validity of the Intellectual Property Rights of Cambridge or the University of Cambridge; or,
 - 11.2.6 at any time there is a material change in the membership of the School which in the reasonable view of Cambridge materially affects the ability of the School to perform its obligations under the Agreement or where the change in membership is as a result of a competitor of Cambridge obtaining an interest in the School.
- 11.3 Either party may terminate the Agreement at any time by giving six (6) months' notice in writing.
- 11.4 Any waiver by either party of breach of any provision of the Agreement will not be considered as a waiver of any subsequent breach of the same or any other provision thereof.
- 11.5 The rights to terminate the Agreement given by this Clause 11 will be without prejudice to any right or remedy of either party in respect of the breach concerned (if any) or any other breach.

12 Consequences of Termination

- 12.1 Upon termination of the Agreement for any reason:
- 12.1.1 outstanding monies due by one of the Parties to the other will become immediately payable by the other;
 - 12.1.2 each party will honour any outstanding services due to the other at the date of termination;
 - 12.1.3 any clauses which expressly or by implication have effect after termination will continue in full force and effect, including Clause 6, 7, 8, 9, 10 and 12;
 - 12.1.4 all licences granted hereunder will terminate and the School shall remove all reference to Cambridge or Cambridge Marks from its literature;
 - 12.1.5 the School shall return all property and equipment belonging to Cambridge, including but not limited to any plaques and certificates of registration; and,
 - 12.1.6 subject as otherwise provided herein and to any rights or obligations which may have accrued prior to termination, neither party will have any further obligation to the other under the Agreement.
- 12.2 Both parties will each take all reasonable steps to protect the interests of Learners and shall co-operate to ensure those steps are taken, including identifying suitable
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alternative venues for the purposes of Assessments, for which Learners shall be expected to pay any additional fees levied at such venue's discretion.

- 12.3 The School will not make any attempt to register Entries for a Series or Qualification, after Cambridge has given written notice of termination of the Agreement.
- 12.4 Upon termination of the Agreement for any reason the Parties agree that they will each take all reasonable steps to protect the interests of Learners and shall co-operate to ensure those steps are taken.

13 Changes to the Agreement

- 13.1 Cambridge reserves the right to alter the Handbook and any of its other documentation, with any changes taking immediate effect unless otherwise stated. Cambridge will use reasonable endeavours to communicate any such changes to the School but for the avoidance of doubt, any delay or failure to do so will not delay or invalidate the coming into effect of such changes.
- 13.2 If Cambridge deems it necessary to alter these Terms, it will first notify the School and provide it with a copy of the proposed new terms.
- 13.3 If the School decides to reject any proposed new terms then it shall notify Cambridge within sixty (60) days of deemed receipt of the notice containing the proposed new terms, upon which the Agreement shall terminate.
- 13.4 If the School does not reject any proposed new terms as outlined in Clause 13.3 and continues to make use of the Services then the Parties agree that this will constitute acceptance of the proposed new terms by the School.

14 General

- 14.1 The Parties will comply with all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including the United Kingdom Bribery Act 2010 and will promptly report to the other any request or demand for any undue financial or other advantage of any kind received in connection with the performance of the Agreement and any breach of this Clause 14.1 will be a breach incapable of remedy for the purposes of Clause 11.1.1.
 - 14.2 The School will not be entitled to perform any of its obligations through any other company or entity or to assign, mortgage, charge or dispose of any of its rights hereunder, or sub-contract or otherwise delegate any of its obligations hereunder without the prior written consent of Cambridge.
 - 14.3 The School will ensure that every agreement with third parties related to the subject matter of the Agreement does not specify that the School is acting in any way as an agent or representative of Cambridge.
 - 14.4 If either party is affected by Force Majeure it will notify the other party immediately of the nature and extent of the Force Majeure and neither party will be deemed to
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be in breach of the Agreement by reason of any delay in performance, or non-performance, of any of its obligations hereunder to the extent that such delay or non-performance is due to any Force Majeure notified the other party, and the time for performance of that obligations will be extended accordingly.

- 14.5 The Agreement supersedes all previous agreements and understandings between the Parties with respect to its subject and may not be modified except by an instrument in writing signed by the duly authorised representatives of the Parties.
- 14.6 Each party acknowledges that in entering into the Agreement, it does not do so on the basis of, and does not rely on, any representation or warranty or other provision except as expressly provided herein. However, nothing in the Agreement purports to exclude liability for any fraudulent statement or act.
- 14.7 Nothing contained in the Agreement will be construed to imply a partnership, or employer and employee or principal and agent relationship between the Parties and neither party will have any right, power or authority to create any obligations, express or implied on behalf of the other.
- 14.8 No person who is not party to the Agreement will have any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of the Agreement but this does not affect any right or remedy of a third party which exists or is available apart from that Act.
- 14.9 Each party warrants to the other party that it has full power and authority to enter into the Agreement.
- 14.10 A party's failure to exercise or delay in exercising a right or remedy provided by the Agreement or by law does not constitute a waiver of the right or remedy or a waiver of other rights or remedies; a waiver of a breach of any of the terms of the Agreement or of a default under the Agreement does not constitute a waiver of any other breach or default and will not affect the other terms of the Agreement and a waiver of a breach of any of the terms of the Agreement or of a default under the Agreement will not prevent a party from subsequently requiring compliance with the waived obligation.
- 14.11 If any provision of the Agreement will be held to be unlawful, invalid or unenforceable, in whole or in part, under any enactment or rule of law, such provision or part will to that extent be severed from the Agreement and rendered ineffective as far as possible without modifying or affecting the legality, validity or enforceability of the remaining provisions of the Agreement which will remain in full force and effect.

15 English Law

- 15.1 The Agreement will be governed by and construed in accordance with English law and all disputes will be referred to and be under the exclusive jurisdiction of the courts in England and Wales.
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16 Notices

- 16.1 Any notices to be given or served under the Terms will be in writing and deemed adequately served on Cambridge if delivered to:

The Chief Executive,
Cambridge International Examinations,
Syndicate Buildings,
1 Hills Road,
Cambridge,
CB1 2EU
United Kingdom

Facsimile +44 1223 553098

and on the School if delivered to the person who signs the Confirmation Letter or their replacement if they have left the School.

- 16.2 The School will notify Cambridge within fourteen (14) days of any replacement of the person who signed the Confirmation Letter by the School or any subsequent replacements.
- 16.3 Any notice served under the Terms will be served by post or facsimile (with copy then sent by post) to the address referred to in this Clause 16 or to such other address which the party has provided to the other in writing as a substitute, or to a party's email address as provided by that party.
- 16.4 Any notice will be deemed to have been received:
- 16.4.1 if served by facsimile transmission (which will be followed by delivery by courier), will be deemed to have been served seven (7) days from the date of provision to the courier; and,
- 16.4.2 if served by courier, will be deemed to have been served seven (7) days from the date of provision to the courier.

17 Definitions

- 17.1 In these Terms the following words and phrases will have the meanings given below:

“£” means UK pounds Sterling;

“Administrative Guide” means the Cambridge publication entitled “Cambridge Administrative Guide”, which provides detailed information and guidance for exams officers who are responsible for administering Cambridge examinations;

“Assessments” means the method used to evaluate a learner's performance in relation to a Qualification;

“Cambridge”	means Cambridge International Examinations;
“Cambridge Marks”	means any trademark, registered mark or design or any other identifier that is identified with Cambridge, University of Cambridge, University of Cambridge Local Examination Syndicate or Cambridge Assessment including “CIE”, “Cambridge International Examinations”, “University of Cambridge Local Examinations Syndicate”, “UCLES”, the “University of Cambridge” and “Cambridge”;
“Centre”	will be read as meaning the same as “School” when reading any documents that are produced by Cambridge, including those that form part of the Agreement;
“Certificate”	means the document produced by Cambridge recording the achievement by a Learner of having successfully completed the respective Assessments for a Qualification;
“Commencement Date”	means the date that Cambridge receives cleared funds in its bank account for the payment of the registration programme fee from the School;
“Confirmation Letter”	means the letter identified on its face as such which is sent by Cambridge to the School confirming that the School’s registration application has been successful;
“Entry”	means a Learner submitted for a Qualification;
“Extended Term”	means each separate period that runs from 1 October to 30 September each year and for the entirety of the year unless terminated earlier in accordance with these terms;
“Fees”	means sums payable by the School to Cambridge for the provision of the Services and that will be described in the Fees List;
“Fees List”	means the list of Fees applicable to the School as provided by Cambridge and amended from time to time;
“Force Majeure”	means, in relation to either party, any circumstance beyond the reasonable control of that party including (insofar as beyond such control but without prejudice to the generality of the foregoing expression), without limitation any strike, lock-out or other form of industrial action, war, riot, civil commotion, malicious damage,

	compliance with law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or Act of God;
“Handbook”	means the Cambridge publication entitled “Cambridge Handbook”, which sets out the rules for administering Cambridge Qualifications and Assessments and the obligations between Cambridge and schools, as amended by Cambridge from time to time;
“Intellectual Property Rights”	means all intellectual property rights throughout the world for the full term of the rights concerned, , including, in the case of Cambridge, the Cambridge Marks, whether or not registered and whether or not registrable, including without limitation copyright, database rights, patents, rights in inventions, know-how and technical information, design rights, design patents, registered designs, trade marks (including business and brand names, domain names, devices and logos) and the right to apply for any of the foregoing anywhere in the world;
“Learner”	means a candidate for a qualification entered through a School;
“Materials”	means any administrative materials produced by Cambridge in printed or electronic form, relating to the Syllabuses, Modules or Assessments;
“Module”	means a component part of a Qualification;
“Qualification”	means a qualification offered by Cambridge to the School so that the School to may offer them to Learners at the School;
“Representative”	means any agent, officer, employee (whether full- or part-time, permanent, temporary or casual), professional advisor or sub-contractor;
“Registration Guide”	means the Cambridge publication entitled “Becoming a Cambridge School: A Guide to the Registration Process” as amended from time to time;
“School”	refers to the school that has signed the Confirmation Letter and will be read as meaning the same as Centre when reading any documents produced by Cambridge that refer to a Centre;
“School’s Premises”	means premises available to the School, and which are used for the purposes of examination

	administration;
“Series”	means a group of examinations in the same range with the same closing date for entries;
“Services”	means those services provided by Cambridge to Schools as described in the Cambridge Handbook;
“Staff”	means all employees, officers, agents, advisors or contractors of the School;
“Syllabuses”	means the curriculum content prepared by Cambridge which comprise the Qualifications;
“Taxes”	means withholding or other taxes, duties or other amounts.

- 17.2 The interpretation and construction of the Agreement will be subject to the following provisions:
- 17.2.1 a reference to any statute, enactment, order, regulation or other similar instrument will be construed as a reference to the statute, enactment, order, regulation or instrument as subsequently amended or re-enacted;
 - 17.2.2 as far as is possible, any Schedule or Appendix to the Agreement will be interpreted consistently with the main body of the Agreement. If there is a conflict between them, the main body of the Agreement will take precedence over any Schedule or Appendix;
 - 17.2.3 the headings to Clauses are for ease of reference only and will not affect the interpretation or construction of the Clauses;
 - 17.2.4 reference to “days” mean ordinary calendar days unless otherwise specified; and,
 - 17.2.5 where the context allows, references to the singular include the plural and vice versa.
- 17.3 The use of the word ‘including’, the phrase ‘in particular’, and similar expressions only illustrate specific examples and are not intended to limit in any way whatsoever the interpretation or construction of the Agreement or any other words in the Agreement.

18 Language

- 18.1 The Agreement is made only in the English language. If the Agreement is translated into any other language, the English language version shall prevail.
 - 18.2 Any notice, instrument, certificate or other communication given under or in connection with the Agreement will be in the English language, or accompanied by a certified English translation. If such notice, instrument, certificate or other
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communication is translated into any other language, the English language version shall prevail.



Appendix 4 Cambridge Schools List

Schools located in Broward County School District currently Registered Cambridge International Schools:

School Name

Attucks Middle School
Avant Garde Academy, Broward
City of Pembroke Pines Charter High School at Academic Village
City of Pembroke Pines Charter Middle School --West Campus
City of Pembroke Pines Charter Elementary - Central Campus
Coral Glades High School
Coral Springs Charter School
Cypress Bay High School
Dillard High School
Everglades High School
Falcon Cove Middle School
Fort Lauderdale High School
Glades Middle School
Monarch High School
Northeast High School
Somerset Academy High School
Somerset Arts Conservatory
South Broward High School
Sunset Lakes Elementary School
Tequesta Trace Middle School
Western High School

Prospective Cambridge International Schools:

Bayview Elementary School
Bennett Elementary School
Cooper City High School
McArthur High School
Piper High School
Rickards Middle School
Sawgrass Springs Middle School
South Plantation High School
Sunrise Middle School

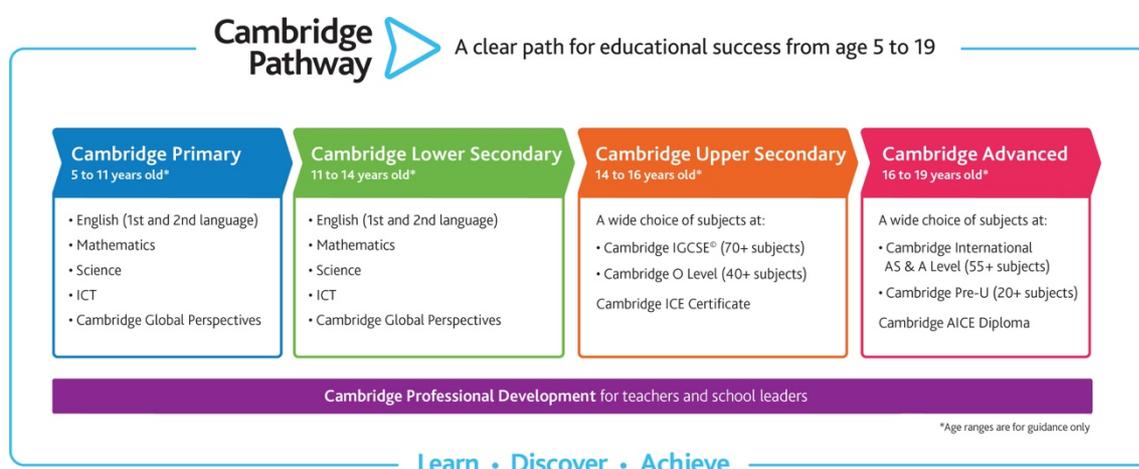
Fees list: USA

October 2018 to September 2019

Introduction

Cambridge Assessment International Education prepares school students for life, helping them develop an informed curiosity and a lasting passion for learning. We are part of the University of Cambridge.

Our Cambridge Pathway gives students a clear path for educational success from age 5 to 19. Schools can shape the curriculum around how they want students to learn – with a wide range of subjects and flexible ways to offer them. It helps students discover new abilities and a wider world, and gives them the skills they need for life, so they can achieve at school, university and work.



® IGCSE is a registered trademark

This fees list includes:

- **Application fees**
- **Cambridge Pathway** (see diagram above)
 - Cambridge Primary
 - Cambridge Lower Secondary
 - Cambridge Upper Secondary
 - Cambridge Advanced
- **Cambridge Professional Development Qualifications**
- **Administration fees.**

In this fees list, we refer to 'Cambridge schools'. These are schools, colleges or any other organisation registered to offer our programmes and qualifications. Our registration year runs from 1 October to 30 September each year.

If you have any questions

You can contact Cambridge International at info@cambridgeinternational.org or call **+44 1223 553554**. Our Customer Services team is available 24 hours a day, six days a week. Our hours are Sunday 00:01 UTC to Friday 23:59 UTC, all year round. We are closed on Saturdays 00:01 UTC to 23:59 UTC. For help, you can contact Cambridge International at www.cambridgeinternational.org/help

Registering as a Cambridge School

Cambridge school: Application fee

Before your school can offer our programmes and qualifications, we will ask you to complete an application process, which includes an approval visit where a Cambridge International representative will visit your school to understand your plans and help you to register. There is an application fee to cover this process.

We will refund a proportion of the fee (\$951) if a school does not meet our standards for registration. We retain the remainder of the fee to cover the cost of your school approval visit.

	US DOLLAR (\$)
Application fee.....	2,853.02

Programme fees – what's included

	Cambridge Primary programme fee	Cambridge Secondary & Advanced programme fee
Cambridge Primary	●	
Cambridge ICT Starters	●	●
Cambridge Lower Secondary	●	●
Cambridge Upper Secondary		●
Cambridge Advanced		●
Cambridge Professional Development Qualifications	●	●

Cambridge school: Cambridge Primary programme fee

Following a successful school approval visit, schools pay a yearly programme fee. The school registration year runs from 1 October to 30 September. See page 4 for candidate entry fees for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint.

	US DOLLAR (\$)
Schools renewing their registration from the previous year, or schools registering for the first time before 31 Dec 2018	4,540.00
Schools registering for the first time part way through the registration year:	
from 1 Jan 2019 to 31 Mar 2019.....	3,405.00
from 1 Apr 2019 to 30 Jun 2019	2,270.00
from 1 Jul 2019 to 30 Sep 2019.....	1,135.00

Cambridge school: Cambridge Secondary & Advanced programme fee

Following a successful approval visit, schools pay a yearly Cambridge Secondary & Advanced programme fee. The school registration year runs from 1 October to 30 September. See page 5 for candidate entry fees.

	US DOLLAR (\$)
Schools renewing their registration from the previous year, or schools registering for the first time before 31 Dec 2018.....	9,305.00
Schools registering for the first time part way through the registration year:	
from 1 Jan 2019 to 31 Mar 2019	6,978.75
from 1 Apr 2019 to 30 Jun 2019.....	4,652.50
from 1 Jul 2019 to 30 Sep 2019.....	2,326.25

You will not be charged the yearly Secondary & Advanced programme fee for 2019/20 if your annual spend is over \$14,632.80 in the year from October 2018 to September 2019.

The application fee and the Cambridge Secondary & Advanced programme fee do not count towards the \$14,632.80 total.

What counts towards your annual spend	
Cambridge Primary programme fee	Cambridge Professional Development Qualification fees
Qualification entry fees ¹	Cambridge Professional Development training courses
Cambridge AICE Diploma and Cambridge ICE entry fees	Results services
Publications catalogue purchases	Post-results services ²

If we add any new services, these will count towards your annual spend, unless stated otherwise.

¹ Late entry fees do not count towards your annual spend

² Enquiries about results (EARs) and any subsequent appeals do not count towards your annual spend

Cambridge Primary

Cambridge Primary schools paying the Cambridge Primary programme fee (see page 2) can offer Cambridge **Primary Checkpoint** at the end of the Cambridge Primary stage. Cambridge Primary Checkpoint tests are available for English, English as a second language, mathematics, science and Global Perspectives.

Learn more at www.cambridgeinternational.org/cambridgeprimary

	US DOLLAR (\$)
Cambridge Primary Checkpoint (per candidate, per subject)	22.59

Cambridge Lower Secondary

Cambridge Lower Secondary is included as part of the Cambridge Primary and Cambridge Secondary & Advanced programme fees.

Cambridge schools can also offer **Cambridge Lower Secondary Checkpoint** tests at the end of the Cambridge Lower Secondary stage. Cambridge Lower Secondary Checkpoint tests are available for English, English as a second language, mathematics, science and Global Perspectives.

Learn more at www.cambridgeinternational.org/lowersecondary

	US DOLLAR (\$)
Cambridge Lower Secondary Checkpoint (per candidate, per subject)	34.25

Cambridge ICT Starters

Cambridge ICT Starters is available to Cambridge schools paying the Cambridge Primary or Cambridge Secondary & Advanced programme fee. It introduces learners, typically aged 5 to 14, to the key ICT applications they need to achieve computer literacy and to understand the impact of technology on our daily lives.

Fees per candidate:

	US DOLLAR (\$)
Cambridge ICT Starters Initial Steps Stage 1 (3 modules)	35.08 per stage
Cambridge ICT Starters Initial Steps Stage 2 (3 modules)	35.08 per stage
Cambridge ICT Starters Initial Steps Full Award – Stage 1 & 2 (6 modules).....	70.17 full award
Cambridge ICT Starters Next Steps Stage 1 (4 modules)	52.05 per stage
Cambridge ICT Starters Next Steps Stage 2 (4 modules)	52.05 per stage
Cambridge ICT Starters Next Steps Full Award – Stage 1 & 2 (8 modules).....	104.09 full award
Cambridge ICT Starters On Track Stage 1 (4 modules)	52.05 per stage
Cambridge ICT Starters On Track Stage 2 (4 modules)	52.05 per stage
Cambridge ICT Starters On Track Full Award – Stage 1 & 2 (8 modules)	104.09 full award

Cambridge Upper Secondary

Cambridge Upper Secondary is included in the Cambridge Secondary & Advanced programme fee. Cambridge schools can offer a wide range of **Cambridge IGCSE** or **Cambridge O Level** subjects. Learn more at www.cambridgeinternational.org/uppersecondary

Fees per candidate:	US DOLLAR (\$)
Cambridge IGCSE.....	91.64 per subject
Cambridge IGCSE Double Award.....	183.28 per subject
Cambridge ICE entry fee	69.11 per certificate

Cambridge Advanced

Cambridge Advanced is included within the Cambridge Secondary & Advanced programme fee. Cambridge schools can offer a wide range of subjects for **Cambridge International A Level** (which can be studied as a staged assessment – Cambridge International AS Level and A Level components).

Learn more at www.cambridgeinternational.org/cambridgeadvanced

Fees per candidate:	US DOLLAR (\$)
Cambridge International AS Level component or A2 Level component (except AS Global Perspectives (9239))	98.80 per subject
Cambridge International A Level (except A Level Global Perspectives (9239))	153.71 per subject
Cambridge AICE Diploma entry fee	117.30 per diploma
Cambridge AICE Full Credit (Cambridge International AS Level component and A Level component).....	98.80 per subject
Cambridge AICE Double Credit (Cambridge International A Level).....	153.71 per subject

Cambridge International AS & A Level Global Perspectives and Research (GPR)

Learners develop research, thinking, reasoning and communication skills by following a structured approach to analysing and evaluating arguments and perspectives. The skills they gain help them to meet the demands of twenty-first century learning and to make a successful transition to higher education.

Fees per candidate:	US DOLLAR (\$)
Cambridge International AS Level component (9239)	175.06
Cambridge International A2 Level Global Perspectives (9239).....	135.53
Cambridge International A Level Global Perspectives (9239).....	220.24

Cambridge Pre-U Global Perspectives and Research (GPR)

Fees per candidate:	US DOLLAR (\$)
All Cambridge Pre-U Global Perspectives and Research components (1, 2, 3, 4).....	282.35 per subject
Cambridge Pre-U Global Perspectives components only (1, 2, 3).....	175.06 per subject
Research component only with Cambridge Pre-U Global Perspectives or Cambridge International AS Level Global Perspectives mark carried forward	175.06 per subject

Cambridge Professional Development Qualifications and teacher training

Cambridge Professional Development Qualifications (Cambridge PDQs) are a system for practice-based professional learning, assessment and certification for teachers and leaders. With Cambridge PDQs you can embed continuous professional development in your school and transform teaching and leadership so that students learn better.

Schools and organisations interested in becoming a Cambridge Professional Development Centre in order to run a Cambridge PDQ programme need to complete the approval process.

Learn more at www.cambridgeinternational.org/pdq

Registered Cambridge schools: access to Cambridge Professional Development Qualifications is included in both the Cambridge Primary programme fee and the Cambridge Secondary & Advanced programme fee.

We charge a yearly fee of \$9,305 if a school is not already a registered Cambridge school paying a Cambridge Primary programme fee or a Cambridge Secondary & Advanced programme fee.

Fees per candidate:

Cambridge International Certificate or Diploma in Teaching & Learning

Cambridge International Certificate or Diploma in Teaching with Digital Technologies

Cambridge International Certificate or Diploma in Teaching Bilingual Learners

Cambridge International Certificate or Diploma in Educational Leadership

	US DOLLAR (\$)
Module 1	317.77
Module 2	190.66
Module 3	127.11
Certificate (Module 1).....	317.77
Diploma (Modules 1, 2 and 3).....	635.54

Note: Full Diploma fees exclude module re-sits, for which the fee is the relevant module fee.

Fees for online Programme Leader courses

Cambridge PDQ Programme Leaders must complete the online Programme Leader Induction course.

	US DOLLAR (\$)
Online Programme Leader Induction course.....	337.89
Resubmission of the programme plan and rationale	92.16 per module

Professional development training courses (subject and skills based)

We deliver a wide range of teacher training and professional development courses and programmes through:

- face to face training
- webinars
- online courses
- examiner feedback web conferences after each exam series
- dedicated tutor led courses on a range of syllabuses
- self-study courses.

Learn more at www.cambridgeinternational.org/professionaldevelopment

Fees for teacher training depend on the type of delivery method and are available on request. Please contact info@cambridgeinternational.org for further information.

Administration fees

After the final entry closing date we will charge late fees for any new entries you make, as well as for any entry amendments or syllabus changes. Entries or changes received after the advertised deadlines can cause disruption to carefully scheduled processes and cause significant extra work. Late entry fees are therefore applied to recover the costs of additional processing requirements, and to encourage the submission of entries by the advertised closing dates.

	US DOLLAR (\$)
Late entries	53.34 per entry, per subject
Very late entries	133.22 per entry, per subject

* *Cambridge International may be unable to accept entry changes in the very late entries period if these are received too close to the exam. Please refer to the handbook for entry deadlines.*

* *Late entry fees will be charged in addition to the normal syllabus fee.*

Results service

	US DOLLAR (\$)
Duplicate results – whole school.....	73.22
Duplicate results – broadsheet only	48.91
Duplicate results – additional fee for despatch by courier	63.56
Priority results information	73.80
Priority results information – additional fee for extra copy	19.56
Priority results information – additional fee for despatch by courier.....	63.56

Post-results service

	US DOLLAR (\$)
Certifying statement search fee	70.33
Certifying statement – additional fee for extra copy.....	19.56
Certifying statement – additional fee for despatch by courier	63.55
Certifying statement – additional fee for authentication per statement.....	250.05
Replacement certificate - name amendment requested after the issue of certificates.....	70.38
Replacement certificate - date of birth (DOB) amendment requested after the issue of certificates (accredited syllabuses only).....	70.38
Replacement certificate – additional fee for despatch by courier.....	63.55
Replacement statement of results (SoR) – name amendment requested after the issue of SoR .	70.38
Replacement statement of results – DOB amendment requested after the issue of SoR.....	70.38
Replacement statement of results – additional fee for despatch by courier	63.55
Verification of results	31.26
Recalculation of Cambridge ICE or the Cambridge AICE Diploma (non-refundable fee):	
For the first five candidates:.....	169.59
For each additional candidate:	17.02

Enquiries about results (EARs)						US Dollar (\$)
Service number	Description	Cambridge O Level / IGCSE	Cambridge International AS & A Level/ Pre-U	Cambridge Professional Development		
		Component fee	Component Fee	Timetabled module	On-demand module	
1	Clerical re-check	26.45	29.35	26.45	---	
1S	Clerical re-check with a copy of the script	57.77	58.58	---	---	
2	Review of marking and clerical re-check	61.64	73.22	61.64	61.64	
2S	Review of marking and clerical re-check with a copy of the script	92.90	105.63	---	---	
3	Review of marking and clerical re-check, with detailed report on assignment module	---			97.82	
4	Review of marking for one assignment module and report on a group of candidates All candidates in the group must have taken the same combination of components. For the first five candidates: For each additional candidate up to a maximum of 30:	---			429.48 78.43	
5	Re-moderation of the school's coursework marks for a component, together with a report on the assessment of the coursework of the candidates	351.92	407.48	---	---	
9	Report on the work of a group of candidates Note: The report is for the information of teachers only and does not involve any review of marking. For the first five candidates: For each additional candidate up to a maximum of 15:	321.76 44.74	360.89 58.63	321.76 44.74	--- ---	

Appeals against enquiries about exam results outcomes Stage 1 244.26

Appeals against enquiries about exam results outcomes Stage 2 292.88

Fees for other Cambridge International services

Return of Art

US DOLLAR (\$)

	Per component	November 2018	March 2019	June 2019
IGCSE	0400/1	284.20	284.20	284.20
IGCSE	0400/2	284.20	284.20	284.20
AS & A Level	9479/1		105.00	105.00
AS & A Level	9479/2		105.00	105.00

The costs are based on items being returned by courier and on work being a maximum size of A2. We may charge additional postage if the maximum size is exceeded.

For more information and details of restrictions see 'Teacher Assessment – Form 5' available to download from www.cambridgeinternational.org/forms

Fees are available on request for other Cambridge International services:

- consultancy on curriculum, assessment design, and school improvement.
- publications
- merchandise.

Refund of fees

We only refund fees if you let us know about the withdrawal of a candidate before the published entry closing date. We issue refunds after the end of the examination series. More information is in the *Cambridge Handbook* available at www.cambridgeinternational.org/examsOfficersguide

If a school applying to become a Cambridge International School does not meet our standards, we will refund \$951 of the application fee (see page 2).

Taxation

Fees are net of local taxation. All fees are payable without deduction for any taxes; all sums payable to us shall be increased to the extent necessary to provide us with the same net amount we would have received if no such taxes had been applicable to those fees.

Invoicing and payment

We email invoices to you – our invoices are in US Dollar (\$).

To register your contact information, please contact us at info@cambridgeinternational.org

Please pay in US Dollar (\$) by electronic or telegraphic transfer to the bank account details below. You need to quote your school name and Centre number, and invoice number(s) within the payment details and forward remittance advice to cashiers@cambridgeassessment.org.uk.

University of Cambridge Local Examination Syndicate (UCLES)

Bank Name: Barclays Bank Plc
 Bank Address: 9 – 11 St Andrews Street, Cambridge, CB2 3AA, UK
 Account Name: UCLES
 Sort Code: 20-17-68
 Swift code: BARCGB22
 Account Number: 53260099
 IBAN: GB55BARC20176853260099

Please remember to quote either your Centre number or invoice number in order that we can identify the source of the payment.

If you have any questions

You can contact Cambridge International at info@cambridgeinternational.org or call **+44 1223 553554**. For help, you can contact Cambridge International at www.cambridgeinternational.org/help

Dr Shernette Grant, Innovation Programs Director
 Broward County Public Schools
 600 SE Third Avenue
 Fort Lauderdale, Florida 33301
 USA

February 4, 2019

Dear Dr Grant,

Working together with Cambridge Assessment International Education

Cambridge International values its relationship with Broward County Public Schools, and we are delighted that a number of schools in your district group are planning to join our community of Cambridge International Schools. Our Cambridge Pathway helps students develop the knowledge, understanding and skills they need to achieve success at school, university and beyond.

We would now like to develop our relationship with you further. After our discussions, we are delighted to offer the following terms new to all of the schools in your district:

- Reduce school application fees if three or more schools apply to become Cambridge International Schools at the same time and they are close enough for us to perform approval visits on the same day or in the same trip to their location
- Apply a group waiver. This means the number of Secondary & Advanced programme fees to be paid by the group is calculated using a group level waiver limit. This allows larger schools that exceed the individual waiver limit to contribute towards a waiver for smaller schools that do not.

This offer is valid until and including 30 September 2021. Full details of this offer and related terms and conditions can be found in Annex 1 and Annex 2 of this letter.

Please sign and return a copy of this letter to confirm your acceptance of this offer and the related terms and conditions.

Signed for and on behalf of
 Cambridge Assessment International Education

Andrew Coombe
 Deputy Director, International Network
 Date

Signed for and on behalf of

[_____]

[_____]

Signed for and on behalf of
 The District

Insert name
Insert title
 Date

Signed for and on behalf of

[_____]

[_____]

Annex 1: Terms and Conditions of the offer

School Application fee

All schools within your group applying to become Cambridge International Schools after the date of this letter and before the expiry date listed in the letter will be charged 50% of the School Application fee, as listed in the Fees List, should the following circumstances occur:

- a. Three or more new schools, that are part of your group, are applying to register at the same time, and
- b. Each of the new schools have a proximity to the others that allows a Cambridge International representative to perform their approval visit on the same day or in the same trip to that geographical location

If a reduced application fee is applied, no refund will be offered should one or more school fail to reach Cambridge International registration standards.

Group Waiver

Any schools within the group wishing to offer O Levels, IGCSEs, or AS or A Levels must pay an annual Cambridge Secondary & Advanced programme fee. This fee is waived when the applicable fees paid by that school in the period published in the relevant Fees List are greater than the waiver limit that is also published in the same Fees List.

In addition, schools in your group that did not achieve the individual waiver will benefit from a “Group Waiver” until the expiry date listed in the letter. This means that the fees paid in the published period by all the schools in your group will be added together, and used to assess how many Cambridge Secondary & Advanced programme fees will be waived across the group. Only schools fulfilling the below criteria will be assessed for the purposes of this Group Waiver.

Schools count towards the Group Waiver calculation when:

- a) They have successfully registered as a Cambridge International School and,
- b) Are listed in annex C.

The Group Waiver is calculated as follows:

District Schools offering Cambridge Secondary & Advanced programmes and qualifications that meet their own respective waiver limits will continue to have their Secondary and Advanced programme fees waived. Any additional spend from these District Schools (over and above their respective waiver limits) will be added to the relevant annual spend (see relevant Fees Lists for eligible fees) from all other District Schools.

This figure is divided by the average waiver limit across all District Schools, and then rounded down to the nearest whole number. This represents the number of additional waivers achieved by the District Schools. The number of additional waivers is divided by the number of schools in the District School group who have not had their Secondary and Advanced programme fees waived and applied evenly as a percentage discount that will be applied to the Secondary and Advanced programme fees charged to these schools.

Any discretionary fees offered to the District Schools, above what any one Cambridge International School may earn for itself under its own contract with Cambridge, shall be offered at the sole discretion of Cambridge. Cambridge shall be under no obligation to offer these discretionary fees at any time.

Annex 2: A worked example of the group waiver

US District: Group waiver example

Assumptions:

The US district runs 5 schools
 The US district are invoiced in US\$
 The assumed waiver limit is \$10,000
 The assumed Cambridge Secondary & Advanced programme fee is \$5,000

Assumed Annual Fee Income:

School 1: \$22,000
 School 2: \$11,000
 School 3: \$3,000
 School 4: \$2,000
 School 5: \$1,000

Step	Description of step	Worked example
Step 1	Schools in your district which are eligible for their own waiver will have their Cambridge Secondary & Advanced Programme fee waived for the following year	Schools 1 + 2 exceed the waiver limit Schools 3 + 4 + 5 do not exceed the waiver limit
Step 2	In addition to the above, all schools which exceed the waiver limit will have these excess fees (i.e. additional eligible fees over the waiver limit) added to other eligible fees paid by other eligible schools in the group. These are called the "Applicable Fees"	Applicable fees = \$19k. This is described below $\begin{aligned} \$22,000 - \$10,000 &= \$12,000 \\ \$11,000 - \$10,000 &= \$1,000 \\ \$3,000 + \$2,000 + \$1,000 &= \$6,000 \\ \text{Total} &= \$19,000 \end{aligned}$
Step 3	The Applicable Fees are divided by the waiver limit published in the relevant Fees List, and then rounded down to the nearest whole number. We call this result the "Number of Waivers" and represents additional waivers available to the group	$\begin{aligned} \$19,000 / \$10,000 &= 1.9 \\ \text{Then round down to nearest number} &= 1 \end{aligned}$
Step 4	The Number of Waivers are multiplied by the Cambridge Secondary & Advanced Programme fee and then divided by the number of schools in your district that have not had their Cambridge Secondary & Advanced programme fee waived in Step 1	$\begin{aligned} 1 * \$5,00 &= \$5,000 \\ \$5,000 / 3 &= \$1666.67 \end{aligned}$
Step 5	The Cambridge Secondary & Advanced Programme fee to be paid by each of the schools in your district who have not had it waived already in Step 1, will be reduced by an amount equal the figure calculated in Step 4 This reduction will not exceed the value of the Cambridge Secondary & Advanced Programme Fee in any circumstance, and the reduction cannot be redeemed against any fees other than the Cambridge Secondary & Advanced programme fee	Each of the schools who did not achieve the waiver (schools 3,4,5) would normally be eligible to pay the full Cambridge Secondary & Advanced programme fee of \$5,000 each In this model each of the schools will be charged a reduced Cambridge Secondary & Advanced programme fee of \$3333.33k (\$5,000 - \$1666.67)

Annex 3: Registered Cambridge International schools & prospective Cambridge International schools

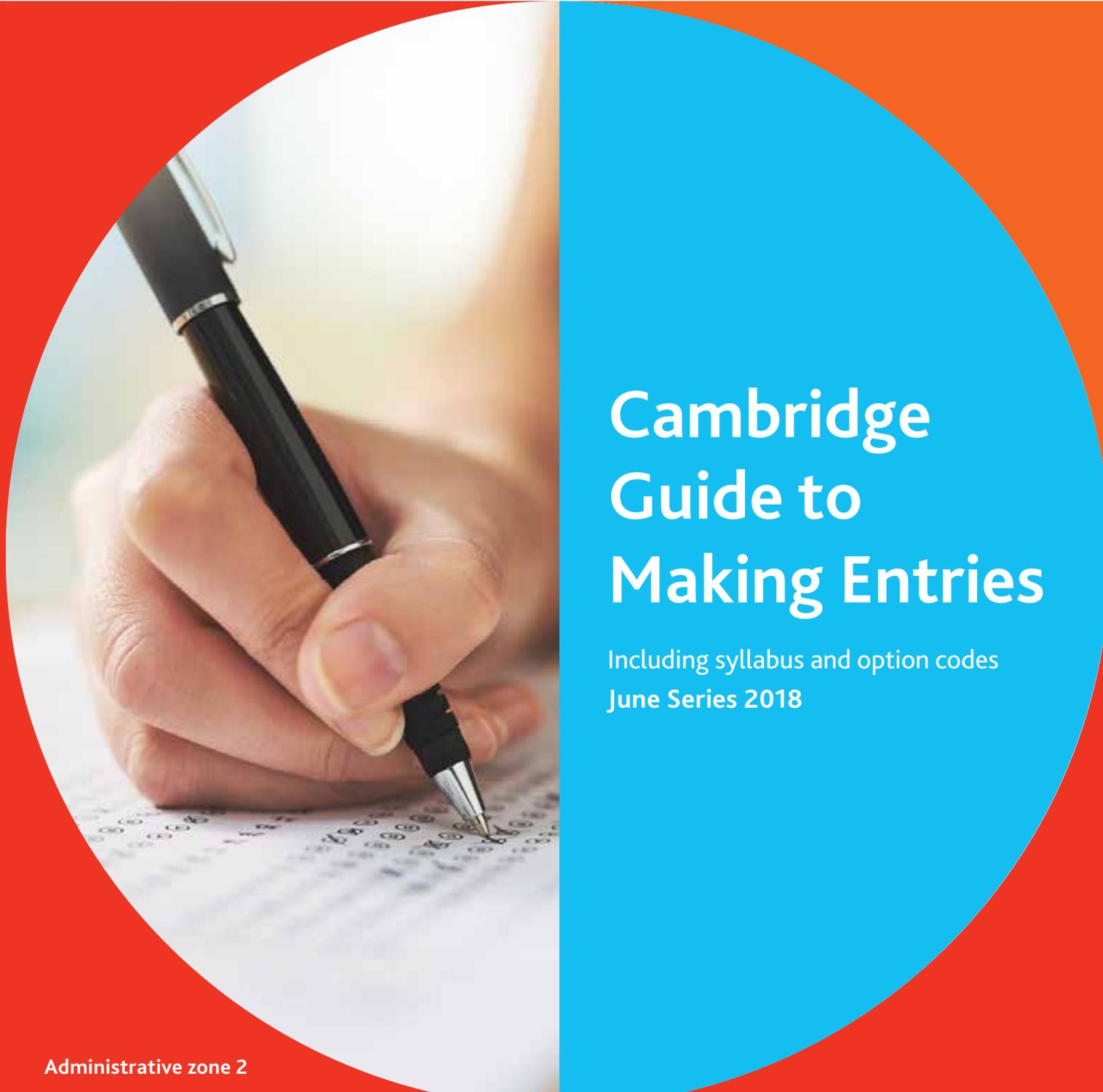
At the time of writing, below is a list of currently registered Cambridge International schools & prospective Cambridge International schools

Currently Registered Cambridge International Schools

- Attucks Middle School
- Coral Glades High School
- Cypress Bay High School
- Dillard High School
- Everglades High School
- Falcon Cove Middle School
- Fort Lauderdale High School
- Glades Middle School
- Monarch High School
- Northeast High School
- South Broward High School
- Sunset Lakes Elementary School
- Tequesta Trace Middle School
- Western High School

Prospective Cambridge International Schools:

- Bayview Elementary School
- Bennett Elementary School
- Cooper City High School
- McArthur High School
- Piper High School
- Rickards Middle School
- Sawgrass Springs Middle School
- South Plantation High School
- Sunrise Middle School



Cambridge Guide to Making Entries

Including syllabus and option codes
June Series 2018

For advice on how to submit entries for Cambridge examinations please contact Customer Services on **+44 1223 553554**.

Send any correspondence about submitting entries to:

Address: **Cambridge Assessment International Education, 1 Hills Road,
Cambridge, CB1 2EU, United Kingdom**
Email: **info@cambridgeinternational.org**
Fax: **+44 1223 553558**

Please quote your Centre number in all communications.

PLEASE DESTROY ALL PREVIOUS COPIES OF THE GUIDE TO MAKING ENTRIES FOR THE JUNE SERIES.

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Introduction

This guide is for new and experienced exams officers who need to submit entry information for Cambridge examinations. It provides a high-level view of the entry submission process and a detailed description of the procedures that you need to follow. The guide also provides an index of all syllabus and option codes for entry in the June 2018 examination series.

The qualifications covered in this document are:

- Cambridge International General Certificate of Secondary Education (IGCSE)
- Cambridge International Advanced Subsidiary Level (AS Level)
- Cambridge International Advanced Level (A Level)
- Cambridge International Pre-U Level 3 Certificate in Global Perspectives & Research (Pre-U GPR)
- Cambridge International Certificate of Education (ICE Diploma)
- Cambridge Advanced International Certificate of Education (AICE Diploma)

Cambridge Checkpoint and Cambridge Primary Checkpoint qualifications are part of the May 2018 series, and information relating to these qualifications can be found in the *Cambridge Checkpoint and Cambridge Primary Checkpoint Administrative Guide 2018*.

You should read this guide in conjunction with the *Cambridge Handbook 2018*, which sets out the regulations that govern all Cambridge examinations, and the *Cambridge Administrative Guide 2018* which details all the administrative tasks exams officers need to carry out during an exam series. You should also refer to the June 2018 exam timetable, to make sure that any timetable clashes are detected as early as possible.

The guide is divided into the following sections:

- Part 1 provides information on the different methods available for submitting your entries, and gives detailed instructions on how to use these.
- Part 2 provides information on what happens after your entries have been received, and what materials you will receive once your entries have been processed.
- Part 3 provides an index of the syllabus and option codes available in the June 2018 examination series.
- Part 4 provides entry instructions for the Cambridge ICE and AICE Diploma group awards.

The *Cambridge Guide to Making Entries* describes the process for submitting entries from the perspective of an exams officer from a Cambridge International School. If your Centre is a Cambridge Associate School you will also have to comply with any additional local arrangements determined by your Cambridge Associate.

Entry deadlines

The entry deadlines for the June 2018 examination series are shown below:

	Final entry closing date	Late entry period	Very late entry period
June Cambridge IGCSE Cambridge International AS and A Level Cambridge Pre-U Cambridge ICE/AICE Diploma	21 February	22 February – 17 April	18 April onwards

We recommend you submit your entries at least two weeks before the final entry closing date. This will give you time to check your entries online using CIE Direct and submit any amendments before the closing date. Any additions or changes to entry options received after the final entry closing date may be subject to late entry fees.

Centres should check that all entries are correct before the Very Late Entry Period begins. Cambridge may be unable to accept changes submitted this close to the examination.

Part 1: Instructions for submitting entries

1.1 Preparing your entries using CIE Direct

We recommend that all centres submit their entries using the online 'exams dashboard' available on CIE Direct (<https://direct.cie.org.uk>). This tool will allow you to manage your exam entries for the current series, and to carry out other administrative tasks like submitting marks and forecast grades.

Free online training for using the Dashboard is available as part of the 'Getting to know the Cambridge Exams Cycle' course – if you are interested in taking this course, please contact Customer Services. A series of video tutorials are also available on the Ask CIE website (<http://ask.cie.org.uk>) in the category 'Ask CIE' > 'Administration of Exams' > 'Entries' > 'CIE Direct Online Entries' > 'CIE Direct Online Entries Video Tutorials'.

If your centre is attached to a Cambridge Associate and they have asked you to use a different system to make your entries, you should follow your Associate's instructions. Centres who are unable to use the Exams Dashboard should email Customer Services for a copy of the 2018 Final Entry Form, which can be completed using Excel. (Please note that outdated versions of the entry form will not be accepted.)

Please make sure the entry data you submit is accurate. Materials such as question papers, mark sheets and attendance registers are dependent upon the entry information we receive. Additional fees may also apply for correcting any errors after the entry deadline.

1.2 Adding your candidate details

When you first log onto the Dashboard, you will need to load your candidate information to the 'June 2018' exam series – this is used for all IGCSE, AS & A Level and Pre-U exams.

Click the 'Add Candidates' button next to the relevant series, and the screen below will appear, where you can choose to enter your candidate data either one candidate at a time using the 'Create New Candidate' option, or by importing a .csv file containing your candidate details on the 'Add Candidates from Spreadsheet' screen.

The screenshot shows the 'Add Candidates to this Series' page for the November 2012 series. It features two main sections: 'Add an individual Candidate' and 'Add multiple Candidates'. In the 'Add an individual Candidate' section, there is a 'Create new Candidate' button. A callout box points to this button with the text: 'Click here to enter your candidate details online, one candidate at a time'. In the 'Add multiple Candidates' section, there is an 'Add Candidates from Spreadsheet' button. A callout box points to this button with the text: 'Click here to upload a .csv file containing all your candidate details'.

- **Create new candidate**

Pressing this button will open a form allowing you to manually input the information for a single candidate. Once you have entered the candidate details, click the 'Save Candidate Details' button to add the new candidate to your entries. The fields on this screen are as follows:

- **Candidate Number:**
Centres must allocate a unique number to each candidate, in the range 0001 to 9999. Candidates should not be entered under more than one number, and candidate numbers cannot be changed after the entry has been submitted.
- **Name:**
The name of the candidate, in the format you would like it to appear on your Statements of Entry and results documentation. The maximum number of characters for a candidate name is 60, which includes any spaces – you will need to abbreviate any names longer than this.
- **Date of Birth:**
Candidates' dates of birth should be entered in the standard UK date format, which is dd/mm/yyyy.
- **Gender:**
Select the gender of the candidate, either 'Male' or 'Female'.
- **English First Language?:**
Select whether English is the candidate's first language.

- **CID Unique Candidate Identifier:**
This allows the entry of a candidate UCI number, which is not needed for General Qualifications.
 - **NID:**
This allows the entry of a National Identity Number, which can be up to 20 characters long.
 - **Unique Learner Number:**
This allows the entry of a candidate ULN, which should be 10 characters long. ULN information is usually only required for candidates in the UK.
 - **Status:**
Indicate whether the candidate is a 'School' or 'Private' entry. Candidates who do not take classes at your Centre and are only using your Centre as an exam venue should be entered as 'Private'.
 - **Previous Centre Number & Previous Candidate Number:**
If the candidate is carrying forward any marks or results from a previous series, enter the Centre and Candidate number they used for their most recent set of previous examinations in these boxes. Please note that this information is still required if the candidate is using the same candidate number in the current series.
- **Add candidates from spreadsheet**
This screen will allow you to upload a .csv file containing your candidate data. The required format for this file is shown below, and a template file can also be downloaded from CIE Direct.

Candidate Number	CID UCI	National ID	ULN	Name	Gender	Date of Birth	Previous Centre Number	Previous Candidate Number	First Language English?	School/Private Indicator
0005	XX123098765X	001234	6789012345	JOHN KEATS	M	05/08/1996	XX123	7	Y	P

Only the Name, Gender and School/Private Indicator are required – all other fields are optional. However, please note that unused headings in the .csv file cannot be removed (i.e. a 'National ID' column must still be included in the file, even if no candidates have provided a National ID Number).

IMPORTANT: Syllabus information must not be included in your .csv file when this is uploaded into the CIE Direct database. Syllabus entries must be added after your candidate data has been imported.

1.3 Adding your syllabus entries

Once you are ready to add your syllabus entries, go to the 'Prepare Entries' section to add the relevant syllabus information for each candidate. Syllabus entries can either be added individually for a particular candidate, or a group of candidates can be entered for the same syllabus option.

- **By candidate**
If you wish to make a syllabus entry for an individual candidate, click on the 'Candidates' tab to display a list of candidates you have entered in this series. Click on the name of the candidate you wish to make an entry for, and then click the 'Add Entry' button at the bottom of the page.

The page below will be displayed, which will show all qualifications your Centre is eligible to offer, divided into a separate tab for each qualification. Select the tab for the required qualification, and then click the 'Add Entry' link next to the required subject to see a list of the entry options available in that subject.

The screenshot shows the 'Add Entry' page for candidate 0001 WILLIAM SHAKESPEARE. The page is titled 'Series: November 2012' and 'Add Entry for: 0001 WILLIAM SHAKESPEARE'. The navigation menu includes 'Home', 'Bulletins', 'Administer Exams', 'Support Materials', 'Ask CIE', 'Dashboard', 'Results', and 'File Transfers'. The 'Candidates' tab is selected, and the 'Add Entry' link for 0400 Art and Design is highlighted. The page shows a list of syllabus options for 0400 Art and Design, including 'Option A' with sub-options '01 Observational/Interpretative Assignment' and '02 Design Assignment'. A 'Retake' checkbox and an 'Add Entry' button are also visible.

- **By syllabus**

If you intend to enter a number of candidates for the same syllabus option(s), it may be quicker to use the 'Syllabus' tab. Use the qualification tabs at the top of the screen to locate the necessary subject, and then click on the 'Add Entries' link to the right of the syllabus name to produce a list of the entry options available in the subject.

Once you have clicked this button, a list of all candidates entered in the current series will be produced. Place a tick beside the name of every candidate that you wish to enter for that syllabus/option and then click the 'Enter Selected Candidates' button to enter the candidates for this entry option. A 'group' tickbox in the column header also allows you to enter all candidates on the screen for the subject at once.

Logged in as: test account Log out

Home | Bulletins | Administer Exams | Support Materials | Ask CIE

Dashboard | Results | File Transfers

Series: November 2012 « Back to Dashboard

You are here: Dashboard » November 2012 » Prepare Entries » Syllabuses » IGCSE

1. Prepare Entries >> 2. Check Entries >> 3. Submit Entries

Candidates | **Syllabuses**

Syllabuses with Entries | **IGCSE** | ICE | GCE O Level | GCE AS & A Level | Last year's

Syllabuses: 48

Filter: All Syllabuses | Syllabuses with Entries

Items per page: 10 | 25 | 50 | **100** | 500

Code	Syllabus name	
0400	Art and Design	▼ Add Entries
0410	Music	▼ Add Entries
0411	Drama	▼ Add Entries
0413	Physical Education	▲ Add Entries
	Option AY	02 Coursework (c/w)
		12 Paper 12
		➤ Add Entries
	Option BY	12 Paper 12
		82 Coursework Mark Carried Forward
		➤ Add Entries

Whichever method you use to add your subject entries, the dashboard will not allow a candidate to be entered for the same syllabus code twice, or allow syllabus entries to be made for a disallowed combination of subjects. For example, if a candidate is entered for 0500 First Language English, the site will not allow the same candidate to enter for another option in this subject, or to make an additional entry for 0510 English as a Second Language.

If a candidate needs to switch their entry from 0500 to 0510, it would be necessary to withdraw the entry for 0500 First Language English, submit the change, and then enter the candidate for 0510 English as a Second Language once the withdrawal has been processed.

1.4 Checking your entries

Once you have added your entry and candidate information there are a series of reports you can run to check the information has been entered correctly. Please note that these are provisional reports to allow you to check your entries before they are submitted, so they will show candidates which have been uploaded to the site but have not yet been submitted to Cambridge. It is the Centre's responsibility to make sure that all entries are submitted to Cambridge by the entry deadline.

- **Electronic Statement of Entry:**
This generates a PDF copy of a Statement of Entry, showing the candidate information and their entries.
- **Entries by Candidate Report:**
This produces a report showing all your candidates' entries organised by candidate. This report can be downloaded in PDF or CSV format.
- **Entries by Syllabus Report:**
This produces a report showing all your candidates' entries organised by syllabus. This report can be downloaded in PDF or CSV format.

You must make sure your candidates have checked their entry information carefully before you submit it, as you will be charged late entry fees for any changes made after the entry deadline.

All these reports can be run from the 'Check Entries' tab shown below:

Logged in as: test account Log out

Home | Bulletins | Administer Exams | Support Materials | Ask CIE

Dashboard | Results | File Transfers

Series: November 2012 « Back to Dashboard

You are here: Dashboard » November 2012 » Check Entries

1. Prepare Entries >> 2. Check Entries >> 3. Submit Entries

Please ensure your candidates check their Entries carefully.

Check Entries

Pre-Submission reports

Entries by Candidate Report

These reports generate a report of all your candidates' entries organised by Candidate.

PDF download (Grouping by Candidate)
 CSV download (Grouping by Candidate, Entry per Row)

Entries by Syllabus Report

These reports generate a report of all your candidates' entries organised by Syllabus.

PDF download (Grouping by Syllabus)
 CSV download (Grouping by Syllabus)

Electronic Statement of Entry

This generates a PDF report with a separate page for each candidate that can be printed or emailed. This can be used for checking information before entries are submitted. Once you have submitted your entries and they have been confirmed by Cambridge with a status of 'Complete', the PDF can be regenerated as a confirmation of entries.

All Candidates
 Select Candidates

Disallowed Combinations

View the combinations of syllabuses that are disallowed

View Report
 Download Report

'Check Entries' Tab

Allows you to run a report of all your online entries, organised by candidate number

Allows you to produce Statements of Entry for your candidates

Allows you to run a report of all your online entries, organised by syllabus code

1.5 Submitting your entries

Once you have checked you are happy with all the information you can submit your entries. Go to the 'Submit Entries' section and click on 'Submit Entries to CIE'.

Logged in as: test account Log out

Home | Bulletins | Administer Exams | Support Materials | Ask CIE

Dashboard | Results | File Transfers

Series: November 2012 « Back to Dashboard

You are here: Dashboard » November 2012 » Submit Entries

1. Prepare Entries >> 2. Check Entries >> 3. Submit Entries

Submitting your Entries

Once submitted, processing your Entries takes between 15 minutes and 48 hours depending on the volume of entries we are processing at the time.

Entries Confirmation

Ready to submit?
 Have all your candidates checked their entry details?

Submit Entries to CIE

'Submit Entries' Tab

Click here to submit all your entry information to Cambridge.

To check the status of the entries you have submitted, look at the 'Status' column under the 'Candidates' tab, or check the status of your entries for the series on the main Dashboard as shown below.

Logged in as: test account Log out

Home | Bulletins | Administer Exams | Support Materials | Ask CIE

Dashboard | Results | File Transfers

Dashboard

Manage GQ Series

November 2012 Series

Entries	Status
5 Candidates 5 entries	Awaiting approval

Add Candidates

Status of your entries

Notes

Current UK time

14:06 UTC+1
 Wed 02 May 2012
 All deadlines are UK time.

Administering exams

CIE Direct allows you to make your entries and amendments

Entries will usually be processed within 1–2 hours. However, during exceptionally busy periods, this can take up to 48 hours. (Examples of exceptionally busy periods would include the entry deadline date, or when results are being issued for the previous exam series.) If the status of your entries has not changed to 'Complete' within 48 hours, please contact us.

1.6 Making amendments

Once your initial entries have been submitted and processed, you can continue to make changes to the entries on your online database, including changes of personal details, amendments to the option codes of existing entries, addition of new candidate/syllabus entries or withdrawal of candidates/syllabuses. Any changes sent after your initial submission are classified as 'amendments', and must be submitted in the same way as your final entries.

After your initial entries have been processed by Cambridge, two additional tabs will appear on the dashboard, as shown in the image below. The 'Amendments to Submit' tab will produce a list of any changes you have made to your entries since your last submission, and will allow you to submit these amendments in the same way as the 'Submit Entries' tab. The 'History' tab will allow you to check when you have submitted your entries for the series.

Logged in as: test account Log out

Home | Bulletins | Administer Exams | Support Materials | Ask CIE

Dashboard | Results | File Transfers

Series: November 2012 « Back to Dashboard

You are here: Dashboard » November 2012 » Final Entries » Candidates

Final Entries | Reports

Candidates | Syllabuses | **Amendments to Submit** | History

Amendments to Submit Tab

History Tab

Information: Your submitted entries are being processed by CIE. You can amend an Entry when it has been processed. Processing can take up to 48 hours at busy periods.

Candidates: 5 Add Candidates

Filter: Select qualification type...

Items per page: 10 | 25 | **50** | 100 | 500

Number	Name	Entries	Status
1	WILLIAM SHAKESPEARE	1	Processing
2	MARY SHELLEY	1	Processing
3	CHARLES DICKENS	1	Processing
4	EMILY BRONTE	1	Processing
5	JOHN KEATS	1	Processing

Items per page: 10 | 25 | **50** | 100 | 500

Please make sure that all entry amendments are submitted before the late entry closing date for the series as you won't be able to make any entry changes using CIE Direct after this date.

1.7 Submitting forecast grades and internally assessed marks

Once your entries have been processed, you can also use the Dashboard to submit forecast grades for your candidates, or to submit any coursework/oral marks. To submit these, click on the 'Internally Assessed Marks' or 'Forecast Grades' tab at the top of the screen, as required. If you click on the 'Internally Assessed Marks' link, you will be shown a list of the components which require internally assessed marks, as indicated below.

Logged in as: test account Log out

Home | Bulletins | Administer Exams | Support Materials | Ask CIE

Dashboard | Results | File Transfers

Series: November 2012 « Back to Dashboard

You are here: Dashboard » November 2012 » Internally Assessed Marks

Final Entries | Reports | **Internally Assessed Marks** | Forecast Grades

Components requiring Internally Assessed Marks

Filter: All | Marks Required

Items per page: 10 | 25 | 50 | 100 | 500

Qualification	Code	Syllabus name	Component name	Deadline	Status
IGCSE	0413/02	Physical Education	Coursework (c/w)	Tue 30 Apr 2013	Marks Required
IGCSE	0510/05	English as a Second Language (Oral Endorsement)	Oral Communication	Tue 30 Apr 2013	Marks Required

Items per page: 10 | 25 | 50 | 100 | 500

Click on the component name for the component you wish to submit marks for, and the site will display a list of the candidates who are entered for that component. Simply complete the marks for each candidate in the box provided, or tick the 'Absent' box for any candidates who did not complete the work. Once you have filled in the marks for all candidates, click the 'Submit Marks' button in the bottom-right corner to submit the marks to Cambridge. Please make sure all marks are checked before you submit them, as you will not be able to make changes to the marks online once the marks have been approved.

Logged in as: test account [Log out](#)

Home | Bulletins | Administer Exams | Support Materials | Ask CIE

Dashboard | Results | File Transfers

Series: November 2012 [« Back to Dashboard](#)

You are here: [Dashboard](#) » [November 2012](#) » [Internally Assessed Marks](#) » Physical Education: Coursework (c/w) (0413/02)

Final Entries | Reports | **Internally Assessed Marks** | Forecast Grades

Physical Education: Coursework (c/w) (0413/02) [Download CSV](#)

Marks outstanding for 5 of 5 Candidates **Maximum Mark: 60**

Filter: [All](#) | [Unsubmitted](#) | [Submitted](#)

Items per page: **10** | 25 | 50 | 100 | 500

Cand No.	Name	To be submitted		Submitted	
		Mark	Absent	Mark	Absent
1	WILLIAM SHAKESPEARE	<input type="text"/>	<input type="checkbox"/>		
2	MARY SHELLEY	<input type="text"/>	<input type="checkbox"/>		
3	CHARLES DICKENS	<input type="text"/>	<input type="checkbox"/>		
4	EMILY BRONTE	<input type="text"/>	<input type="checkbox"/>		
5	JOHN KEATS	<input type="text"/>	<input type="checkbox"/>		

Items per page: **10** | 25 | 50 | 100 | 500

[Download Internally Assessed Marks report](#)
[Mark Required](#)
[Mark Required](#)

[Submit Marks to Cambridge](#) | [Save changes without submitting](#) | [Cancel](#)

Annotations:

- Enter the candidate's mark in the box provided, or tick the box if the candidate was Absent/did not submit work.
- Click here to submit the marks you have entered for approval.
- Click here to save the marks on the Dashboard, but not submit them.

Remember to include a copy of the Internally Assessed Marks report when you submit your moderation sample, along with the relevant assessment summary form.

The process for submitting Forecast Grade information is essentially the same as submitting Internally Assessed marks. The only difference is that the 'Forecast Grade' tab will provide a list of the available grades for each candidate, and will ask you to select from the list provided.

Part 2: After submitting your entries

2.1 Viewing your entries online

Once your entries have been processed you will be able to view your entry information on CIE Direct. This will normally take up to 48 hours, depending on the entry system used. However, it can take considerably longer for entry information to appear at peak periods, such as the entry closing date or when results for a previous series are being released.

Your entries can be viewed on the dashboard at any time, even after entries have closed for the series. You can also use the 'Check Entries' page to print your own provisional Statements of Entry for candidates, or to produce other reports for checking your entries.

CIE Direct will show the current entry information we hold for your Centre. If any amendments need to be made, submit the changes as soon as possible, using the same entry system you used to send the original entries.

2.2 Entry feedback documents

Once your entries have been received and processed, we will send the following confirmation documents by post. These will normally arrive within two weeks of your entries being submitted. Do **not** assume that your entries have been received until this documentation has arrived.

If any changes are made to your entries after these documents have been sent, including amendments to candidate details, we will send a revised Statement of Entry. No further Statements of Entry will be sent after the late entry closing date for the series.

Statements of Entry

A Statement of Entry is produced for each candidate, and will show the following information:

- the Centre number, Centre name and candidate number for the current series
- the candidate's personal details (name, date of birth and gender)
- any previous entry details provided
- a full list of all syllabuses and entry options for the candidate

You must give all candidates the opportunity to check the details on their Statement of Entry.

The reverse side also contains a copy of the Notice to Candidates, which gives a brief summary of the exam conduct required for Cambridge examinations.



Statement of Entry June 2014

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.
EXAMPLE CANDIDATE ONE	22 MAY 1994	XX123/0001
Centre Name	Previous Entry Details	Gender
EXAMPLE CENTRE	XX124/0045	F

Syllabus/Component	Syllabus and Component Titles	Exam Date	Time
IGCSE			
0510/A	English as a Second Language (Speaking Endorsement)		
01	Reading and Writing (Core)	01 MAY	AM
03	Listening (Core)	02 MAY	AM
05	Oral Communication		
0520/B	French		
01	Listening	03 MAY	AM
02	Reading and Directed Writing	04 MAY	AM
03	Speaking		
04	Continuous Writing	05 MAY	AM
0580/A	Mathematics (Without Coursework)		
01	Paper 1 (Core)	01 JUNE	PM
03	Paper 3 (Core)	02 JUNE	PM
0610/C	Biology		
01	Multiple Choice	03 JUNE	AM
03	Extended Theory	04 JUNE	AM
06	Alternative to Practical	05 JUNE	AM
0625/C	Physics		
01	Multiple Choice	06 JUNE	AM
03	Extended Theory	07 JUNE	AM
06	Alternative to Practical	08 JUNE	AM

By entering for these examinations you agree to be bound by CIE rules and regulations for the conduct of examinations. Keep this Statement of Entry in a safe place until results are published.

Date of Issue: 21/02/2014

Page 1 (final page)

Candidate Entry Listing

This provides a summary of all entries made for the Centre. This list will be in candidate number order, and lists which syllabuses and entry options each candidate has been entered for.



Candidate Entry Listing June 2014

This table shows the candidates for CIE examinations entered accepted for the session shown.

Centre Number	School	Centre Name				
XX123	XX123	EXAMPLE CENTRE				
Candidate No. and Name	Syllabus, Option and Component Details		Syllabus Title	Gender	Date of Birth	S/P
0001 EXAMPLE CANDIDATE ONE	0510	A (01 03 05)	ENGLISH AS A SECOND LANGUAGE	F	22 MAY 1994	S
	0520	B (01 02 03 04)	FRENCH			
	0580	A (01 03)	MATHEMATICS (WITHOUT COURSEWORK)			
	0610	C (01 03 06)	BIOLOGY			
	0625	C (01 03 06)	PHYSICS			
0002 EXAMPLE CANDIDATE TWO	0510	A (01 03 05)	ENGLISH AS A SECOND LANGUAGE	M	30 SEP 1995	S
	0520	B (01 02 03 04)	FRENCH			
	0580	A (01 03)	MATHEMATICS (WITHOUT COURSEWORK)			
	0610	C (01 03 06)	BIOLOGY			
	0625	C (01 03 06)	PHYSICS			
0003 EXAMPLE CANDIDATE THREE	0580	A (01 03)	MATHEMATICS (WITHOUT COURSEWORK)	F	03 NOV 1995	S
	0610	C (01 03 06)	BIOLOGY			
	0620	C (01 03 06)	CHEMISTRY			
	0625	C (01 03 06)	PHYSICS			

Date of Issue: 21/02/2014

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Centre Summary of Entries

This provides a summary of the total number of entries made for each exam component.

This information can be used to check that sufficient quantities of each question paper have been received.



Centre Summary of Entries June 2014

This lists centres, in syllabus code order, the syllabuses and components for which entries have been submitted by the centre listed below.

Centre Number	School	Centre Name			
XX123	XX123	EXAMPLE CENTRE			
Qualification	Syllabus Code / Title		Component Code / Title	No of Entries	
GCE AS & A LEVEL	8693	ENGLISH LANGUAGE	01	Passages for Comment	1
			02	Composition	1
	9709	MATHEMATICS	01	Paper 1	4
			02	Paper 2	4
IGCSE	0500	FIRST LANGUAGE ENGLISH	01	Reading Passages (Core)	10
			03	Directed Writing & Composition	10
	0520	FRENCH	01	Reading and Directed Writing	15
			02	Listening	15
			03	Speaking	15
			04	Continuous Writing	10
	0580	MATHEMATICS (WITHOUT COURSEWORK)	01	Paper 1 (Core)	20
			02	Paper 2 (Extended)	5
			03	Paper 3 (Core)	20
			04	Paper 4 (Extended)	5

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Centre Entry Warning List

This warns Centres of any potential timetable clashes for individual candidates.

Use this information to plan around any timetable clashes, and to apply for timetable deviations if required.



Centre Entry Warning List June 2014

Centre Number	School	Centre Name	
XX123	XX123	EXAMPLE CENTRE	
Warning Message	Timetable Clash Analysis		
Candidate Number	Date		
0004 0017 0023	14 May 14 am		
	0450 (01) with 0520 (02)		
	0450 (01) with 0520 (02)		
	0450 (01) with 0520 (02)		
0135	17 May 14 am		
	9707 (02) with 9716 (01)		
0146 0172	22 May 14 am		
	9701 (01) with 9715 (04)		
	9701 (01) with 9715 (04)		

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2.3 Checking your entry information

When you receive your entry feedback documents check them carefully. We advise you to check that all entry information is correct before the published entry closing date for the series. Late fees may be charged for making amendments or corrections after this date. As stated in the *Cambridge Handbook*, it is the responsibility of the Centre to make sure that all entry information is correct.

You should also provide each candidate with a copy of their Statement of Entry, including private candidates. Candidates should use this to check that their information is correct. In particular, candidates should check that:

- their name has been correctly spelt, and is as it should appear on their certificate
- their date of birth and gender are correct
- the total number of syllabuses is correct
- they have not been entered for any unexpected exam components (i.e. they have been entered to submit coursework but they expected to be entering for written papers only)
- there are no warning notices on the Statement of Entry.

Remember that candidates may be unfamiliar with the entry codes, so they may need help to check that they are entered for the correct exam.

If any errors are found in your entry feedback documents, you should submit an amendment as soon as possible. We would advise you to check that all entry information is correct before the published entry closing date for the series, as late fees will be charged for adding a missing subject or changing an entry option after this date. You will not be charged for making amendments to a candidate's personal details before the exam takes place, like their name, gender, date of birth, status (school/private) or whether their first language is English.

Please contact Customer Services if you are unsure about any of the information shown on these documents.

2.4 Invoicing of examination entries

You will be invoiced for all examination entry fees shortly after the entry deadline for the examination series has passed. A deadline for payment will be stated on the invoice, which will be 28 days after the date the invoice was issued. Fees will be charged according to the *Cambridge Fees List* for the series, which is updated annually on 1 October and sent to you via the 'Messages' section of CIE Direct.

Additional invoices will be produced each month for any late entries or option code changes received after the entry deadline. It is not possible to send a combined invoice at the end of the series to cover all entries and amendments.

If you receive an invoice which you believe is incorrect, please raise an invoice query by contacting our Credit Control team at the email address printed on your invoice. When emailing, you should take care to provide the following information:

- Your Centre number.
- The reference number of the invoice. (This will be shown on the top-right corner.)
- A description of exactly which fees listed on the invoice you believe are incorrect, or which candidates you feel have been incorrectly charged.
- The reasons why you believe that the invoice should be changed.
- Any other information that you feel is relevant.

Any such queries will require a detailed investigation, but we aim to respond to any queries within 21 days wherever possible. Invoice queries cannot be resolved by telephone.

Part 3: Index of syllabus codes for the June 2018 series

3.1 Introduction

This section contains syllabus information for all Cambridge examinations available in the June 2018 examination series. It includes details of syllabus numbers, entry option codes, component weightings and exam durations. Disallowed syllabus combinations are also listed for most subjects; however, please note that candidates are also not permitted to sit more than one syllabus with the same title at the same qualification level.

In some cases, the course syllabus will refer to a one-digit paper number, while the component codes listed on the following pages will contain two digits. Where this is the case, the first digit of the component code refers to the paper number in the syllabus, and the second digit is for our administrative purposes.

You can only submit entries for qualifications that your Centre has been approved to offer. If you intend to submit entries for a subject your Centre has not entered in the past, please submit an *Additional Qualification Types* form (Preparation – Form 5) to Customer Services.

3.2 Use of entry option codes

Each syllabus entry is made up of two pieces of information:

- A **syllabus code**: this four-digit numeric code indicates which subject the candidate is taking.
- An **option code**: this can be up to two digits long, and indicates which combination of exam components the candidate will be sitting. The option code will always start with a letter.

In the subject given below, there are four different entry options, ranging from A to D. Select the option code which shows the combination of exam components your candidates will take. For example:

- If a candidate is entering for the Multiple Choice paper (1), the Extended Theory exam (3) and will be submitting coursework (4), they should enter for option code **A**. This option includes all three of the components the candidate intends to sit.

Example Subject 1		0998	Component	Component title
Option code	Candidates take components		1	Multiple Choice
A	1, 3, 4 (Extended)		2	Core Theory
B	1, 3, 5 (Extended)		3	Extended Theory
C	1, 2, 4 (Core)		4	Coursework
D	1, 2, 5 (Core)		5	Alternative to Coursework

- If another candidate is entering for the Core Theory exam (2) instead of Extended Theory, and will be sitting the Alternative to Coursework paper (5) instead of submitting coursework, they should be entered for option **D**.

Example Subject 1		0998	Component	Component title
Option code	Candidates take components		1	Multiple Choice
A	1, 3, 4 (Extended)		2	Core Theory
B	1, 3, 5 (Extended)		3	Extended Theory
C	1, 2, 4 (Core)		4	Coursework
D	1, 2, 5 (Core)		5	Alternative to Coursework

A small number of syllabuses do not require an option code, as there is only one valid combination of question papers that candidates can be entered for. If this is the case, the syllabus table will state 'Leave Blank' in the option code column. For all other subjects, the option code is a required part of the entry.

It is not possible to make entries for an individual component, or to enter for only part of an option code. All candidates must be entered for one of the entry options listed. **Candidates sitting any other combination of question papers would not be eligible to receive a result.**

3.3 Entry option codes for carry forward components

Some syllabuses allow candidates to carry forward marks from a previous series within a 13-month period. For Cambridge IGCSE or Pre-U subjects, marks can only be carried forward once, while Cambridge International AS Level marks can be carried forward twice. If candidates wish to use marks from a previous series, you should enter them for the relevant 'Mark Carried Forward' component when making their entries.

In the subject given below, there are two entry options. One is for candidates submitting coursework, while the other is for candidates carrying a coursework mark forward. For example:

- If a candidate will be submitting their coursework in the current examination series, they should be entered for option **A**, as this includes an entry for the coursework component.

Example Subject 2		0999	Component	Component title
Option code	Candidates take components			
A	1, 2		1	Written Examination
B	1, 82		2	Coursework
			82	Coursework Mark Carried Forward

- If a candidate has already submitted coursework in the last 13 months, and wishes this mark to be carried forward instead of submitting coursework again in the current series, they should be entered for option **B**.

Example Subject 2		0999	Component	Component title
Option code	Candidates take components			
A	1, 2		1	Written Examination
B	1, 82		2	Coursework
			82	Coursework Mark Carried Forward

Centres must make sure their candidates have a valid mark to carry forward before entering them for a carry forward option, and provide previous entry details with the candidate's carry forward entry.

3.4 Entry option codes for staged assessment

Where permitted by the syllabus, candidates can use a previous Cambridge International AS Level result taken within the last 13 months towards the award of a Cambridge International A Level in the same subject. This option is not available in language subjects, except for English. Syllabuses where a staged assessment option is available are indicated with an asterisk (*) in the syllabus index.

In the subject given below, there are five different entry options:

- If a candidate will be sitting the full Cambridge International A Level in the current series, they should be entered for option **A**; this option contains all AS and 'A2' components.

Example Subject 3		9990	Component	Component title
Option code	Candidates take components			
A	1, 2, 3		1	AS Written Examination
B	3, 66		2	AS Essay Question
C	3, 67		3	A2 Written Examination
D	1, 2, 3, 66, 67		66	June AS Mark Carried Forward
S	1, 2		67	November AS Mark Carried Forward

- If the candidate is only to be entered for the Cambridge International AS Level in the current series, they should be entered for option **S**, which contains only the two AS Level components.

Example Subject 3		9990	Component	Component title
Option code	Candidates take components			
A	1, 2, 3		1	AS Written Examination
B	3, 66		2	AS Essay Question
C	3, 67		3	A2 Written Examination
D	1, 2, 3, 66, 67		66	June AS Mark Carried Forward
S	1, 2		67	November AS Mark Carried Forward

- Candidates who have taken the Cambridge International AS Level in the previous 13 months and only want to sit the 'A2' components in the current series should be entered for either option **B** or **C**, depending on when their previous AS Level result was awarded.
 - If a candidate wishes to use a Cambridge International AS Level result awarded in the previous June series, they should be entered for option **B**.

Example Subject 3		9990	Component title	
Option code	Candidates take components	Component	Component title	
A	1, 2, 3	1	AS Written Examination	
B	3, 66	2	AS Essay Question	
C	3, 67	3	A2 Written Examination	
D	1, 2, 3, 66, 67	66	June AS Mark Carried Forward	
S	1, 2	67	November AS Mark Carried Forward	

- Candidates using a result from the previous November series should enter for option **C**.

Example Subject 3		9990	Component title	
Option code	Candidates take components	Component	Component title	
A	1, 2, 3	1	AS Written Examination	
B	3, 66	2	AS Essay Question	
C	3, 67	3	A2 Written Examination	
D	1, 2, 3, 66, 67	66	June AS Mark Carried Forward	
S	1, 2	67	November AS Mark Carried Forward	

- If a candidate has taken the Cambridge International AS Level within the last 13 months and wishes to re-sit this in the current session while taking the 'A2' components, they should enter for option **D**. This will enter the candidate for all AS and 'A2' components, and also carry forward their previous AS results.

Example Subject 3		9990	Component title	
Option code	Candidates take components	Component	Component title	
A	1, 2, 3	1	AS Written Examination	
B	3, 66	2	AS Essay Question	
C	3, 67	3	A2 Written Examination	
D	1, 2, 3, 66, 67	66	June AS Mark Carried Forward	
S	1, 2	67	November AS Mark Carried Forward	

Centres must make sure their candidates have a valid mark to carry forward before entering them for a staged assessment option, and provide previous entry details with the candidate's carry forward entry.

Cambridge IGCSE syllabuses (in alphabetical order):

Accounting			0452			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Paper 11	1h45m	50%
			21	Paper 21	1h45m	50%

Additional Mathematics			0606			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Paper 11	2h	50%
			21	Paper 21	2h	50%

Arabic			0544			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	21, 3, 41	Yes	21	Reading 21	1h	33%
			3	Speaking	15m	33%
			41	Writing 41	1h	33%

Notes Candidates may not sit this syllabus in the same series as 0508.

Art & Design			0400			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
A	1, 2	Yes	1	Broad-based Assignment	8hrs	50%
B	1, 3	Yes	2	Design-based Assignment	8hrs	50%
C	1, 4	-	3	Critical and Historical Assignment	-	50%
			4	Coursework Assignment	-	50%

Bahasa Indonesia			0538			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2, 3	Yes	1	Reading and Understanding	1h45m	45%
			2	Reading and Writing	1h30m	40%
			3	Speaking and Responding	11m	15%
Notes Candidates may not sit this syllabus in the same series as 0545.						

Bangladesh Studies			0449			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	History and Culture of Bangladesh	1h30m	50%
			2	Environment and Development of Bangladesh	1h30m	50%

Biology			0610			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
BX	21, 41, 51 (Extended)	Yes	11	Multiple Choice (Core) 11	45m	30%
CX	21, 41, 61 (Extended)	Yes	21	Multiple Choice (Extended) 21	45m	30%
FX	11, 31, 51 (Core)	Yes	31	Theory (Core) 31	1h15m	50%
GX	11, 31, 61 (Core)	Yes	41	Theory (Extended) 41	1h15m	50%
			51	Practical Test 51	1h15m	20%
			61	Alternative to Practical 61	1h	20%
Notes Candidates may not sit this syllabus in the same series as 0653 or 0654.						

Business Studies			0450			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Short Answer/Structured Response 11	1h30m	50%
			21	Case Study 21	1h30m	50%

0607**Cambridge International Mathematics**

Option code	Candidates take components	Available to private candidates?
AX	11, 31, 51 (Core)	Yes
BX	21, 41, 61 (Extended)	Yes

Component code	Component title	Duration	Weighting
11	Paper 11 (Core)	45m	25%
21	Paper 21 (Extended)	45m	20%
31	Paper 31 (Core)	1h45m	60%
41	Paper 41 (Extended)	2h15m	60%
51	Paper 51 (Core)	1h	15%
61	Paper 61 (Extended)	1h30m	20%

Notes Candidates may not sit this syllabus in the same series as 0580.

0620**Chemistry**

Option code	Candidates take components	Available to private candidates?
BX	21, 41, 51 (Extended)	Yes
CX	21, 41, 61 (Extended)	Yes
FX	11, 31, 51 (Core)	Yes
GX	11, 31, 61 (Core)	Yes

Component code	Component title	Duration	Weighting
11	Multiple Choice (Core) 11	45m	30%
21	Multiple Choice (Extended) 21	45m	30%
31	Theory (Core) 31	1h15m	50%
41	Theory (Extended) 41	1h15m	50%
51	Practical Test 51	1h15m	20%
61	Alternative to Practical 61	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0653 or 0654.

0637**Child Development**

Option code	Candidates take components	Available to private candidates?
AX	11, 2, 3	-
BX	11, 2, 83	-
CX	11, 3, 82	-
DX	11, 82, 83	-

Component code	Component title	Duration	Weighting
11	Theory Paper 11	2h	50%
2	Coursework (Child Study)	-	25%
3	Coursework (Practical Investigation)	-	25%
82	Coursework (Child Study) Mark Carried Forward	-	25%
83	Coursework (Practical Investigation) Mark Carried Forward	-	25%

Chinese as a Second Language			0523			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
A	1, 2	Yes	1	Reading and Writing	2h	70%
			2	Speaking	12m	30%

Notes Candidates may not sit this syllabus in the same series as 0509 or 0547.

Combined Science			0653			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
BX	21, 41, 51 (Extended)	Yes	11	Multiple Choice Core 11	45m	30%
CX	21, 41, 61 (Extended)	Yes	21	Multiple Choice Extended 21	45m	30%
FX	11, 31, 51 (Core)	Yes	31	Core Theory 31	1h15m	50%
GX	11, 31, 61 (Core)	Yes	41	Extended Theory 41	1h15m	50%
			51	Practical Test 51	1h30m	20%
			61	Alternative To Practical 61	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0610, 0620, 0625 or 0654.

Computer Science			0478			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Paper 11 Theory	1h45m	60%
			21	Paper 21 Problem-Solving and Programming	1h45m	40%

0654**Co-ordinated Sciences (Double Award)**

Option code	Candidates take components	Available to private candidates?
BX	21, 41, 51 (Extended)	Yes
CX	21, 41, 61 (Extended)	Yes
FX	11, 31, 51 (Core)	Yes
GX	11, 31, 61 (Core)	Yes

Component code	Component title	Duration	Weighting
11	Multiple Choice Core 11	45m	30%
21	Multiple Choice Extended 21	45m	30%
31	Core Theory 31	2h	50%
41	Extended Theory 41	2h	50%
51	Practical Test 51	2h	20%
61	Alternative to Practical 61	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0610, 0620, 0625 or 0653.

0445**Design & Technology**

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 5	-
CX	11, 31, 5	-
EX	11, 41, 5	-
GX	11, 21, 86	Yes
HX	11, 31, 86	Yes
IX	11, 41, 86	Yes

Component code	Component title	Duration	Weighting
11	Design 11	1h15m	25%
21	Graphic Products 21	1h	25%
31	Resistant Materials 31	1h	25%
41	Systems and Control 41	1h	25%
5	School Based Assessment	-	50%
86	School Based Assessment Mark Carried Forward	-	50%

0411**Drama**

Option code	Candidates take components	Available to private candidates?
AX	11, 2	-
TX	11	-

Component code	Component title	Duration	Weighting
11	Written Examination 11	2h30m	40%
2	Coursework	-	60%

Notes Candidates should only be entered for option TX if they will be submitting the Coursework component in the November 2018 series.

Cambridge IGCSE syllabuses (in alphabetical order):

Dutch			0515			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
A	1, 2, 3, 4	Yes	1	Listening	45m	25%
B	1, 2, 4, 83	Yes	2	Reading	1h	25%
			3	Speaking	15m	25%
			4	Writing	1h	25%
			83	Speaking Mark Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0503.

Economics			0455			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	11, 21	Yes	11	Multiple Choice 11	45m	30%
			21	Structured Questions 21	2h15m	70%

English as a Second Language (Count-in Speaking)			0511			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 31, 51 (Core)	Yes	11	Reading and Writing (Core) 11	1h30m	70%
BX	11, 31, 6 (Core)	-	21	Reading and Writing (Extended) 21	2h	70%
CX	11, 31, 81 (Core)	Yes	31	Listening (Core) 31	40m	15%
DX	11, 31, 86 (Core)	Yes	41	Listening (Extended) 41	50m	15%
EX	21, 41, 51 (Extended)	Yes	51	Oral Communication 51	15m	15%
FX	21, 41, 6 (Extended)	-	6	Oral Communication (Coursework)	-	15%
GX	21, 41, 81 (Extended)	Yes	81	Oral Communication 51 Mark Carried Forward	-	15%
HX	21, 41, 86 (Extended)	Yes	86	Oral Communication (Coursework) 6 Mark Carried Forward	-	15%

Notes Candidates may not sit this syllabus in the same series as 0500 or 0510.

Cambridge IGCSE syllabuses (in alphabetical order):

English as a Second Language (Speaking Endorsement) 0510		
Option code	Candidates take components	Available to private candidates?
AX	11, 31, 51 (Core)	Yes
BX	11, 31, 6 (Core)	-
CX	11, 31, 81 (Core)	Yes
DX	11, 31, 86 (Core)	Yes
EX	21, 41, 51 (Extended)	Yes
FX	21, 41, 6 (Extended)	-
GX	21, 41, 81 (Extended)	Yes
HX	21, 41, 86 (Extended)	Yes

Component code	Component title	Duration	Weighting
11	Reading and Writing (Core) 11	1h30m	70%
21	Reading and Writing (Extended) 21	2h	70%
31	Listening (Core) 31	40m	30%
41	Listening (Extended) 41	50m	30%
51	Oral Communication 51	15m	-
6	Oral Communication (Coursework)	-	-
81	Oral Communication 51 Mark Carried Forward	-	-
86	Oral Communication (Coursework) 6 Mark Carried Forward	-	-

Notes Candidates may not sit this syllabus in the same series as 0500 or 0511.

Enterprise 0454		
Option code	Candidates take components	Available to private candidates?
AX	11, 2	-
BX	11, 82	Yes

Component code	Component title	Duration	Weighting
11	Case Study 11	1h30m	50%
2	Coursework	-	50%
82	Coursework Mark Carried Forward	-	50%

Notes Materials for the Case Study will be sent to Centres in March, and should be distributed to Candidates as soon as they arrive.

Environmental Management 0680		
Option code	Candidates take components	Available to private candidates?
AX	11, 21, 3	-
BX	11, 21, 41	Yes
CX	11, 21, 83	Yes

Component code	Component title	Duration	Weighting
11	Paper 11	1h30m	30%
21	Paper 21	1h45m	40%
3	Coursework	-	30%
41	Alternative To Coursework 41	1h30m	30%
83	Coursework Mark Carried Forward	-	30%

Cambridge IGCSE syllabuses (in alphabetical order):

First Language Arabic			0508			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%
Notes Candidates may not sit this syllabus in the same series as 0544.						

First Language Chinese			0509			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Reading 11	2h	60%
			21	Writing 21	1h15m	40%
Notes Candidates may not sit this syllabus in the same series as 0523 or 0547.						

First Language Czech			0514			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%

First Language Dutch			0503			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%
Notes Candidates may not sit this syllabus in the same series as 0515.						

Cambridge IGCSE syllabuses (in alphabetical order):

First Language English (Oral Endorsement)			0500			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AR	11, 31 (Core)	Yes	11	Reading Passages (Core) 11	1h45m	50%
AS	11, 31, 5 (Core)	Yes	21	Reading Passages (Extended) 21	2h	50%
AT	11, 31, 6 (Core)	-	31	Directed Writing & Composition 31	2h	50%
BR	11, 4 (Core)	-	4	Coursework Portfolio 04	-	50%
BS	11, 4, 5 (Core)	-	5	Speaking & Listening 05	12m	-
BT	11, 4, 6 (Core)	-	6	Speaking & Listening (Coursework) 06	-	-
CR	21, 31 (Extended)	Yes	84	Coursework Portfolio (Mark Carried Forward) 84	-	50%
CS	21, 31, 5 (Extended)	Yes				
CT	21, 31, 6 (Extended)	-				
DR	21, 4 (Extended)	-				
DS	21, 4, 5 (Extended)	-				
DT	21, 4, 6 (Extended)	-				
ER	11, 84 (Core)	Yes				
ES	11, 5, 84 (Core)	Yes				
ET	11, 6, 84 (Core)	-				
FR	21, 84 (Extended)	Yes				
FS	21, 5, 84 (Extended)	Yes				
FT	21, 6, 84 (Extended)	-				

Notes Candidates may not sit this syllabus in the same series as 0510 or 0511.

First Language French			0501			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0520.

Cambridge IGCSE syllabuses (in alphabetical order):

First Language German			0505			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%
Notes Candidates may not sit this syllabus in the same series as 0525.						

First Language Japanese			0507			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	2, 3	Yes	2	Reading and Directed Writing	2h15m	60%
			3	Continuous Writing	1h15m	40%

First Language Korean			0521			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Reading 11	2h	50%
			21	Writing 21	2h	50%

First Language Portuguese			0504			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%
Notes Candidates may not sit this syllabus in the same series as 0540.						

Cambridge IGCSE syllabuses (in alphabetical order):

First Language Russian			0516			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%

First Language Spanish			0502			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AR	11, 31 (Core)	Yes	11	Reading Passages (Core) 11	1h45m	50%
AS	11, 31, 5 (Core)	-	21	Reading Passages (Extended) 21	2h	50%
BR	11, 4 (Core)	-	31	Directed Writing & Composition 31	2h	50%
BS	11, 4, 5 (Core)	-	4	Coursework Portfolio	-	50%
CR	21, 31 (Extended)	Yes	5	Speaking/Listening	12m	-
CS	21, 31, 5 (Extended)	-	84	Coursework Portfolio Carried Forward	-	50%
DR	21, 4 (Extended)	-				
DS	21, 4, 5 (Extended)	-				
ER	11, 84 (Core)	Yes				
ES	11, 5, 84 (Core)	-				
FR	21, 84 (Extended)	Yes				
FS	21, 5, 84 (Extended)	-				

Notes Candidates may not sit this syllabus in the same series as 0530.

First Language Thai			0518			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
A	1, 2	Yes	1	Reading and Directed Writing	2h	50%
			2	Composition	2h	50%

First Language Turkish			0513			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2	Yes	1	Reading	2h	50%
			2	Writing	2h	50%

Food & Nutrition			0648			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	11, 2	-	11	Theory 11	2h	50%
			2	Practical	2h30m	50%

Notes The Practical component is preceded by a planning period of 1h30m.

French			0520			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	11, 21, 3, 41	Yes	11	Listening 11	45m	25%
XC	11, 21, 41, 83	Yes	21	Reading 21	1h	25%
			3	Speaking	15m	25%
			41	Writing 41	1h	25%
			83	Speaking Mark Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0501.

Geography			0460			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21, 3	-	11	Geographical Themes 11	1h45m	45%
BX	11, 21, 41	Yes	21	Geographical Skills 21	1h30m	27.5%
CX	11, 21, 83	Yes	3	Coursework	-	27.5%
			41	Alternative to Coursework 41	1h30m	27.5%
			83	Coursework Mark Carried Forward	-	27.5%

German			0525			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	11, 21, 3, 41	Yes	11	Listening 11	45m	25%
XC	11, 21, 41, 83	Yes	21	Reading 21	1h	25%
			3	Speaking	15m	25%
			41	Writing 41	1h	25%
			83	Speaking Mark Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0505.

Global Perspectives			0457			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 2, 3	-	11	Written Paper 11	1h15m	35%
			2	Individual Report	-	30%
			3	Team Project	-	35%

Greek			0543			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
A	1, 2, 3, 4	Yes	1	Listening	45m	25%
			2	Reading	1h	25%
			3	Speaking	15m	25%
			4	Writing	1h	25%

History			0470			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21, 3	-	11	Paper 11	2h	40%
BX	11, 21, 41	Yes	21	Paper 21	2h	33%
CX	11, 21, 83	Yes	3	Coursework	-	27%
			41	Alternative to Coursework 41	1h	27%
			83	Coursework Mark Carried Forward	-	27%

India Studies			0447			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	1, 2, 3	-	1	Core Themes	2h	45%
			2	Case Studies	1h45m	35%
			3	Research Portfolio	1h	20%

Indonesian			0545			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
Leave Blank	2, 3, 4	Yes	2	Reading	1h	33%
			3	Speaking	15m	33%
			4	Writing	1h	33%

Notes Candidates may not sit this syllabus in the same series as 0538

Information & Communication Technology 0417

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31	Yes
BX	11, 22, 31	Yes
CX	11, 21, 32	Yes
DX	11, 22, 32	Yes

Component code	Component title	Duration	Weighting
11	Theory 11	2h	40%
21	Practical Test 21	2h30m	30%
22	Practical Test 22	2h30m	30%
31	Practical Test 31	2h30m	30%
32	Practical Test 32	2h30m	30%

Notes There are two versions of each Practical Test, which are each available for a period of one day. The window for each test can be found in the Timetable. If entries are made for a new Practical Test after the Final Entry Closing Date, please contact Customer Services so that the source files can be made available.

Islamiyat 0493

Option code	Candidates take components	Available to private candidates?
AX	11, 21	Yes

Component code	Component title	Duration	Weighting
11	Paper 11	1h30m	50%
21	Paper 21	1h30m	50%

Italian 0535

Option code	Candidates take components	Available to private candidates?
A	1, 2, 3, 4	Yes

Component code	Component title	Duration	Weighting
1	Listening	45m	25%
2	Reading	1h	25%
3	Speaking	15m	25%
4	Writing	1h	25%

Kazakh as a Second Language 0532

Option code	Candidates take components	Available to private candidates?
A	1, 2	Yes

Component code	Component title	Duration	Weighting
1	Reading and Writing	2h	67%
2	Listening	45m	33%

Latin			0480			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Language 11	1h30m	50%
			21	Literature 21	1h30m	50%

Literature (English)			0486			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Poetry and Prose 11	1h30m	50%
BX	11, 31, 41	Yes	21	Drama 21	1h30m	50%
CX	11, 31, 5	-	31	Drama (Open Text) 31	45m	25%
DX	11, 31, 85	Yes	41	Unseen 41	1h15m	25%
			5	Coursework	-	25%
			85	Coursework Mark 05 Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0408.

Literature (Spanish)			0488			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 2	-	11	Set Texts - Open Books 11	2h15m	75%
BX	11, 31	Yes	2	Coursework 02	-	25%
CX	11, 82	Yes	31	Alternative to Coursework 31	1h20m	25%
			82	Coursework Mark Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0408.

Malay			0546			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	21, 3, 41	Yes	21	Reading 21	1h	33%
			3	Speaking	15m	33%
			41	Writing 41	1h	33%

Mandarin Chinese			0547			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	11, 21, 3, 41	Yes	11	Listening 11	35m	25%
			21	Reading 21	1h15m	25%
			3	Speaking	15m	25%
			41	Writing 41	1h15m	25%

Notes Candidates may not sit this syllabus in the same series as 0509 or 0523.

Mathematics (Without Coursework)			0580			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 31 (Core)	Yes	11	Paper 11 (Core)	1h	35%
BX	21, 41 (Extended)	Yes	21	Paper 21 (Extended)	1h30m	35%
			31	Paper 31 (Core)	2h	65%
			41	Paper 41 (Extended)	2h30m	65%

Notes Candidates may not sit this syllabus in the same series as 0607.

Music			
0410			
Option code	Candidates take components	Available to private candidates?	
X	11, 2, 3	-	

Component code	Component title	Duration	Weighting
11	Listening 11	1h15m	40%
2	Performing	-	30%
3	Composing	-	30%

Pakistan Studies			
0448			
Option code	Candidates take components	Available to private candidates?	
Leave Blank	1, 2	Yes	

Component code	Component title	Duration	Weighting
1	History and Culture of Pakistan	1h30m	50%
2	Environment of Pakistan	1h30m	50%

Physical Education			
0413			
Option code	Candidates take components	Available to private candidates?	
AX	11, 2	-	
BX	11, 82	-	

Component code	Component title	Duration	Weighting
11	Paper 11	1h45m	40%
2	Coursework (c/w)	-	60%
82	Coursework Mark Carried Forward	-	60%

Physics			
0625			
Option code	Candidates take components	Available to private candidates?	
BX	21, 41, 51 (Extended)	Yes	
CX	21, 41, 61 (Extended)	Yes	
FX	11, 31, 51 (Core)	Yes	
GX	11, 31, 61 (Core)	Yes	

Component code	Component title	Duration	Weighting
11	Multiple Choice (Core) 11	45m	30%
21	Multiple Choice (Extended) 21	45m	30%
31	Theory (Core) 31	1h15m	50%
41	Theory (Extended) 41	1h15m	50%
51	Practical Test 51	1h15m	20%
61	Alternative to Practical 61	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0653 or 0654.

Portuguese			0540			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
A	2, 3, 4	Yes	2	Reading	1h	33%
B	2, 4, 83	Yes	3	Speaking	15m	33%
			4	Writing	1h	33%
			83	Speaking Mark Carried Forward	-	33%

Notes Candidates may not sit this syllabus in the same series as 0504.

Sociology			0495			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Paper 11	2h	60%
			21	Paper 21	1h45m	40%

Spanish			0530			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
X	11, 21, 3, 41	Yes	11	Listening 11	45m	25%
XC	11, 21, 41, 83	Yes	21	Reading 21	1h	25%
			3	Speaking	15m	25%
			41	Writing 41	1h	25%
			83	Speaking Mark Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0502.

Travel & Tourism			0471			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	11, 21	Yes	11	Written Paper 11	2h	60%
BX	11, 3	-	21	Paper 21 Alternative to Coursework	2h30m	40%
CX	11, 83	Yes	3	Coursework	-	40%
			83	Coursework Mark Carried Forward	-	40%

Urdu as a Second Language			0539			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
A	1, 2	Yes	1	Reading and Writing	2h	67%
AO	1, 2, 5	-	2	Listening	45m	33%
			5	Speaking	12m	-

World Literature			0408			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting
AX	1, 21, 31	-	1	Portfolio 01	-	50%
BX	21, 31, 81	-	21	Unseen 21	1h15m	25%
			31	Set Text 31	1h30m	25%
			81	Portfolio Mark Carried Forward	-	50%

Notes Candidates may not sit this syllabus in the same series as 0486 or 0488.

Accounting *			
Option code	Candidates take components	Available to private candidates?	
AX	11, 21, 31	Yes	
BX	31, 87	Yes	
CX	31, 97	Yes	
DX	11, 21, 31, 87, 97	Yes	
SX	11, 21 (AS Level)	Yes	

9706				
Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	AS Level Multiple Choice 11	1h	30%	15%
21	AS Level Structured Questions 21	1h30m	70%	35%
31	A Level Structured Questions 31	3h	-	50%
87	June AS Mark (11, 21) Carried Forward	-	-	50%
97	November AS Mark (11, 21) Carried Forward	-	-	50%

Art & Design *			
Option code	Candidates take components	Available to private candidates?	
A	1, 2, 3, 4	-	
B	3, 4, 66	-	
C	3, 4, 67	-	
D	1, 2, 3, 4, 66, 67	-	
E	1, 3, 4, 62	-	
F	1, 2, 3, 64	-	
G	1, 2, 4, 83	-	
H	1, 2, 4, 93	-	
S	1, 2 (AS Level)	-	
SA	1, 62 (AS Level)	-	

9704				
Component code	Component title	Duration	Weighting	
			AS Level	A Level
1	Controlled Test	15hrs	60%	30%
2	Coursework A	-	40%	20%
3	Coursework B	-	-	30%
4	Personal Study	-	-	20%
62	June or November Paper 2 Mark Carried Forward	-	40%	20%
64	June or November Paper 4 Mark Carried Forward	-	-	20%
66	June Marks Carried Forward	-	-	50%
67	November Marks Carried Forward	-	-	50%
83	June Paper 3 Mark Carried Forward	-	-	30%
93	November Paper 3 Mark Carried Forward	-	-	30%

Biology * 9700

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31, 41, 51	Yes
BX	41, 51, 84, 87	Yes
CX	41, 51, 94	Yes
DX	11, 21, 31, 41, 51, 84, 87, 94	Yes
HX	11, 21, 32, 41, 51	Yes
IX	11, 21, 32, 41, 51, 84, 87, 94	Yes
S1	11, 21, 31 (AS Level)	Yes
S2	11, 21, 32 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Multiple Choice 11	1h	31%	15.5%
21	AS Level Structured Questions 21	1h15m	46%	23%
31	Advanced Practical Skills 31	2h	23%	11.5%
32	Advanced Practical Skills 32	2h	23%	11.5%
41	A Level Structured Questions 41	2h	-	38.5%
51	Planning, Analysis and Evaluation 51	1h15m	-	11.5%
84	June AS Mark (11, 21, 31) Carried Forward	-	-	50%
87	June AS Mark (11, 21, 32) Carried Forward	-	-	50%
94	November AS Mark (11, 21, 31) Carried Forward	-	-	50%

Business * 9609

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31	Yes
BX	31, 87	Yes
CX	31, 97	Yes
DX	11, 21, 31, 87, 97	Yes
SX	11, 21 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Short Answer and Essay 11	1h15m	40%	20%
21	Data Response 21	1h30m	60%	30%
31	Case Study 31	3h	-	50%
87	June AS Mark (11, 21) Carried Forward	-	-	50%
97	November AS Mark (11, 21) Carried Forward	-	-	50%

Chemistry * 9701

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31, 41, 51	Yes
BX	41, 51, 84, 87	Yes
CX	41, 51, 94	Yes
DX	11, 21, 31, 41, 51, 84, 87, 94	Yes
HX	11, 21, 32, 41, 51	Yes
IX	11, 21, 32, 41, 51, 84, 87, 94	Yes
S1	11, 21, 31 (AS Level)	Yes
S2	11, 21, 32 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Multiple Choice 11	1h	31%	15.5%
21	AS Level Structured Questions 21	1h15m	46%	23%
31	Advanced Practical Skills 31	2h	23%	11.5%
32	Advanced Practical Skills 32	2h	23%	11.5%
41	A Level Structured Questions 41	2h	-	38.5%
51	Planning, Analysis and Evaluation 51	1h15m	-	11.5%
84	June AS Mark (11, 21, 31) Carried Forward	-	-	50%
87	June AS Mark (11, 21, 32) Carried Forward	-	-	50%
94	November AS Mark (11, 21, 31) Carried Forward	-	-	50%

Computer Science * 9608

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31, 41	Yes
BX	31, 41, 87	Yes
CX	31, 41, 97	Yes
DX	11, 21, 31, 41, 87, 97	Yes
SX	11, 21 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Theory Fundamentals 11	1h30m	50%	25%
21	Fundamental Problem-Solving and Programming Skills 21	2h	50%	25%
31	Advanced Theory 31	1h30m	-	25%
41	Further Problem-Solving and Programming Skills 41	2h	-	25%
87	June AS Mark (11, 21) Carried Forward	-	-	50%
97	November AS Mark (11, 21) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 9626.

Economics * 9708

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31, 41	Yes
BX	31, 41, 87	Yes
CX	31, 41, 97	Yes
DX	11, 21, 31, 41, 87, 97	Yes
SX	11, 21 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	AS Level Multiple Choice 11	1h	40%	20%
21	AS Level Data Response and Essay 21	1h30m	60%	30%
31	A Level Multiple Choice 31	1h15m	-	15%
41	A Level Data Response and Essays 41	2h15m	-	35%
87	June AS Mark (11, 21) Carried Forward	-	-	50%
97	November AS Mark (11, 21) Carried Forward	-	-	50%

English Language * 9093

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31, 41	Yes
BX	31, 41, 87	Yes
CX	31, 41, 97	Yes
DX	11, 21, 31, 41, 87, 97	Yes
SX	11, 21 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Passages 11	2h15m	50%	25%
21	Writing 21	2h	50%	25%
31	Text Analysis 31	2h15m	-	25%
41	Language Topics 41	2h15m	-	25%
87	June AS Mark (11, 21) Carried Forward	-	-	50%
97	November AS Mark (11, 21) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 8695.

Environmental Management			8291				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	11, 21, 3	-	11	Paper 11	1h30m	40%	-
BX	11, 21, 83	-	21	Paper 21	1h30m	40%	-
			3	Centre-based Assessment	-	20%	-
			83	Coursework Mark Carried Forward	-	20%	-

Notes This syllabus is only available as an AS Level.

First Language Spanish			8665				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
X	21, 41	Yes	21	Reading & Writing 21	1h45m	50%	-
			41	Texts 41	2h30m	50%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 8673, 8685 or 9719.

French			9716				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	1, 21, 31, 41	Yes	1	Speaking	20m	-	20%
			21	Reading & Writing 21	1h45m	-	35%
			31	Essay 31	1h30m	-	15%
			41	Texts 41	2h30m	-	30%

Notes This syllabus is only available as an A Level.
Candidates may not sit this syllabus in the same series as 8670 or 8682.

French Language			8682				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
X	1, 21, 31	Yes	1	Speaking	20m	29%	-
			21	Reading & Writing 21	1h45m	50%	-
			31	Essay 31	1h30m	21%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 9716.

French Literature			8670				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
X	41 only	Yes	41	Texts 41	2h30m	100%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 9716.

Further Mathematics			9231				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	11, 21	Yes	11	Paper 11	3h	-	50%
			21	Paper 21	3h	-	50%

Notes This syllabus is only available as an A Level.

General Paper			8004				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
X	11 only	Yes	11	Paper 11	2h	100%	-

Notes This syllabus is only available as an AS Level.

Geography *				9696			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	11, 21, 31, 41	Yes	11	Core Physical Geography 11	1h30m	50%	25%
BX	31, 41, 87	Yes	21	Core Human Geography 21	1h30m	50%	25%
CX	31, 41, 97	Yes	31	Advanced Physical Geography Options 31	1h30m	-	25%
DX	11, 21, 31, 41, 87, 97	Yes	41	Advanced Physical Geography Options 41	1h30m	-	25%
SX	11, 21 (AS Level)	Yes	87	June AS Mark (11) Carried Forward	-	-	50%
			97	November AS Mark (11) Carried Forward	-	-	50%
Notes			Components 31 and 41 are taken in the same timetable session.				

Global Perspectives & Research *				9239			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	11, 2, 3, 4	-	11	Written Examination 11	1h30m	30%	15%
BX	4, 87	-	2	Essay	-	35%	17.5%
CX	4, 97	-	3	Team Project	-	35%	17.5%
DX	11, 2, 3, 38, 39, 4, 87, 97	-	4	Research Project	-	-	50%
FS	11, 2, 3, 4, 38, 39, 87, 99	-	38	June Component 3 Mark Carried Forward	-	-	17.5%
HX	11, 2, 38, 39 (AS Level)	-	39	November Component 3 Mark Carried Forward	-	-	17.5%
SX	11, 2, 3 (AS Level)	-	87	June AS Mark (11, 2, 3) Carried Forward	-	-	50%
			97	November AS Mark (11, 2, 3) Carried Forward	-	-	50%
			99	November AS Mark (13, 2, 3) Carried Forward	-	-	50%
Notes			Candidates may not sit this syllabus in the same series as 9766.				

History *		
Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31, 41	Yes
BX	31, 41, 87	Yes
CX	31, 41, 97	Yes
DX	11, 21, 31, 41, 87, 97	Yes
SX	11, 21 (AS Level)	Yes

9389				
Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Document Question 11	1h	40%	20%
21	Outline Study 21	1h30m	60%	30%
31	Interpretations Question 31	1h	-	20%
41	Depth Study 41	1h30m	-	30%
87	June AS Mark (11, 21) Carried Forward	-	-	50%
97	November AS Mark (11, 21) Carried Forward	-	-	50%

Information Technology *		
Option code	Candidates take components	Available to private candidates?
AX	11, 2, 31, 4	Yes
BX	31, 4, 87	Yes
CX	31, 4, 97	Yes
DX	11, 2, 31, 4, 87, 97	Yes
SX	11, 2 (AS Level)	Yes

9626				
Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Theory 11	1h45m	50%	25%
2	Practical	2h30m	50%	25%
31	Advanced Theory 31	1h45m	-	25%
4	Advanced Practical	2h30m	-	25%
87	June AS Mark (11, 2) Carried Forward	-	-	50%
97	November AS Mark (11, 2) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 9608

Language & Literature in English		
Option code	Candidates take components	Available to private candidates?
AX	21, 91	Yes

8695				
Component code	Component title	Duration	Weighting	
			AS Level	A Level
21	Writing 21	2h	50%	-
91	Poetry, Prose, Drama 91	2h	50%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 9093 or 9695.

Law *		9084	
Option code	Candidates take components	Available to private candidates?	Component title
AX	11, 21, 31, 41	Yes	Paper 11
BX	31, 41, 87	Yes	Paper 21
CX	31, 41, 97	Yes	Paper 31
DX	11, 21, 31, 41, 87, 97	Yes	Paper 41
SX	11, 21 (AS Level)	Yes	June AS Mark (11, 21) Carried Forward
			November AS Mark (11, 21) Carried Forward

Component code	Duration	Weighting
		AS Level
		A Level
11	1h30m	60%
21	1h30m	40%
31	1h30m	-
41	1h30m	-
87	-	-
97	-	-

Literature in English *		9695	
Option code	Candidates take components	Available to private candidates?	Component title
AX	31, 41, 51, 61	Yes	Poetry & Prose 31
BX	31, 41, 51, 71	Yes	Drama 41
CX	31, 41, 51, 8	Yes	Shakespeare & Other Pre 20th Century Texts 51
DX	51, 61, 87	Yes	1900 to the Present 61
EX	51, 71, 87	Yes	Comment & Appreciation 71
FX	51, 8, 87	Yes	Coursework
GX	51, 61, 97	Yes	June AS Mark (31, 41) Carried Forward
HX	51, 71, 97	Yes	November AS Mark (31, 41) Carried Forward
IX	51, 8, 97	Yes	
JX	31, 41, 51, 61, 87, 97	Yes	
KX	31, 41, 51, 71, 87, 97	Yes	
LX	31, 41, 51, 8, 87, 97	Yes	
SX	31, 41 (AS Level)	Yes	

Component code	Duration	Weighting
		AS Level
		A Level
31	2h	50%
41	2h	50%
51	2h	-
61	2h	-
71	2h	-
8	-	-
87	-	-
97	-	-

Notes Candidates may not sit this syllabus in the same series as 8695.

Component 8 is only available to Centres which have submitted a full coursework proposal to Cambridge in writing by December in the first year of the course.

Marine Science *			9693				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	11, 21, 3, 4	Yes	11	AS Structured Questions	1h30m	60%	30%
B	3, 4, 66	Yes	21	AS Data-Handling and Free-Response 21	1h15m	40%	20%
DX	11, 21, 3, 4, 66, 67	Yes	3	A2 Structured Questions	1h30m	-	30%
SX	11, 21 (AS Level)	Yes	4	A2 Data-Handling and Free-Response	1h15m	-	20%
			66	June AS Mark Carried Forward	-	-	50%
			67	November AS Mark Carried Forward	-	-	50%

Mathematics *			9709				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	11, 31, 41, 61	Yes	11	Pure Mathematics 11	1h45m	60%	30%
BX	11, 31, 41, 51	Yes	21	Pure Mathematics 21	1h15m	40%	-
CX	11, 31, 61, 71	Yes	31	Pure Mathematics 31	1h45m	-	30%
DX	31, 61, 84	Yes	41	Mechanics 41	1h15m	40%	20%
EX	31, 41, 87	Yes	51	Mechanics 51	1h15m	-	20%
FX	31, 51, 84	Yes	61	Probability & Statistics 61	1h15m	40%	20%
GX	31, 71, 87	Yes	71	Probability & Statistics 71	1h15m	-	20%
HX	31, 61, 94	Yes	84	June Mechanics AS Mark (11, 41) Carried Forward	-	-	50%
IX	31, 41, 97	Yes	87	June Statistics AS Mark (11, 61) Carried Forward	-	-	50%
JX	31, 51, 94	Yes	94	November Mechanics AS Mark (11, 41) Carried Forward	-	-	50%
KX	31, 71, 97	Yes	97	November Statistics AS Mark (11, 61) Carried Forward	-	-	50%
LX	11, 31, 41, 61, 84, 87, 94, 97	Yes					
MX	11, 31, 41, 51, 84, 94	Yes					
NX	11, 31, 61, 71, 87, 97	Yes					
S1	11, 21 (AS Level)	Yes					
S2	11, 41 (AS Level)	Yes					
S3	11, 61 (AS Level)	Yes					

Notes Option S1 cannot be used as part of a Staged Assessment.

Media Studies *				9607			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
AX	1, 21, 3, 41	-	1	Foundation Portfolio	-	50%	25%
BX	3, 41, 87	-	21	Key Media Concepts 21	2h	50%	25%
CX	3, 41, 67	-	3	Advanced Portfolio	-	-	25%
DX	1, 21, 3, 41, 67, 87	-	41	Critical Perspectives 41	2h	-	25%
SX	1, 21 (AS Level)	-	67	November AS Mark (1, 2) Carried Forward	-	-	50%
			87	June AS Mark (1, 2) Carried Forward	-	-	50%

Music				8663			
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
						AS Level	A Level
SX	11, 6	-	11	Listening 11	2h	50%	-
			6	Investigation and Report	-	50%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 9703.

Music *			
Option code	Candidates take components	Available to private candidates?	
AX	11, 2, 3, 4	-	
BX	11, 2, 3, 5	-	
CX	11, 2, 4, 5	-	
DX	3, 4, 87	-	
EX	3, 5, 87	-	
FX	4, 5, 87	-	
G	3, 4, 67	-	
H	3, 5, 67	-	
I	4, 5, 67	-	
JX	11, 2, 3, 4, 67, 87	-	
KX	11, 2, 3, 5, 67, 87	-	
LX	11, 2, 4, 5, 67, 87	-	
SX	11, 2 (AS Level)	-	

9703			
Component code	Component title	Duration	Weighting
			AS Level A Level
11	Listening 11	2h	50% 25%
2	Practical Musicianship	-	50% 25%
3	Performing	-	- 25%
4	Composing	-	- 25%
5	Investigation and report	-	- 25%
67	November AS Mark (01, 02) Carried Forward	-	- 50%
87	June AS Mark (11, 02) Carried Forward	-	- 50%

Notes	
Candidates may not sit this syllabus in the same series as 8663.	

Nepal Studies			
Option code	Candidates take components	Available to private candidates?	
Leave Blank	1, 2	Yes	

8024			
Component code	Component title	Duration	Weighting
			AS Level A Level
1	Multiple Choice	1h	30% -
2	Written Paper	1h45m	70% -

Notes	
This syllabus is only available as an AS Level.	

9702**Physics ***

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31, 41, 51	Yes
BX	41, 51, 84, 87	Yes
CX	41, 51, 94	Yes
DX	11, 21, 31, 41, 51, 84, 87, 94	Yes
HX	11, 21, 32, 41, 51	Yes
IX	11, 21, 32, 41, 51, 84, 87, 94	Yes
S1	11, 21, 31 (AS Level)	Yes
S2	11, 21, 32 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	Multiple Choice 11	1h15m	31%	15.5%
21	AS Level Structured Questions 21	1h15m	46%	23%
31	Advanced Practical Skills 31	2h	23%	11.5%
32	Advanced Practical Skills 32	2h	23%	11.5%
41	A Level Structured Questions 41	2h	-	38.5%
51	Planning, Analysis and Evaluation 51	1h15m	-	11.5%
84	June AS Mark (11, 21, 31) Carried Forward	-	-	50%
87	June AS Mark (11, 21, 32) Carried Forward	-	-	50%
94	November AS Mark (11, 21, 31) Carried Forward	-	-	50%

9718**Portuguese**

Option code	Candidates take components	Available to private candidates?
Leave Blank	1, 2, 3, 4	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
1	Speaking	20m	-	20%
2	Reading & Writing	1h45m	-	35%
3	Essay	1h30m	-	15%
4	Texts	2h30m	-	30%

Notes

This syllabus is only available as an A Level.

Candidates may not sit this syllabus in the same series as 8672 or 8684.

8684**Portuguese Language**

Option code	Candidates take components	Available to private candidates?
Leave Blank	1, 2, 3	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
1	Speaking	20m	29%	-
2	Reading & Writing	1h45m	50%	-
3	Essay	1h30m	21%	-

Notes

This syllabus is only available as an AS Level.

Candidates may not sit this syllabus in the same series as 9718.

Portuguese Literature			8672		
Option code	Candidates take components	Available to private candidates?	Component title	Duration	Weighting
Leave Blank	4 only	Yes	Texts	2h30m	AS Level 100% A Level -
<p>Notes This syllabus is only available as an AS Level. Candidates may not sit this syllabus in the same series as 9718.</p>					

Psychology *			9698		
Option code	Candidates take components	Available to private candidates?	Component title	Duration	Weighting
AX	11, 21, 31	Yes	Core Studies 11	1h30m	AS Level 50% A Level 25%
BX	31, 87	Yes	Core Studies 21	1h30m	50% 25%
CX	31, 97	Yes	Specialist Choices 31	3h	- 50%
DX	11, 21, 31, 87, 97	Yes	June AS Mark (11, 21) Carried Forward	-	- 50%
SX	11, 21 (AS Level)	Yes	November AS Mark (11, 21) Carried Forward	-	- 50%
<p>Notes Candidates may not sit this syllabus in the same series as 9990. Candidates who will be entering for the staged assessment in 2018 should enter for 9990</p>					

Psychology *			9990		
Option code	Candidates take components	Available to private candidates?	Component title	Duration	Weighting
AX	11, 21, 31, 41	Yes	Approaches, Issues and Debates 11	1h30m	AS Level 50% A Level 25%
SX	11, 21 (AS Level)	Yes	Research Methods 21	1h30m	50% 25%
			Specialist Options: Theory 31	1h30m	- 25%
			Specialist Options: Application 41	1h30m	- 25%
<p>Notes Candidates may not sit this syllabus in the same series as 9698.</p>					

Sociology * **9699**

Option code	Candidates take components	Available to private candidates?
AX	11, 21, 31	Yes
BX	31, 87	Yes
CX	31, 97	Yes
DX	11, 21, 31, 87, 97	Yes
SX	11, 21 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
11	The Family 11	1h30m	50%	25%
21	Theory and Methods 21	1h30m	50%	25%
31	Social Inequality and Opportunity 31	3h	-	50%
87	June AS Mark (11, 21) Carried Forward	-	-	50%
97	November AS Mark (11, 21) Carried Forward	-	-	50%

Spanish **9719**

Option code	Candidates take components	Available to private candidates?
AX	1, 21, 31, 41	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
1	Speaking	20m	-	20%
21	Reading & Writing 21	1h45m	-	35%
31	Essay 31	1h30m	-	15%
41	Texts 41	2h30m	-	30%

Notes This syllabus is only available as an A Level.

Candidates may not sit this syllabus in the same series as 8665, 8673 or 8685.

Spanish Language **8685**

Option code	Candidates take components	Available to private candidates?
X	1, 21, 31	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
1	Speaking	20m	29%	-
21	Reading & Writing 21	1h45m	50%	-
31	Essay 31	1h30m	21%	-

Notes This syllabus is only available as an AS Level.

Candidates may not sit this syllabus in the same series as 8665 or 9719.

Spanish Literature			8673				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
X	41 only	Yes	41	Texts 41	2h30m	AS Level	A Level
						100%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 8665 or 9719.

Thinking Skills *			9694				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
AX	11, 21, 31, 41	Yes	11	Problem Solving M/C 11	1h45m	AS Level	A Level
BX	31, 41, 87	Yes	21	Critical Thinking 21	1h45m	50%	25%
CX	31, 41, 97	Yes	31	Problem Analysis and Solution 31	2h	50%	25%
DX	11, 21, 31, 41, 87, 97	Yes	41	Applied Reasoning 41	1h30m	-	25%
SX	11, 21 (AS Level)	Yes	87	June AS Mark (11, 21) Carried Forward	-	-	25%
			97	November AS Mark (11, 21) Carried Forward	-	-	50%

Travel and Tourism *			9395				
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	Weighting	
AX	11, 2, 31, 41	-	11	The Industry 11	2h30m	AS Level	A Level
BX	31, 41, 87	-	2	Planning & Managing a Tourism Event	-	67%	33%
CX	31, 41, 97	-	31	Destination Marketing 31	1h30m	33%	17%
DX	11, 2, 31, 41, 87, 97	-	41	Destination Management 41	1h30m	-	25%
SX	11, 2 (AS Level)	-	87	June AS Mark (11, 2) Carried Forward	-	-	25%
			97	November AS Mark (11, 2) Carried Forward	-	-	50%

Urdu Language		8686		Component title		Duration		Weighting	
Option code	Candidates take components	Available to private candidates?	Component code	Component title	Duration	AS Level	A Level	AS Level	A Level
SB	2, 3	Yes	2	Reading & Writing	1h45m	70%	-	70%	-
			3	Essay	1h30m	30%	-	30%	-

Notes This syllabus is only available as an AS Level.

Global Perspectives and Independent Research		9766	
Option code	Candidates take components	Available to private candidates?	
AX	11, 2, 3, 4	-	
BX	11, 2, 3	-	
CX	4, 87, 97	-	
GX	11, 2, 3, 84	-	

Component code	Component title	Duration	Weighting
11	Written Paper 11	1h30m	12.5%
2	Essay	-	15%
3	Presentation	15m	22.5%
4	Independent Research Report	-	50%
84	IRR Mark Carried Forward	-	50%
87	June Option BX Mark (11, 02, 03) Carried Forward	-	50%
97	November Option BX Mark (11, 02, 03) Carried Forward	-	50%

Notes Candidates may not sit this syllabus in the same series as 9239.

Part 4: Instructions for entering candidates for Cambridge group awards

4.1 Entering for the Cambridge International Certificate of Education (Cambridge ICE)

4.1.1 Introduction

Cambridge ICE is the group award of the Cambridge International General Certificate of Secondary Education (Cambridge IGCSE) and requires the study of subjects drawn from the following five subject groups:

- Languages (Group 1)
- Humanities (Group 2)
- Sciences (Group 3)
- Mathematics (Group 4)
- Professional and Creative (Group 5).

Centres benefit from offering their candidates a broad and balanced curriculum. To obtain the Cambridge ICE certificate, candidates must:

- be entered for the award
- gain a passing grade in at least seven ICE qualifying subjects
- of the qualifying subjects taken, at least six must be Cambridge IGCSE subjects
- gain at least two passing grades in the Languages subject group (Group 1)
- gain at least one passing grade in each of the other four subject groups (Groups 2–5).

4.1.2 How to enter for Cambridge ICE

You must check that your candidates are eligible to receive the group award before submitting the group award entry. Group Award entries are not auto-validated by our system and therefore submission of your entries is not confirmation that group award rules have been met. You will be charged the entry fee for the group award even if your candidate is not eligible for the group award. We will only refund the entry fee if you withdraw the entry before the final entries deadline.

Candidates must be entered for the award by including the entry code 'ICE' in addition to the syllabus and option codes for the subjects they will be entering in that examination series. This entry code should be added in the same way as an additional syllabus code. If you are unsure how to add the 'ICE' entry code to your examination entries, please contact Customer Services.

IMPORTANT: You must include the 'ICE' entry code for a Cambridge ICE certificate to be issued. If the 'ICE' entry code is not used, a Cambridge ICE certificate will not be issued, but Cambridge IGCSE certificates will be issued as normal.

4.1.3 Taking Cambridge ICE over two series

We encourage all candidates to enter for the qualifying subjects in a single examination series. However, candidates can accumulate the results to be used over two examination series, provided both series are held within a 13-month period. It is not possible to use results from more than two examination series (i.e. a candidate entering for Cambridge ICE in June 2018 may use results gained in the June 2017 or November 2017 series, but not both).

If candidates are entering over two series, consider the following:

- The 'ICE' entry code should only be entered in the examination series where the candidate is completing the award (i.e. when they are taking the last of their qualifying subjects).
- When making entries for the second examination series towards the Cambridge ICE award, you must provide the Centre and candidate numbers used in the first series.
- Any syllabus exclusions in force within a single examination series will also apply to the second series (for example, a candidate may not enter for both 0620 Chemistry and 0653 Combined Science in the same series; therefore, these syllabuses cannot both be counted towards Cambridge ICE certification).
- Any candidates entering for 0411 Drama over two examination series by taking the written component in June 2018 and the coursework in November 2018 must take all other Cambridge ICE qualifying subjects in these two examination series; it will not be possible to add further subjects in a third series.

- If any subjects from the first examination series are taken again in the second series, any grade awarded for the re-sit will not be counted for Cambridge ICE qualification purposes. Additionally, candidates wishing to enter for Cambridge ICE again, must meet the eligibility criteria without using the subject entries previously used towards the calculation of their first Cambridge ICE. We therefore suggest that any candidates not eligible for the Cambridge ICE certificate in the current series, withdraw their Cambridge ICE entry.

4.1.4 List of qualifying subjects for Cambridge ICE

Qualifying subjects are shown below. Please note that the list contains all syllabuses available from the June 2017, November 2017 and June 2018 series which can contribute to the Cambridge ICE certificate.

Group 1 – Languages		Group 2 – Humanities
0500 First Language English (Oral Endorsement)	0519 Japanese	0408 World Literature
0501 First Language French	0520 French	0447 India Studies
0502 First Language Spanish	0521 First Language Korean	0448 Pakistan Studies
0503 First Language Dutch	0523 Chinese as a Second Language	0449 Bangladesh Studies
0504 First Language Portuguese	0525 German	0453 Development Studies
0505 First Language German	0530 Spanish	0455 Economics
0507 First Language Japanese	0531 IsiZulu as a Second Language	0457 Global Perspectives***
0508 First Language Arabic	0532 Kazakh as a Second Language	0460 Geography
0509 First Language Chinese	0535 Italian	0470 History
0510 English as a Second Language (Speaking Endorsement)	0538 Bahasa Indonesia	0480 Latin
0511 English as a Second Language (Count-in Speaking)	0539 Urdu as a Second Language	0486 Literature (English)
0512 First Language Afrikaans	0540 Portuguese	0488 Literature (Spanish)
0513 First Language Turkish	0543 Greek	0490 Religious Studies
0514 First Language Czech	0544 Arabic	0493 Islamiyat
0515 Dutch	0545 Indonesian	0495 Sociology
0516 First Language Russian	0546 Malay	0680 Environmental Management*
0518 First Language Thai	0547 Mandarin Chinese	
	0548 Afrikaans as a Second Language	
	0549 Hindi as a Second Language	
Group 3 – Sciences	Group 4 – Mathematics	Group 5 – Professional and Creative
0600 Agriculture	0580 Mathematics (Without Coursework)	0400 Art & Design
0610 Biology	0606 Additional Mathematics	0410 Music
0620 Chemistry	0607 Cambridge International Mathematics	0411 Drama****
0625 Physics		0413 Physical Education
0652 Physical Science		0417 Information & Communication Technology
0653 Combined Science		0445 Design & Technology
0654 Co-ordinated Sciences**		0450 Business Studies
0680 Environmental Management*		0452 Accounting
		0454 Enterprise
		0457 Global Perspectives***
		0471 Travel & Tourism
		0478 Computer Science
		0637 Child Development
		0648 Food & Nutrition

* 0680 Environmental Management can be taken as a qualifying subject in either Group 2 or Group 3. The subject cannot be used to satisfy the criteria for both subject groups.

** 0654 Co-ordinated Sciences is a Double-Award subject, and counts as two subjects for Cambridge ICE qualification purposes.

*** 0457 Global Perspectives can be taken as a qualifying subject in either Group 2 or Group 5. The subject cannot be used to satisfy the criteria for both subject groups.

**** Centres can offer these subjects over two series instead of a single June series by entering the written components in the June series and submitting coursework in the November series of the same year. Candidates splitting a Cambridge IGCSE entry over two sessions in this way should make sure that all other Cambridge ICE qualifying subjects are taken in the same two sessions; it will not be possible to take further subjects in a third session.

4.1.5 Confirmation of Cambridge ICE entry

When you receive Statements of Entry for your Cambridge ICE candidates, please check for the following messages, which will be printed at the bottom of the list of syllabus entries for each candidate. The table below indicates the reasons why these messages may appear and the actions that can be taken to resolve them:

Message on the Statement of Entry	Explanation	Action
No Message	The candidate has not been entered for Cambridge ICE, and does not appear to meet the criteria for the award.	No action required. The candidate does not qualify for Cambridge ICE, and has not been entered.
"Entry criteria for ICE fully met in this session."	The candidate has been entered for Cambridge ICE, and would meet the entry criteria based on their entries for the current series.	No action required. The candidate has been entered and qualifies for Cambridge ICE.
"Entry criteria for ICE fully met in this and available previous sessions."	The candidate has been entered for Cambridge ICE, and would meet the entry criteria when their current entries are added to past results.	No action required. The candidate has been entered and qualifies for Cambridge ICE.
"This candidate has met the entry criteria but has not been entered for the ICE."	The candidate would meet the entry criteria based on their entries for the current series, but has not been entered for Cambridge ICE.	If a Cambridge ICE certificate is required, an entry should be submitted as soon as possible.
"This candidate has met the entry criteria in this and available previous sessions but has not been entered for the ICE."	The candidate would meet the entry criteria when their current entries are added to past results, but has not been entered for Cambridge ICE.	If a Cambridge ICE certificate is required, an entry should be submitted as soon as possible.
"Entry criteria for ICE not met in this session. Please check whether previous entry details should have been supplied."	The candidate has been entered for Cambridge ICE, but does not appear to meet the entry criteria based on their entries for the current series.	If the candidate has previous results to be considered, make sure that correct previous entry details have been provided. Otherwise, the Cambridge ICE entry should be withdrawn as the candidate has not satisfied the entry criteria.
"Entry criteria for ICE not met in this and available previous sessions."	The candidate has been entered for Cambridge ICE, but does not appear to meet the entry criteria even when their current entries are added to past results.	The Cambridge ICE entry should be withdrawn as the candidate has not satisfied the entry criteria.
"Entry criteria for ICE not met because previous session results mean that award rules cannot be satisfied by current entry."	The candidate has been entered for Cambridge ICE, but has failed one of their qualifying subjects in a previous series.	The Cambridge ICE entry should be withdrawn as the candidate has not satisfied the entry criteria.

If you believe that any of the messages above have appeared on your Statements of Entry incorrectly, please contact Customer Services, providing details of which candidate(s) are affected, and which message has appeared.

4.1.6 Calculating award for Cambridge ICE

To qualify for Cambridge ICE, candidates must obtain at least grade G(g) in each of the seven subjects from the subject groups listed in Section 4.1.4. In addition, only candidates who have taken at least six Cambridge IGCSE subjects will be awarded a Cambridge ICE certificate.

Candidates who meet the requirements of the Cambridge ICE award will be awarded a Pass, Merit or Distinction, which will be determined as follows:

Results	Award
Grade A(a) or above in five subjects and Grade C(c) or above in two subjects.	Distinction
Grade C(c) or above in five subjects and Grade F(f) or above in two subjects.	Merit
Grade G(g) or above in seven subjects.	Pass

Where candidates have taken more than the required seven subjects, the Cambridge ICE award will be decided based on their seven best results irrespective of subject groups, providing that the overall Cambridge ICE criteria have been met (e.g. The candidates have gained a passing grade in each of the seven qualifying subjects, and have sat at least six Cambridge IGCSE subjects).

Candidates who fail to gain Cambridge ICE will be awarded Cambridge IGCSE certificates showing the results in the individual subjects taken.

4.1.7 Cambridge ICE results and certificates

Candidates who achieve Cambridge ICE in one examination series will receive a Cambridge ICE statement of results, a Cambridge ICE certificate and a Cambridge IGCSE certificate showing the grades achieved in individual subjects.

Candidates who achieve Cambridge ICE over two examination series will receive a statement of results and certificate at the end of the first series for the individual subjects taken at that point. At the end of the second series, candidates will receive a Cambridge IGCSE certificate for the individual subjects taken in the second series, in addition to a Cambridge ICE statement of results and a Cambridge ICE certificate.

The Cambridge ICE certificate will only show the level of award obtained, and will not list the individual subjects contributing to the award.

4.2 Entering for the Cambridge Advanced International Certificate of Education Diploma (Cambridge AICE)

4.2.1 Introduction

Please read these instructions carefully as we have made changes to the Cambridge AICE Diploma.

The Cambridge AICE Diploma is a group certificate which requires learners to study a compulsory core subject, Cambridge AS Level Global Perspectives & Research, with Cambridge AS and A Level subjects drawn from three curriculum areas: Mathematics and Science (Group 1), Languages (Group 2), and Arts and Humanities (Group 3). There is the option to study Interdisciplinary subjects (Group 4).

To be eligible to receive the Cambridge AICE Diploma candidates must:

- be entered for the Diploma (entry code 'ADIP')
- obtain at least seven credits including the compulsory Cambridge International AS Level Global Perspectives & Research
- obtain at least one credit in each of the three main curriculum areas (Groups 1, 2 and 3) as well as the compulsory Cambridge International AS Level Global Perspectives & Research.

4.2.2 How to enter for the Cambridge AICE Diploma

You must check that a candidate is eligible to receive the Cambridge AICE Diploma before submitting their entry. Group Award entries are not auto-validated by our system and therefore submission of your entries is not confirmation that group award rules have been met. You will be charged the entry fee for the group award even if your candidate is not eligible for the award. We will only refund the entry fee if you withdraw the entry before the final entries deadline.

Candidates must be entered for the award by including the entry code 'ADIP' when syllabus and option codes are submitted for the subjects they will be entering in that series. This entry code should be added in the same way as an additional syllabus code. If you are unsure how to add the 'ADIP' entry code to your examination entries, please contact Customer Services.

IMPORTANT: You must include the 'ADIP' entry code for a Cambridge AICE Diploma certificate to be issued. If the 'ADIP' entry code is not used, a Cambridge AICE Diploma will not be issued, but Cambridge International AS and A Level certificates will be issued as normal.

4.2.3 Taking the Cambridge AICE Diploma over more than one series

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. This means that a candidate entering for the Cambridge AICE Diploma in the June 2017 series can only use previous results gained in the June 2015 series or later.

If candidates are taking the Cambridge AICE Diploma over more than one series, the following rules apply:

- The 'ADIP' entry code should only be entered in the examination series where the candidate is completing the award (i.e. when they are taking the last of their qualifying subjects).
- You must provide entry details from previous examination series so that a candidate can be tracked. For example, in the second series you must provide the candidate's details from the first exam series; in any third series you must provide the candidate's details from the second series.
- Candidates cannot count two or more subjects with identical titles or common question papers towards the Cambridge AICE Diploma. This means that a candidate cannot count a Cambridge International AS Level and a Cambridge International A Level in the same subject.
 - An exception to this rule applies for candidates entering for Cambridge International AS & A Level History (9389). Candidates can use up to two History credits towards their Diploma. This can be achieved either by taking the A Level or by taking two separate AS Levels (in two different series). If the candidate takes two separate AS Levels, in the first AS Level they must only answer questions on one historical topic, and in the second AS Level they must only answer questions on one different historical topic. For example candidates could answer questions from the European History section of the papers in 2016, and then answer questions from the American History section of the papers in 2017.
- For candidates using two AS Levels in 9389 History, each historical topic can only contribute one credit towards the Diploma. If a candidate achieves a 'mixed' AS Level in 9389 History by answering questions on one topic in the first paper and questions on a different topic in the second paper, the resulting AS

Level only counts as one credit. It cannot be combined with another AS Level in History to give two credits.

4.2.4 List of qualifying subjects for the Cambridge AICE Diploma

All Cambridge International AS and A Level qualifications can count towards the Cambridge AICE Diploma.

The five curriculum groups are as follows:

Core Group 0	Cambridge Global Perspectives (Compulsory)
Group 1	Mathematics and Sciences
Group 2	Languages
Group 3	Arts and Humanities
Group 4	Interdisciplinary Subjects

The following list contains all syllabuses available for the Cambridge AICE Diploma in 2018. Please check the Cambridge International AS and A Level syllabus list to confirm the availability of each syllabus for the June 2018 series.

Core Group 0 – Cambridge Global Perspectives (Compulsory)		
9239 Global Perspectives & Research*		
Group 1 – Mathematics and Sciences	Group 2 – Languages	Group 3 – Arts and Humanities
8291 Environmental Management** 8780 Physical Science 9231 Further Mathematics 9396 Physical Education** 9608 Computer Science 9691 Computing 9693 Marine Science 9698 Psychology** 9990 Psychology (replacing 9698) 9700 Biology 9701 Chemistry 9702 Physics 9705 Design & Technology 9709 Mathematics 9713 Applied Information & Communication Technology 9626 Information Technology (replacing 9713)	8281 Japanese Language 8665 First Language Spanish 8679 Afrikaans Language 8680 Arabic Language 8681 Chinese Language 8682 French Language 8683 German Language 8684 Portuguese Language 8685 Spanish Language 8686 Urdu Language 8687 Hindi Language 8688 Marathi Language 8689 Tamil Language 8690 Telugu Language 8695 Language and Literature in English*** 8779 First Language Afrikaans 9093 English Language 9676 Urdu 9679 Afrikaans 9680 Arabic 9687 Hindi 9688 Marathi 9689 Tamil 9690 Telugu 9715 Chinese 9716 French 9717 German 9718 Portuguese 9719 Spanish	8024 Nepal Studies 8041 Divinity 8053 Islamic Studies 8058 Hinduism 8291 Environmental Management** 8663 Music 8670 French Literature 8672 Portuguese Literature 8673 Spanish Literature 8675 Hindi Literature 8695 Language and Literature in English*** 9011 Divinity 9013 Islamic Studies 9014 Hinduism 9084 Law 9274 Classical Studies 9336 Food Studies 9389 History 9395 Travel & Tourism 9396 Physical Education** 9607 Media Studies 9609 Business 9631 Design & Textiles 9695 Literature in English 9696 Geography 9698 Psychology** 9990 Psychology (replacing 9698) 9699 Sociology 9703 Music 9704 Art & Design 9706 Accounting 9708 Economics
Group 4 – Interdisciplinary Subjects (Optional)		
8001 General Paper 9694 Thinking Skills	8004 General Paper	9239 Global Perspectives & Research*

* Candidates who pass the Cambridge International AS & A Level Global Perspectives & Research at A Level meet the compulsory requirement of the Core group (AS Level Global Perspectives & Research) and have one credit left which counts in Group 4 to contribute to the overall requirement of seven credits.

** 8291 Environmental Management, 9396 Physical Education and 9698 Psychology can be taken as a qualifying subject in either Group 1 or Group 3. Each subject can only be used to fulfil the criteria for a single subject group.

*** 8695 Language and Literature in English can be taken as a qualifying subject in either Group 2 or Group 3. This subject can only be used to fulfil the criteria for a single subject group.

4.2.5 Cambridge AICE Diploma credit system

The Cambridge AICE Diploma will be awarded on the basis of the following points system:

- a Cambridge International A Level will count as two credits
- a Cambridge International AS Level will count as one credit

The following combinations are therefore valid:

Cambridge International A Level (2 Credits)	Cambridge International AS Level (1 Credit)	Cambridge International AS Level Global Perspectives & Research (1 Credit)*	Total Credits
3	0	1	7
2	2	1	7
1	4	1	7
0	6	1	7

* Candidates who pass the Cambridge International AS & A Level Global Perspectives & Research at A Level meet the compulsory requirement of the Core group (AS Level Global Perspectives & Research) and have one credit left which counts in Group 4 to contribute to the overall requirement of seven credits.

4.2.6 Calculating the Cambridge AICE Diploma

To qualify for the Cambridge AICE Diploma, candidates must pass the subject in Core Group 0 and at least one subject in each of groups 1, 2 and 3. Candidates must obtain at least grade E(e) at Cambridge International A Level or grade e(e) at Cambridge International AS Level. In addition, candidates must pass enough qualifying subjects to gain at least seven Cambridge AICE credits overall, one of which has to be 9239 Global Perspectives & Research.

Candidates who meet the requirements of the Cambridge AICE Diploma will be awarded a Pass, Merit or Distinction. Candidates will be allocated points according to the grades they achieve in each subject as follows:

Cambridge International A Level grade achieved	Points for Cambridge International A Level study	Cambridge International AS Level grade achieved	Points for Cambridge International AS Level study
A*	140	a	60
A	120	b	50
B	100	c	40
C	80	d	30
D	60	e	20
E	40		

Candidates may take more than the required number of credits. The rules in such cases are that the grade achieved for Cambridge International AS & A Level Global Perspectives & Research (Grade E(e)/e(e) or better) will always count, and that once at least one subject has been taken and passed at Grade E(e)/e(e) or better from each curriculum/subject group (1, 2 and 3), the best total of credits will then be counted for the AICE Diploma irrespective of the curriculum/subject group to the maximum of six further credits required. [Note: a maximum of two credits can be used from Group 4 in this calculation.]

If a candidate is using an A Level outcome for their counting Global Perspectives they may also use one but not both of any outcome for General Paper (available at AS Level only) or Thinking Skills (available at AS or A Level). As a consequence, this would mean allowing the use of an outcome in A Level Thinking Skills for a candidate using their A Level Global Perspectives even though this will exceed the two credit limit for Group 4. This will only be allowed where this combination gives them their best overall outcome.

If a candidate's best overall outcome is achieved through a combination of an A Level Global Perspectives and three A Levels this will be allowed even though it equates to 8 credits. The maximum number of points a candidate can be awarded for the Cambridge AICE Diploma is 420. The award received by the candidates is then determined as follows:

Total score	Award (if Cambridge AICE criteria are met)
360 to 420	Cambridge AICE Diploma with Distinction
250 to 359	Cambridge AICE Diploma with Merit
140 to 249	Cambridge AICE Diploma at Pass Level
Below 140	No Cambridge AICE Diploma

Candidates who fail to gain the Cambridge AICE Diploma will be awarded Cambridge International AS and A Level certificates showing the results in the individual subjects taken.

4.2.7 Cambridge AICE Diploma results and certificates

Candidates who complete the Cambridge AICE Diploma in one series will receive a statement of results and certificate showing the grades achieved in individual subjects, a Cambridge AICE Diploma statement of results and a separate Cambridge AICE Diploma certificate.

Candidates taking the Cambridge AICE Diploma over more than one series will receive a statement of results and certificate at the end of each series as applicable. They will also receive a Cambridge AICE Diploma statement of results and a separate Cambridge AICE Diploma certificate at the end of the final examination series.

The Cambridge AICE Diploma statement of results will show the type of award, the aggregate total point score, the individual subject points and an asterisk against the subjects which contributed to the total point score. An aggregate point score will not be reported on the Cambridge AICE Diploma statement of results for candidates who fail.

4.2.8 Re-sitting the Cambridge AICE Diploma

Candidates can re-sit the Cambridge AICE Diploma if all results counting towards the re-sit fall within a 25-month period. They can also re-sit individual subjects. In this case the result for 9239 Global Perspectives & Research will be used and then the best six credits which fulfil the requirements described in 4.2.6.

Candidates re-sitting the Cambridge AICE Diploma using results over multiple series will not receive a new Diploma if they:

- do not achieve better grades in June 2018; or
- do not pass the subjects entered in June 2018; or
- only qualify for the Diploma using subjects from previous series

Issuing a new Diploma for these candidates would mean certifying the same result twice. The June 2018 Cambridge AICE Diploma entry for these candidates will be set to 'X' as 'No Result'. We will notify the Centre on the date results are issued.

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0447	India Studies	28
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0449	Bangladesh Studies	16
0450	Business Studies	16
0452	Accounting	15
0454	Enterprise	21
0455	Economics	20
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0460	Geography	27
0470	History	28
0471	Travel & Tourism	34
0478	Computer Science	18
0480	Latin	30
0486	Literature (English)	30
0488	Literature (Spanish)	30
0493	Islamiyat	29
0495	Sociology	33
0500	First Language English (Oral Endorsement)	23
0501	First Language French	23
0502	First Language Spanish	25
0503	First Language Dutch	22
0504	First Language Portuguese	24
0505	First Language German	24
0507	First Language Japanese	24
0508	First Language Arabic	22
0509	First Language Chinese	22
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9231	Further Mathematics	39
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9389	History	41
9395	Travel & Tourism	49
9607	Media Studies	44
9608	Computer Science	37
9609	Business	36
9626	Information Technology	41
9693	Marine Science	43
9694	Thinking Skills	49
9695	Literature in English	42
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9700	Biology	36
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9704	Art & Design	35
9706	Accounting	35
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9709	Mathematics	43
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Cambridge International Level 3 Pre-U Certificate syllabus

Code	Syllabus	Page
9766	Global Perspectives & Independent Research	51

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APPENDIX 7

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Admin zone 2



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Broward County Public Schools letter template to accompany a third-party entity's release form pertaining to an event, including a recording.

Instructions for utilizing this letter template:

1. Text **highlighted in yellow** needs to be customized by the user of this letter template.
2. Text *shown in italics* is provided to give an example to assist the user in completing this letter template, but should be deleted by the user.

All of the content above is for informational purposes and should not be utilized in the letter.

[<Insert school letter head>]

[<Insert date>]

Subject: <Insert the name of the entity/organization for the release and/or event name> {For Example: *Miami HEAT Black History Month Challenge*}
 <Insert document name> {For example, *Waiver and General Release of Claims Form*}
 <Insert document name> {For example, *Media Release Parental Consent Form*}

Dear Parent and/or Guardian:

This letter is to inform you that the attached documents entitled "<insert document name(s)> {For example, *Waiver and General Release of Claims Form*" (hereafter "Release") and "*Media Release Parental Consent Form*" (hereafter "Media Release")} [is/are] not a Broward County Public Schools document<(s)> and the School District is not requesting that you sign the attached document<(s)>.

The <insert name of organization/entity requiring release> {For example, *Miami HEAT and the sponsors of the HEAT Black History Month Challenge*} require that the Releases be signed by the parents of all students, or adult students, who wish to participate in the event scheduled for <insert date of event or taping> {For example, *February 24, 2014*}. **<Add only when applicable:>** "Even though this event/recording may take place at the school, the event or taping is not sponsored by Broward County Public Schools."

PLEASE READ THE <insert document name> {GENERAL RELEASE} COMPLETELY AND CAREFULLY. BY SIGNING THE ATTACHED DOCUMENT(S) {GENERAL RELEASE} YOU MAY BE GIVING UP CERTAIN IMPORTANT RIGHTS. If you wish, you do have the option to seek legal counsel to advise you on this matter. You have the right to refuse to sign the Releases, but the sponsors of the event also have the right to refuse to let your child participate in the event if you do not sign the Releases.

If you decide to sign the Releases and have your child participate in the event, you must return the signed Releases to <insert name and/or location> no later than <insert time_date_year>.

Sincerely,

<insert your name>