

Procedures for the Submission of Entries Including Key to Syllabuses and Option Details

**Checkpoint
May and October 2010**

INT./E.3 Checkpoint



UNIVERSITY *of* CAMBRIDGE
International Examinations

Advice on the submission of entries can be obtained from University of Cambridge International Examinations Customer Services on: **+44 1223 553554**

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Facsimile: **+44 1223 553558**
E-mail address: **international@cie.org.uk**

Please quote your Centre Number in all communications.

IT SHOULD BE NOTED THAT ALL PREVIOUS COPIES OF THE ENTRY INSTRUCTION BOOKLET INT./E.3 FOR THE MAY AND OCTOBER EXAMINATION SESSIONS SHOULD BE DESTROYED.

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**INSTRUCTIONS FOR THE SUBMISSION OF ENTRIES FOR
CHECKPOINT
MAY AND OCTOBER 2010**

1. Introduction

These instructions apply to entries for the Checkpoint Examinations to be taken in May and October 2010.

2. Syllabus Information

Syllabus information is contained in the syllabus keys provided with these instructions.

3. Methods of Entry

Centres may submit entries:

- As a CAMEO file transmitted via CIE Direct or;
- Using the electronic Excel entry spreadsheet available on the disk sent with the entry despatch in September 2009 or from CIE Direct.

Whichever method of entry is used, Centres are reminded of the importance of submitting accurate entry data. The materials supplied to Centres after the receipt of entries, including such items as question papers, coursework/internally-assessed mark sheets and attendance registers, are dependent upon those entries, as is the subsequent processing of candidates' marks, grades and certificates.

4. Final Date for the Receipt of Entries

Examination Session/ Qualification	May	October
Checkpoint	21 February	16 August

Centres should submit their entries as soon as possible. **Entries and amendments received after the above specified dates will be subject to late entry fees.** Following the receipt of entries, Centres will be invoiced for the fees due (please refer to your 'Examination Fees 2010' circular).

No entries or amendments will be accepted after 17 April for the May examinations and after 30 September for the October examinations.

5. Preparation of Electronic Entry Files using CAMEO

- **What is CAMEO?**

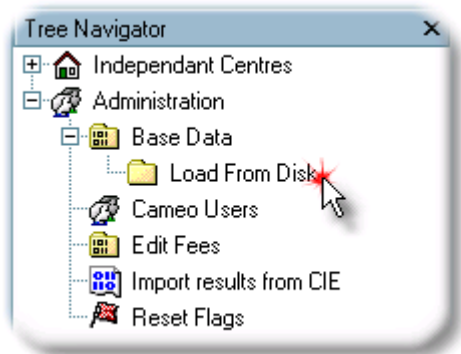
CAMEO is a piece of software that allows CIE Centres to build a database of information about their candidates and the CIE examinations that they take. CAMEO allows information to be sent from CIE to Centres, and from Centres to CIE as data files that can be 'imported' into, or 'exported' from CAMEO.

- **What is basedata?**

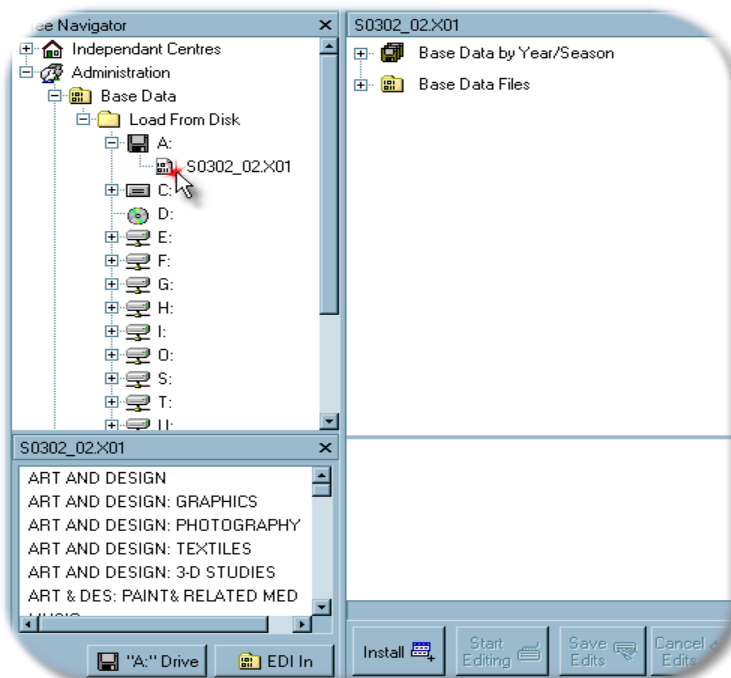
For each examination session CIE will supply a set of basedata that tells CAMEO about the assessments that are available in that session. A set of basedata is a set of 6 files produced by CIE that contain information about syllabuses and option codes and can be used to enter candidates. It also holds such information as timetable dates for components, the session (morning or afternoon) and the time allowed. Basedata files will be made available via the CIE Direct website (<https://direct.cie.org.uk>) approximately five months before the entry closing date.

- **Importing Basedata**

Once you have downloaded the relevant basedata files from CIExchange, it needs to be saved in the directory C:\Program Files\UCLES\CIE CAMEO 32\Edlin. Then, in CAMEO click on 'Administration' → 'Basedata' → 'Load from disk'.

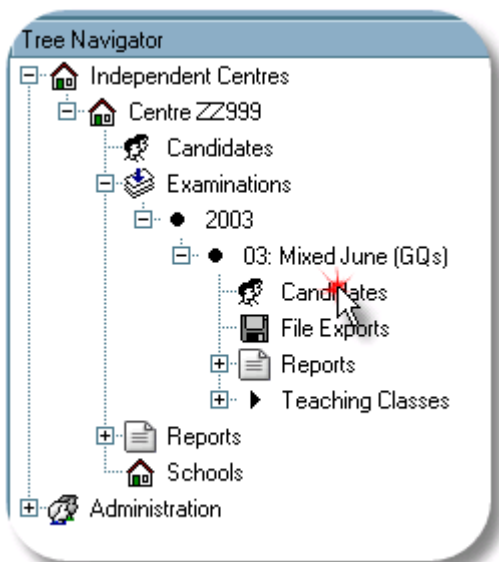


If the basedata file is saved in CAMEO's EDlin directory then click the EDI In button. If the file is saved elsewhere on the system then locate it and highlight the file name. The selection window will show a preview of the syllabuses that are contained within that basedata set (as shown below). At this point click the 'Install' button to load the basedata into CAMEO.



- **Entering Candidates**

Select the 'Candidates' node that appears under the session for which you wish to make entries.



The Data Window will now show you the area into which you enter details of your candidates.

Click on the 'Insert Item' button at the bottom of the screen and enter the details of your first candidate. CAMEO will automatically apply a candidate number of 0001 for the first candidate. Further candidates will automatically be given the next available number. You can change this to a number of your choice, however please always enter candidate numbers as 4 digits (i.e. 23 is entered as 0023).

The fields on this screen are as follows:

- Name – The maximum number of characters including any spaces is 60. The name of the candidate will appear on entries and results documentation as it is entered here. The centre may wish to enter the name of the candidate as NAME SURNAME or SURNAME: NAME. When using a colon to separate the surname from the name, once the entry is processed, CIE will reverse the order of the names when printing entries and results documentation; e.g. SMITH: JOHN will be printed as JOHN SMITH
- Gender – a drop down list allows you to select Male or Female.
- Date of Birth – candidates' dates of birth should be entered in the date format specified by your Windows Regional Settings. For settings of English (UK) this is dd/mm/yy.
- NID – this is an optional field to allow the entry of a National Identity Number that can be up to 20 characters in length
- Chargeable – a tick in this box indicates you wish a one off entry fee to be applied to the candidate. This is purely used by CAMEO's internal reports and does not affect any data that is transmitted to CIE. The amount can be entered in the Local Fee box on this screen.

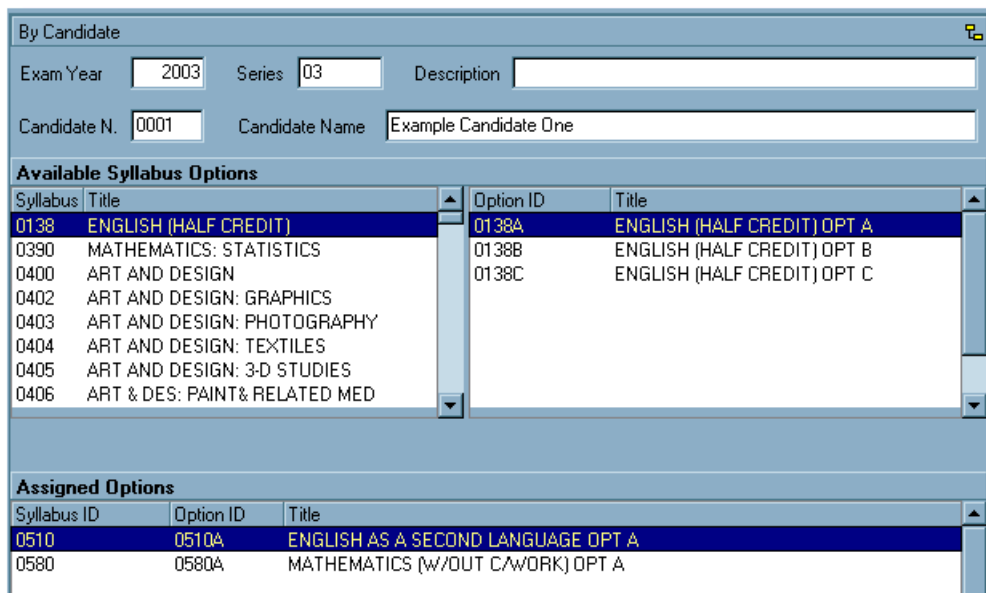
- English First Language? – a tick in this box indicates that English is the candidate’s first language. This information is only required for candidates taking the Checkpoint examinations.
- School – this will allow you to assign a school sub-code to the candidate. Please note that this feature is only available to certain customers and should not be used without the express prior approval of CIE. Normally all Centres (including attached Centres) should be entered as separate Centres.
- Status – a drop down list allows you to classify a candidate as a ‘School’ candidate or a ‘Private’ candidate. The default is ‘School’ candidate.
- Previous Entry Details – if the candidate is carrying forward any marks or results then select ‘Candidate was previously entered at this (or another) Centre’ from the drop down list. This will cause 2 new boxes to appear where you can enter the candidate’s previous centre and candidate number. Please always enter Centre numbers using uppercase letters.

Enter the details of the candidate and then click the ‘Save Insert’ button. Repeat this step for all of your candidates. You should always enter candidate number, name, gender and date of birth for your candidates.

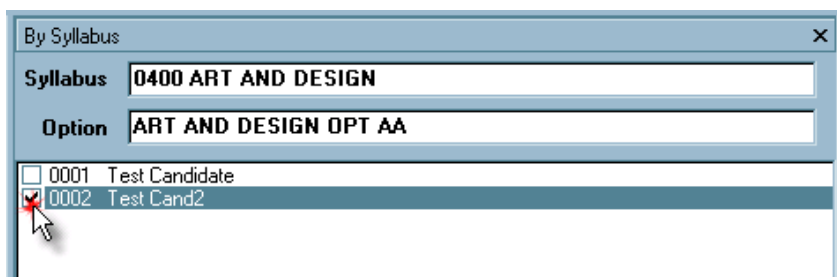
Making Entries

There are two options for how you can make your entries:

- **By Candidate:** If you wish to make the entries for each candidate individually, then use the Entry by Candidate node. In this screen highlight the required candidate in the ‘Selection Window’ and then simply select the syllabus/option required in the ‘Data Window’ on the right. Then click on the ‘Insert Item’ button and the candidate will be entered for the selected syllabus option (information is automatically saved on this screen so you do not need to press save every time you make an entry).

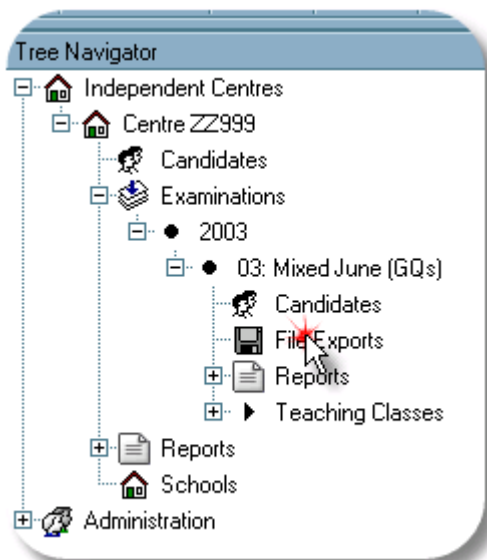


- **By Syllabus:** If you have a number of candidates who are being entered for the same syllabus option(s) then it may be quicker to use the ‘Entries by Syllabus’ option. In this screen choose the syllabus and option that you require in the ‘Selection Window’ and then a list of all the candidates in this session will appear in the ‘Data Window’. To enter candidates simply click the ‘Start Editing’ button at the bottom of the screen and then place a tick beside the name of every candidate that you wish to be entered for that syllabus/option. When this is done click on ‘Save Edits’.



Exporting Entries

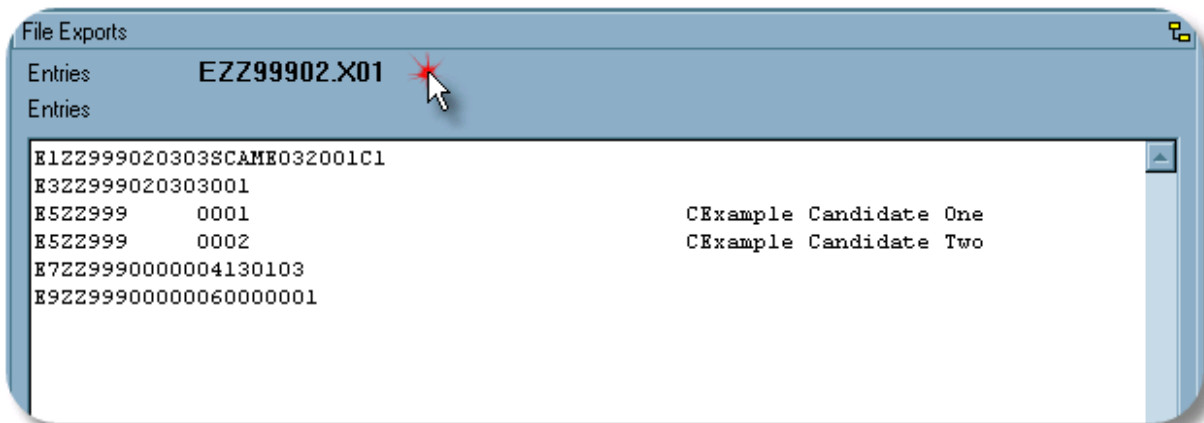
When you have made all your entries in CAMEO then you need to create an entry file that can be uploaded to CIE via the CIE Direct website. We would recommend that you have no programs running except Windows and CAMEO when exporting files. To do this, select the File Exports node on the Tree.



Click on the arrow to the right of the drop down menu in the selection window to bring up the list of export types and then select 'Entries'. You need to select entries from the list even though it will appear in the window when you open the screen.



A preview of your entry file will appear in the 'Data Window'.



Click the Export to Disk button to create the file.



You will be given the option of saving the file to CAMEO's EDIout directory, to a floppy disk or to another location that you can specify. CAMEO will confirm that the entries have been successfully exported.

- **Further User Guides**

There are more user guides detailing CAMEO's functions available for download from the CIE Direct website under the heading 'Support Materials'.

6. Preparation of Electronic Entry Files using the Excel based 'CIE Entry Form'

The Centre should submit all entries for a session at once, event if the centre has candidates entering for different qualifications, i.e. candidates entering for IGCSE, GCE O Level and GCE AS & A Level.

Only entries for the Cambridge International Primary Programme and Checkpoint must be submitted on different entry forms.

When you open the CIE Entry Form, you will get a message warning that it contains macros. In order for the form to work, please click 'Enable Macros'. Please note that macros have been created within the CIE Entry Form to allow CIE to process the data more efficiently and accurately; any changes made by the Centre to the format of this entry form will delay the processing of the Centre's entries which could also result in the processing of incorrect entries.

Please complete the CIE Entry Form according to the following instructions that are numbered 1-11 to correspond with column numbers or box numbers on the CIE Entry Form.

1 EXAMINATION OF

Please select the examination session from the drop down menu.

2 CENTRE NUMBER

Insert your Centre Number.

2A SCHOOL NUMBER

Insert your School Number.

3 CENTRE NAME

Insert the name of your Centre in CAPITAL LETTERS.

3A SCHOOL NAME

Insert the name of your School in CAPITAL LETTERS

4 YEAR

Please select the year from the drop down menu, e.g. Chose '0' for the 2010 examination session.

5 CANDIDATE NUMBER

Enter for each candidate the number which you have allocated (see **Candidate Numbering** below).

6 CANDIDATE NAME

Enter in CAPITAL LETTERS each candidate's name.

The maximum number of characters including any spaces is 60. The name of the candidate will appear on entries and results documentation as it is entered here. The centre may wish to enter the name of the candidate as NAME SURNAME or SURNAME: NAME. When using a colon to separate the surname from the name, once the entry is processed, CIE will reverse the order of the names when printing entries and results documentation; e.g. SMITH: JOHN will be printed as JOHN SMITH

7 SEX M/F

Select M for a male candidate or F for a female candidate from the drop down menu.

8 DATE OF BIRTH

Enter the date of birth of each candidate numerically, e.g. for 5 August 1996, enter:

0	5	0	8	9	6
---	---	---	---	---	---

9 CANDIDATE STATUS

For a school candidate: leave blank
For a private candidate: Select P from the drop down menu.

10 PREVIOUS ENTRY

Please complete both the previous Centre Number and previous Candidate Number information for all candidates who have previously taken CIE examinations. This is essential information required for candidates entering for a carry forward component, Staged Assessment at GCE AS & A Level or retaking a syllabus. Failure to submit this information may result in the candidate(s) not receiving a result.

PREVIOUS CENTRE NUMBER: Enter the Centre Number used in the previous examination.

PREVIOUS CANDIDATE NUMBER: Enter the candidate number used in the previous examination.

11 SYLLABUS DETAILS

A List of Syllabuses, in alphabetical order, is set out in this booklet. Ensure that each candidate is entered for the correct syllabus/option as follows:

Syllabus Code: Enter the 4-figure syllabus code

Option Code: Enter the letter option code (where applicable). Candidates making entry for more than 12 syllabuses may be continued on the following line, in which case columns 5-10 on the left hand side of the form should be left blank (i.e. there is no need to repeat the candidate details).

Re-take?: Please select Y from the drop down option if the entry is being made for the November examination session for a syllabus that the candidate attempted in the previous June session of the same year.

Examples of entries for various syllabuses are given below:

Example 1: English as a Second Language

0510	E	X	components 21, 41 and 5
------	---	---	-------------------------

Example 2: Spanish

9719	A	X	All components are compulsory
------	---	---	-------------------------------

IMPORTANT: If a candidate is being entered for more than one syllabus, then please make sure that the columns provided for the syllabus code and option code are used in consecutive order regardless of the qualification being entered.

An example of a CIE Form filled in correctly is given in page 13 of this booklet.

7. Uploading your entry file to CIE Direct

Once your entry file has been created then you can upload it to CIE via the CIE Direct website. Log in to CIE Direct in the usual way and select 'Examination Processing', 'File Exchange' and 'Upload'. You can then select the entry file that you created, either in Cameo or using the CIE Entry Form, and upload it directly to CIE.

Please note that if you currently submit your entries to another body, such as a local ministry of education, rather than directly to CIE then you should continue to follow this arrangement.

8. Candidate Numbering

Centres must allocate a candidate number to each candidate. For each candidate a unique number within the range 1 to 9999 must be used. Candidate numbers need not be consecutive but must be listed in ascending numerical order. All subsequent lists of candidates provided by CIE will be in candidate number order.

9. Entry Amendments

Entry amendments are any changes made to the entries of a Centre after the final entry file is submitted for first time to CIE. These entry amendments can be changes to the option codes of existing entries, addition of syllabus entries to existing candidates, addition of new candidates, withdrawal of candidate/syllabuses or changes to the personal details of the candidates.

If you are using Cameo, when you have made all your amendments in CAMEO then you need to create an amendment file that can be submitted CIE via the CIE Direct website. Once your amendment file has been created then you can upload it to CIE via the CIE Direct website.

If you are using the CIE Entry Form, when making an entry amendment, you must update the original entry form with the necessary amendments and submit the whole form again to CIE. If adding new candidates, allocate a new number and add them at the end of the current list of candidates. Candidate numbers that have already been allocated must not be changed. If you are using the entry form and wish to withdraw entire candidates, you must update the original entry form and submit it to CIE confirming in writing which candidates are being withdrawn from the examination session.

10. Viewing Entries Online

After submitting entries to CIE, you will be able to view your Centre's entries on the CIE Direct website.

To access the website, you will need a username and password. These can be obtained by sending a fax to Customer Services, including your Centre number and the name of the Examinations Officer, to ++44 1223 553558. You will then receive a fax from CIE with your username, password and the website address.

The website is only available to registered Centres and not to students.

The website will show the entries CIE has recorded for your Centre. If there are any amendments that need to be made after viewing the website, you should make the necessary changes either in CAMEO or the CIE Entry Form and submit the entry amendments at your earliest. It is important that all entry amendments are submitted to CIE to ensure that the data held by the Centre matches that held by CIE.

11. Documents you will receive as a Result of Making Entries

Centres should **not** assume that their entries have been received and processed by CIE until the documentation listed below has been received. Examples of each document can be found from pages 11-13 of this booklet.

- **Statements of Entry**
A Statement of Entry for each candidate.
- **Candidate Entry Listing**
A Candidate Entry Listing showing the entry details of each candidate entered for the examination.
- **Centre Summary of Entries**
A Centre Summary of Entries showing the total number of examination entries, by syllabus and component.

It is responsibility of the Centre to check the above documents. If any errors, discrepancies or queries are found then the Centre should contact CIE immediately.



Statement of Entry

May 2010

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

Candidate Name EXAMPLE CANDIDATE	Date of Birth 22 MAY 1995	Centre / Cand. No. XX123/0001
--	-------------------------------------	---

Centre Name EXAMPLE CENTRE	First Lang. English Y	Gender F
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Syllabus/Component	Syllabus and Component Titles	Exam Date	Time
Checkpoint			
1111	English		
01	Paper 1		
02	Paper 2		
1112	Mathematics		
01	Paper 1 (Non-calculator)		
02	Paper 2 (Calculator)		
1113	Science		
01	Paper 1		
02	Paper 2		

By entering for these examinations you agree to be bound by CIE rules and regulations for the conduct of examinations. You should read the Notice to Candidates that is printed on the reverse of this document.

Keep this Statement of Entry in a safe place until results are published.

Candidate Entry Listing May 2010

This statement confirms your CIE examination entries accepted for the session shown.

Centre Number	School	Centre Name	Syllabus, Option and Component Details			Syllabus Title	First Lang English (Y/N)	Gender	Date of Birth	S/P
XX123	XX123	EXAMPLE CENTRE								
0001	EXAMPLE CANDIDATE ONE	1111 1112 1113	(01 02) (01 02) (01 02)			ENGLISH MATHEMATICS SCIENCE	N	F	22 MAY 1993	S
0002	EXAMPLE CANDIDATE TWO	1111 1112 1113	(01 02) (01 02) (01 02)			ENGLISH MATHEMATICS SCIENCE	N	M	11 SEP 1994	S

Centre Summary of Entries May 2010

This list summarises, in syllabus code order, the syllabuses and components for which entries have been submitted by the centre identified below.

Centre Number	School	Centre Name	Component Code / Title	No of Entries
XX123	XX123	EXAMPLE CENTRE		
Qualification	Syllabus Code / Title			
Checkpoint	1111 ENGLISH	01 Paper 1	8	
		02 Paper 2	8	
	1112 MATHEMATICS	01 Paper 1 (Non-calculator)	8	
		02 Paper 2 (Calculator)	8	
	1113 SCIENCE	01 Paper 1	8	
		02 Paper 2	8	

Entering for an Examination

A notice to candidates

Before your school submits its entries to CIE, you will be asked to check your entry and confirm that it is correct.

You must pay particular attention to the following points:

A Are your first forename and family name correctly spelt, and are the initials of your other forenames correctly shown? This is most important, because certificates show the names given on the entry form. Centre and candidate details including the spelling of name and date of birth must be checked when Statements of Entry (and Statements of Result) are issued. Any inaccuracies must be reported to CIE immediately upon discovery and prior to the issue of certificates. A fee will be charged for issuing a replacement certificate due to incorrect candidate and/or Centre details. This service is available only within 18 months of the date of issue of the original certificate.

B Are your date of birth and your sex code correctly shown?

C Have you been entered for all the syllabuses you are taking and for the correct components within each syllabus? You should pay particular attention to your entry for syllabuses where there are alternative syllabuses.

D Is the total number of syllabuses you are taking shown correctly?

You must realise that in checking and signing for your entry you are taking responsibility for its accuracy. You will not be permitted to make changes later.

A copy of this notice should be displayed where candidates can read it, or it should otherwise be brought to their attention before they check their entries.



UNIVERSITY of CAMBRIDGE
International Examinations

CHECKPOINT

A unique service and an invaluable tool for schools and colleges, Checkpoint enables access to standardised tests that provide feedback on a student's strengths and weaknesses in key curriculum areas. Feedback of this kind is an invaluable source of information. Schools and colleges will be able to make strategic decisions, drawing upon a pool of information and specialist reporting tools built into Checkpoint. Students at international schools will have a transferable indication of their academic progress. Rapid turnaround of feedback, within four weeks of receipt of the scripts, will ensure that the information returned can be put to immediate use.

Cambridge Checkpoint tests are available in English, Mathematics and Science and are offered in May and October. The service is aimed at students of approximately 14 years of age studying mid-secondary curriculum. The tests cover all major areas of learning required in the first years of an international secondary education. It is these topics and sub-topics that provide the framework for feedback on each student.

Feedback comes in four forms: reports on each Candidate, on each Teaching Group (if applicable), on the Centre, and (at the end of the session) on the entire cohort. When making entries, candidates should be entered under separate Teaching Groups if you wish to receive reports on these groups. The information on English language background is needed for the end-of session report on all Centres.

For more information on the Checkpoint syllabuses please refer to each of the curriculum frameworks.

Checkpoint – Submission of Teaching Group Titles

Teaching Group Titles are submitted on form CP/E.2; an electronic copy of this form can be found on CIE Direct under 'Support Materials'. Also a blank copy of this form is shown on page 17 of this booklet.

Against each Teaching Group Code for which you have entered candidates, write the Teaching Group Title as you wish it to appear on the Checkpoint Performance Feedback documentation.

Once the form has been filled in, electronic forms should be sent to CIE by uploading the form onto CIE Direct. Alternatively hardcopies may be faxed to CIE.

Checkpoint – Submission of Entries

The procedures explained on pages 3 to 9 should be followed.

Checkpoint Syllabuses in 2010

Find below the key to all Checkpoint syllabuses available in 2010, in alphabetical order.

KEY TO CHECKPOINT SYLLABUSES (in alphabetical order):

SYLLABUS NAME AND CODE	COMPONENT INFORMATION	DURATION	OPTION CODE	NOTES
ENGLISH 1111	1: Paper 1 2: Paper 2	1h07m 1h07m		Both components are compulsory.
			Option Code	Components
			Leave Blank	1, 2
MATHEMATICS 1112	1: Paper 1 (Non-calculator) 2: Paper 2 (Calculator)	1h 1h		Both components are compulsory.
			Option Code	Components
			Leave Blank	1, 2
SCIENCE 1113	1: Paper 1 2: Paper 2	45m 45m		Both components are compulsory.
			Option Code	Components
			Leave Blank	1, 2

CHECKPOINT TEACHING GROUP INFORMATION

Centre Number

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Centre Name

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Examination Session

*May *October

Year

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*Delete as appropriate

Instructions

Against each Teaching Group Code for which you have entered candidates, write the Teaching Group Title as you wish it to appear on the Checkpoint Performance Feedback. Once the form has been filled in, electronic forms should be sent to CIE by uploading the form onto CIE Direct. Alternatively hardcopies may be faxed to CIE.

English	
Teaching Group Code	Teaching Group Title
E1	
E2	
E3	
E4	
E5	
E6	
E7	
E8	
E9	
E10	

Mathematics	
Teaching Group Code	Teaching Group Title
M1	
M2	
M3	
M4	
M5	
M6	
M7	
M8	
M9	
M10	

Science	
Teaching Group Code	Teaching Group Title
S1	
S2	
S3	
S4	
S5	
S6	
S7	
S8	
S9	
S10	

Photocopy as required

Signature of Head/Principal

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Date

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INDEX OF CHECKPOINT SYLLABUSES IN SYLLABUS CODE ORDER

Code	Syllabus	Page
1111	English	16
1112	Mathematics	16
1113	Science	16