



UNIVERSITY *of* CAMBRIDGE
International Examinations

Administrative Guide for International Centres 2011

Guidance for exams officers administering Cambridge examinations



VALID FOR USE DURING 2011

Administrative Guide for International Centres 2011

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Definition of Terms

Introduction

The purpose of this *Administrative Guide* is to assist Examinations Officers with the administration of Cambridge examinations. The document specifically concentrates on the role of the Examinations Officer and provides detailed information and guidance on the administrative procedures that need to be carried out.

The *Administrative Guide* should be read in conjunction with the *Handbook for Centres 2011*, which specifies the regulations that govern all Cambridge qualifications.

The qualifications that are covered by this document are:

- GCE Ordinary Level (O Level)
- GCE Advanced Subsidiary Level (AS Level)
- GCE Advanced Level (A Level)
- International General Certificate of Secondary Education (IGCSE)
- Checkpoint
- Advanced International Certificate of Education Diploma (AICE Diploma)
- International Certificate of Education (ICE).

Please note that details of the Cambridge Primary Programme can be found in a separate administrative guide and on the Primary website:
<https://primary.cie.org.uk>.

The *Administrative Guide* has been designed with a view to supporting both new and experienced Examinations Officers. It provides a high level view of the examinations process and a detailed description of the procedures that need to be followed.

You will see that the document is divided into the following sections:

- Section A provides information on administrative dates and deadlines. The timeline that is provided for each examination series gives a high level view of when key administrative activities take place. The 'Diary of Key Dates and Activities' provides a far more detailed view of the dates that transactions between Cambridge and Centres take place. It also gives advice to Examinations Officers on activities that they should start to plan for the following month.

- Section B provides a detailed step by step guide through each administration process. The various chapters are presented more or less in the order in which each task occurs in the examination process.
- Section C provides a Definition of Terms – an explanation of words and phrases that may not be familiar to you.

The *Administrative Guide* describes the administrative responsibilities of Examinations Officers from Cambridge International Centres. If your Centre is attached or affiliated to a Cambridge International Centre you should note that you are required to comply with any additional local arrangements stipulated by your 'Parent' Centre.

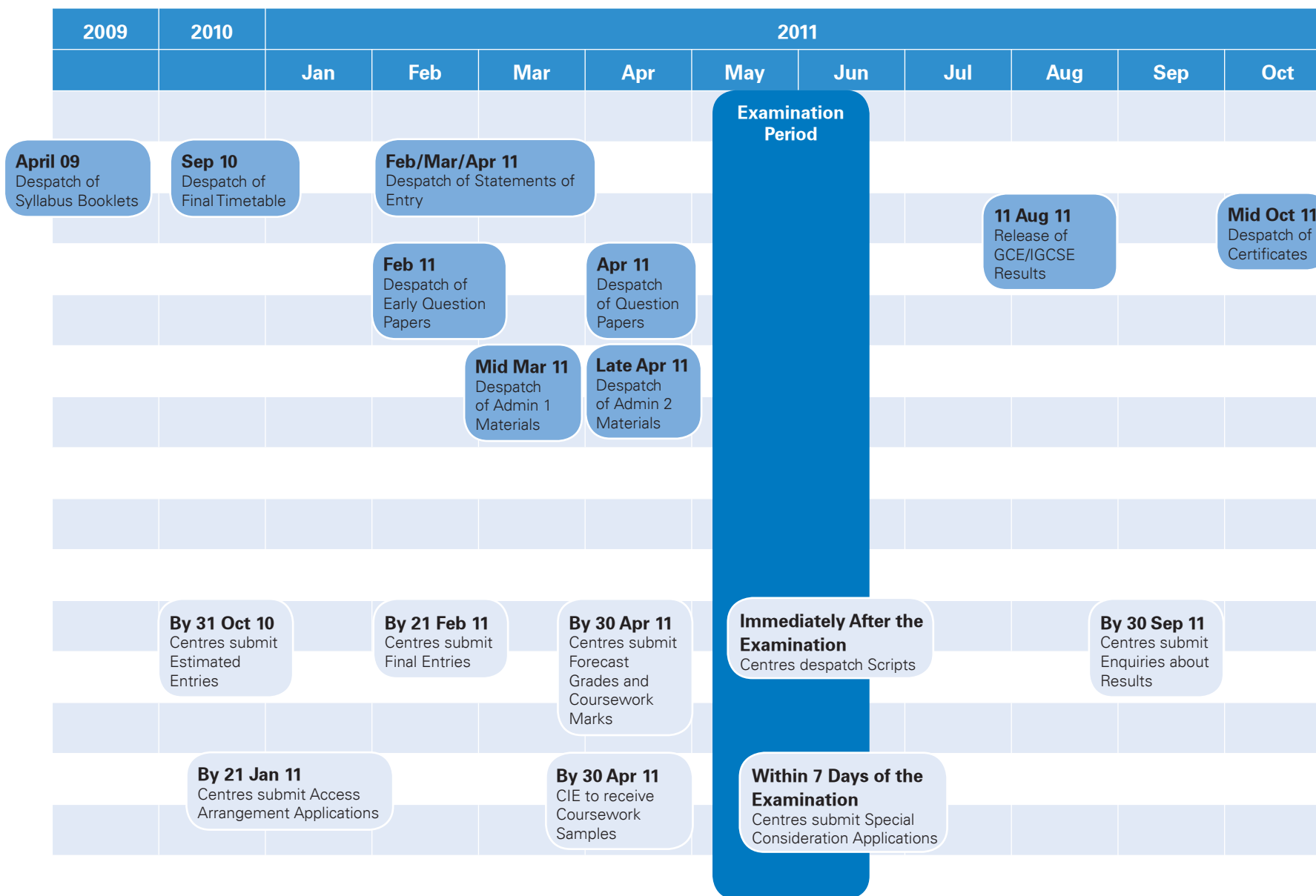
Cambridge reserves the right to amend or vary the provisions of the *Administrative Guide* at any time. Such amendments will be notified to Centres in a circular and will have immediate effect unless otherwise stated.

Cambridge retains to itself the interpretation of the content in the *Administrative Guide* and its circulars.

Timeline of Key Activities for the June 2011 General Qualifications Examination Series

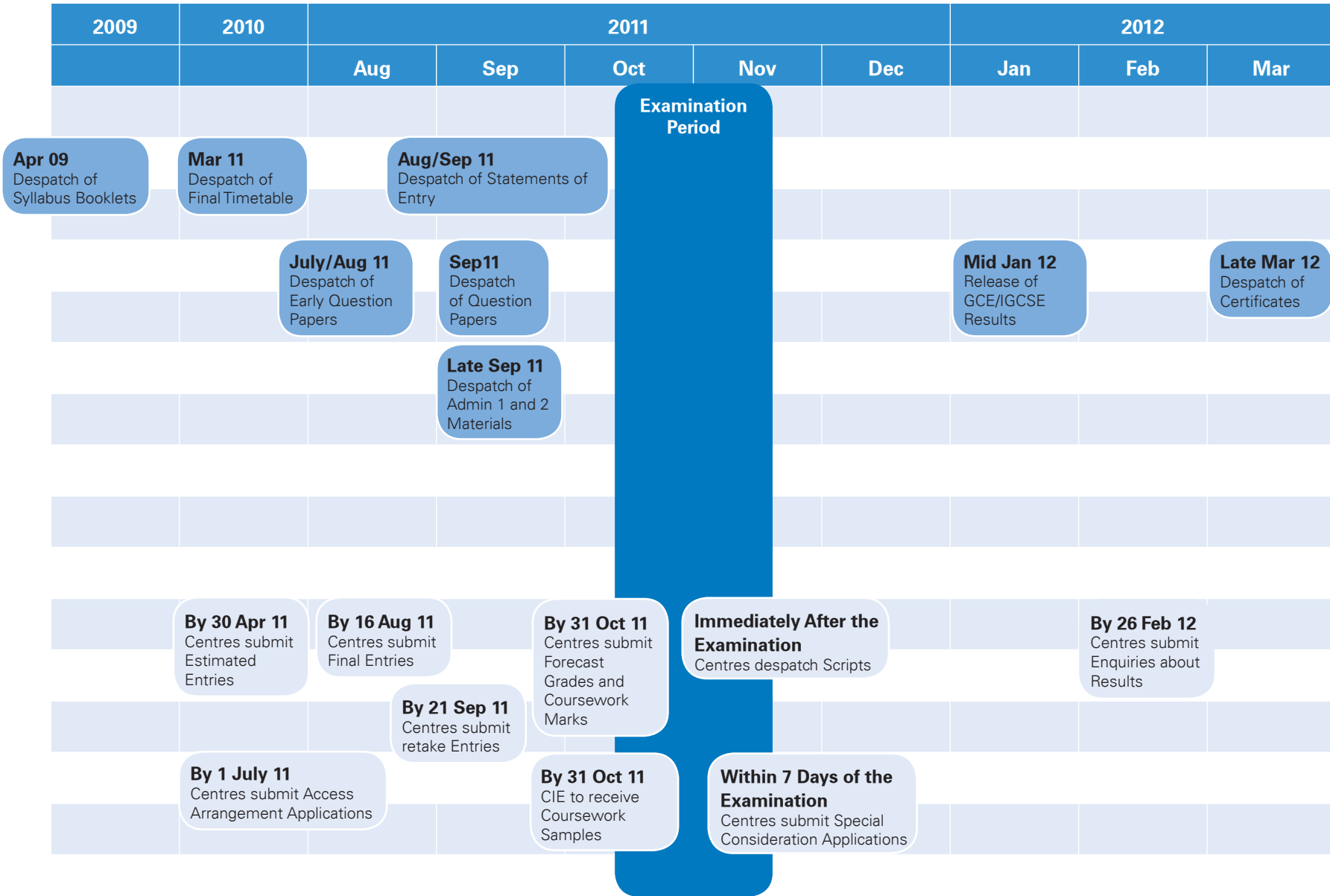
For more detailed information you should refer to the Diary of Key Dates and Activities

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.
 Deadlines for the despatch of materials and information from Centres to Cambridge.



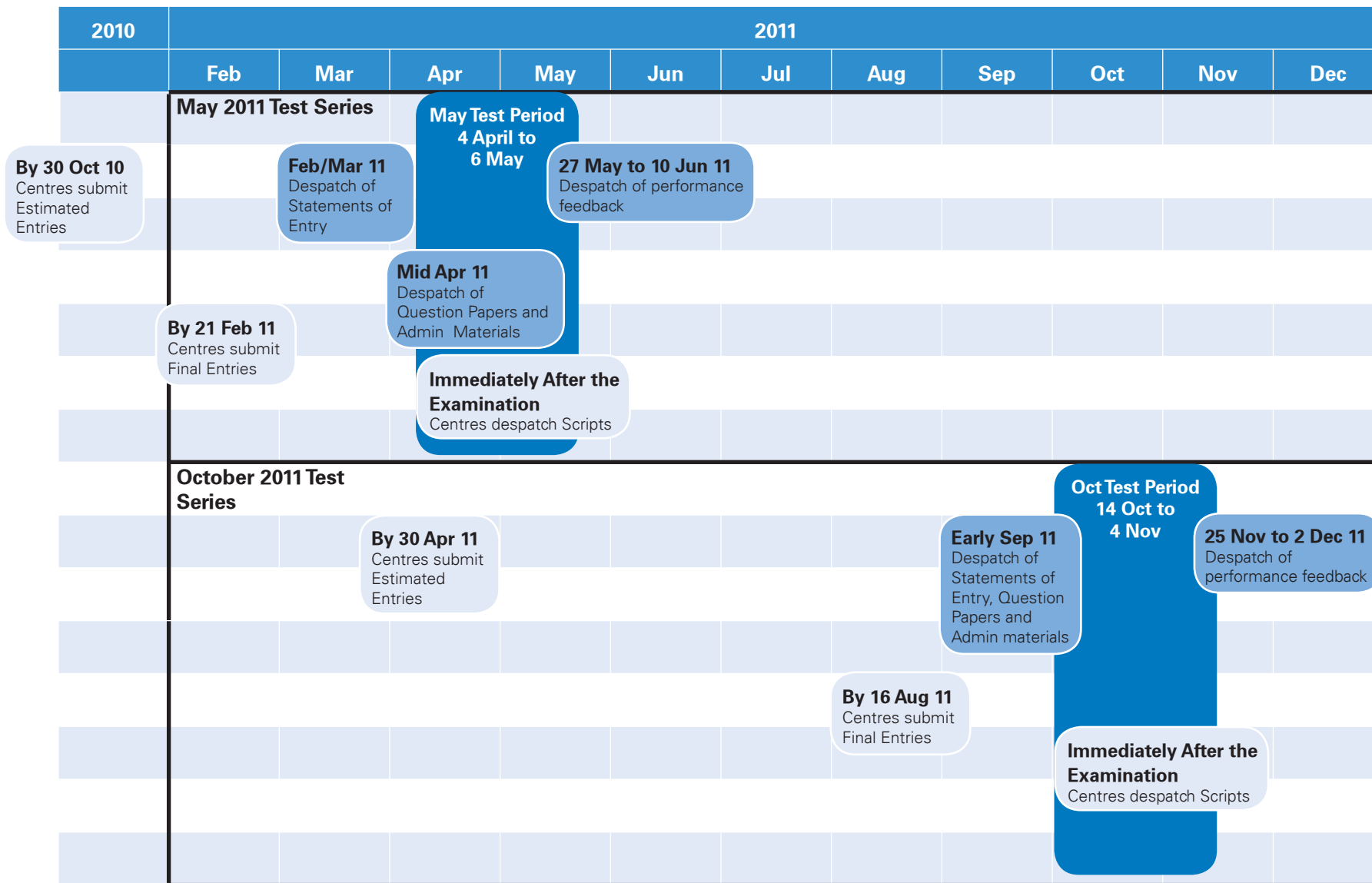
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Diary of Key Dates and Activities

January 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

- Key:  Deadlines for the despatch of materials and information from Cambridge to Centres.
 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May and October Series)
21	GCE and IGCSE deadline for receipt of applications for Access Arrangements for permanently disabled candidates (Form AA (PHC)) requiring modified question papers for the June 2011 series.		
24		November 2010 series Provisional Examination Results available to download from CIE Direct.	
31		GCE and IGCSE hardcopy Statements of Results for the November 2010 series to be with Centres for issue to candidates.	

Other activities to be thinking about in January

November 2010 Series

- If you have not received your hardcopy GCE and IGCSE results by the end of January 2011 you should contact your local courier office immediately.
- The GCE and IGCSE results available to Centres via the secure website may be issued to candidates immediately.

June 2011 Series

- You are reminded that the closing date for final entries is next month **21 February 2011**. You should plan to submit your entries to Cambridge at least two weeks before this date to allow time to make any entry amendments before the entry deadline. If you use CAMEO to produce your entry files, you should validate your entry data before sending it to Cambridge by printing Statements of Entry from CAMEO and verifying the information with candidates.
- You are reminded that the deadline for receipt of applications for GCE and IGCSE Access Arrangements for permanently disabled candidates is **21 February 2011**. Cambridge may not be in a position to accept any applications received after this date.

Diary of Key Dates and Activities

February 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.

 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1		Deadline for submission by Centres of draft Question Papers and Mark Schemes for the November 2011 IGCSE/AS School-based Assessments.	
6	GCE and IGCSE Early Practical Question Papers and Instructions (excluding Science Practicals) for the June 2011 Examinations despatched to Centres based on Estimated Entries.		
15		Deadline for submission of Candidate Name changes for the November 2010 series.	
21	<p>GCE and IGCSE deadline for receipt of completed examination entries for the June 2011 Examination. Entries and entry amendments received after this date will be subject to a Late Entry Fee.</p> <p>GCE and IGCSE deadline for receipt of all applications for Access Arrangements for permanently disabled candidates who do not require a modified question paper (Form AA(PHC)) for the June 2011 Examinations.</p>		Deadline for receipt of Final Entries for May 2011 Test Period.
22	Beginning of First Level Late Entry Fees for the June 2011 series (22 February – 20 March).		
26		Deadline for receipt at Cambridge of Enquiries about Results for the November 2010 Examinations. All enquiries must be made on Form E, copies of which are supplied with Statements of Results.	

Diary of Key Dates and Activities

February 2011 continued

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
27	Despatch to Centres of Assessment Record Folders for IGCSE ICT Practical papers (0417/21, 22 and 0417/31, 32) and GCE AS & A Level Applied ICT Technology (9713/02 and 9713/04) for the June 2011 series.		
28	Throughout late February and March, GCE and IGCSE Statements of Entry and Candidate Entry Lists for the June 2011 Examinations will be despatched to Centres.		

Other activities to be thinking about in February

November 2010 Series

- You should ensure that all candidate names are correct on results documentation in preparation for the despatch of Certificates next month. Any requests to amend candidate names received after **15 February 2011** are subject to an additional administrative fee.
- You should ensure that all requests for Enquiries about Results for GCE and IGCSE syllabuses are submitted before the deadline of **26 February 2011**. Cambridge will not accept requests received after this date. You are reminded that your Centre will be invoiced for result enquiry fees and that you should **not** enclose payment with your result enquiry application.

June 2011 Series

- All entries and entry amendments received after **21 February 2011** are subject to Late Entry Fees.
- Cambridge will despatch Statements of Entry to Centres within two weeks of receiving entry information. If you have not received entry confirmation within this two week period, you should contact Cambridge. For Centres that make entry using Direct Final Entries, entry confirmation will be online within 48 hours and usually faster.
- You are reminded that the Practical Question Paper materials and instructions that you will receive this month must be stored in a secure area until the relevant examination. You should check that you have all of the materials you require and contact Cambridge immediately if there are any problems.

Diary of Key Dates and Activities

March 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.

 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1	Beginning of June 2011 IGCSE Oral and Practical Examination Period (see June 2011 Final Timetable for full details of ranges of dates for each component).		
7			Despatch of May 2011 Statements of Entry and Candidate Entry Lists.
11			Final deadline for receipt of entries for the May 2011 series. Cambridge will not accept any entries submitted after this date.
15	GCE and IGCSE June 2011 Administrative Despatch 1 to Centres includes the following: <ul style="list-style-type: none"> • Forecast Grade Forms (F1) • Internal Assessment Mark Sheets (MS1) • Additional Materials List • Examination Stationery • Attendance Registers • Bar-coded Script Packet Labels (for school-based assessment components only). 	GCE and IGCSE Certificates for the November 2010 Examinations despatched to Centres by this date.	
	GCE and IGCSE Provisional Timetable for the June 2012 Examinations made available to download from CIE Direct.		
18	Data files for the June 2011 IGCSE ICT Practical Test A Early Sitting (0417/21) made available to download from CIE Direct.		
	Data files for the June 2011 AS Level Applied ICT Practical (9713/2) made available to download from CIE Direct.		

Diary of Key Dates and Activities

March 2011 continued

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
18			Despatch of Checkpoint materials for May 2011 series: <ul style="list-style-type: none"> • Question Papers • Attendance Registers • Bar-coded Labels
21	Beginning of Second Level Late Entry Fees for the June 2011 series (21 March – 3 April).		
	Beginning of June 2011 IGCSE ICT Practical Test A Early Sitting (0417/21) (21 March – 27 March).		
	Beginning of June 2011 AS Level Applied ICT Practical session (9713/2) (21 March – 27 March).		
25	Data files for the June 2011 IGCSE ICT Practical Test B Early Sitting (0417/31) made available to download from CIE Direct.		
	Data files for the June 2011 A Level Applied ICT Practical (9713/4) made available to download from CIE Direct.		
28	Beginning of June 2011 IGCSE ICT Practical Test B Early Sitting (0417/31) (28 March – 3 April).		
	Beginning of June 2011 A Level Applied ICT Practical session (9713/4) (28 March – 3 April).		
31		GCE, IGCSE Estimated Entry Forms for the November 2011 series sent to Centres by email and made available to download from CIE Direct.	Checkpoint Estimated Entry Forms for the October 2011 series sent to Centres by email and made available to download from CIE Direct.
		Entry Instruction Booklets (E.3) for GCE, IGCSE and Checkpoint for the October and November 2011 series despatched to Centres.	
		Final Timetable for the November 2011 GCE and IGCSE Examinations despatched to Centres and made available to download from CIE Direct.	

Diary of Key Dates and Activities

Other activities to be thinking about in March

November 2010 Series

- You should check your certificates carefully upon receipt and inform Cambridge of any discrepancies immediately.
- You are reminded that the deadline for receipt of replacement certificate requests is **30 April 2011**.

June 2011 Series

- Teachers should be reminded that they will be required to provide Internally Assessed Marks and Forecast Grades by **30 April 2011**.
- You should check the contents of the Administrative Despatch 1 received this month and contact Cambridge immediately if any materials are missing.
- The Administrative Despatch 2 will be sent to you in April which will contain GCE and IGCSE Bar-coded Script Packet Labels.
- On receipt of Statement of Entries, Centres must check these carefully and inform Cambridge of any discrepancies immediately.

Diary of Key Dates and Activities

April 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

- Key: Deadlines for the despatch of materials and information from Cambridge to Centres.
 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1	Deadline for receipt at Cambridge of Nomination of Oral Examiner forms for A/AS Level Languages for the June 2011 series. Beginning of Speaking Test examination period for A/AS Level Languages for the June 2011 series (1 April – 1 June).		
4	Beginning of June 2011 Third Level Late Entry Fees (4 – 17 April)		Beginning of Checkpoint May 2011 test period (4 April – 6 May).
15	Despatch of June 2011 series Question Papers and Multiple Choice Answer Sheets.		
17	Final deadline for receipt of entries and entry amendments for the June 2011 series. Cambridge will not accept any entries or entry amendments submitted after this date. Deadline for receipt at Cambridge of Timetable Deviation Forms (E.24) for the June 2011 series.		
20	Data files for the June 2011 IGCSE ICT Practical Test A Late Sitting (0417/22) made available to download from CIE Direct.		
25	Beginning of June 2011 IGCSE ICT Practical Test A Late Sitting (0417/22) (25 April – 1 May).		
27	GCE and IGCSE June 2011 Administrative Despatch 2 to Centres containing Bar-coded Script Packet Labels.		

Diary of Key Dates and Activities

April 2011 continued

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
29	Data files for the June 2011 IGCSE ICT Practical Test B Late Sitting (0417/32) made available to download from CIE Direct.		Deadline for receipt by Cambridge of May 2011 Checkpoint scripts if diagnostic feedback is required before the end of May 2011.
30	Despatch of GCE and IGCSE subject syllabuses and support materials on CD-ROM for 2013 .		
	Deadline for receipt at Cambridge of GCE and IGCSE Forecast Grades and Internally Assessed Marks for the June 2011 series.	GCE and IGCSE Examiner Reports (SR (I)) on the November 2010 Examinations despatched to Centres on syllabuses and support materials CD-ROM.	
	Deadline for receipt at Cambridge of GCE and IGCSE samples of internally assessed work and Working Mark Sheets for the June 2011 series.	Deadline for requesting from Cambridge missing certificates for the November 2010 series.	
	Deadline for receipt at Cambridge of IGCSE Return of Art and Design form (ARF003) for the June 2011 series.	Deadline for receipt of completed Estimated Entry forms for GCE and IGCSE November 2011 series	Deadline for receipt of completed Estimated Entry forms for Checkpoint October 2011 series.

Other activities to be thinking about in April

June 2011 Series

- Please note that the Cambridge office will be closed from 22 to 25 April 2011.
- Begin general preparation for upcoming June examination series. In particular, make sure that all invigilators have been appointed and have received any training that is required. Additionally, make sure that all examination venues have been arranged and that all candidates have been informed of the dates, times and examination venues.
- Coursework samples due to be submitted to Cambridge for moderation in May should be individually labelled, using the labels provided on the Coursework Identification Labels Form, which can be downloaded from CIE Direct.
- You should note that Test Cards and Teachers' Notes Booklets for Speaking Tests must be stored in a secure place until the end of the Speaking Test examination period.
- At the end of April, you will receive your Administrative Materials and Question Papers. You should ensure that you have all the Question Papers required for the June 2011 series and that they are stored in a secure place. If you have not received any of these materials by **30 April 2011**, you should contact Cambridge immediately.

Diary of Key Dates and Activities

Other activities to be thinking about in April continued

- You should check that you have sufficient examination stationery. You can find details of the stationery items required for each question paper in the Additional Materials list, which is included in the despatch of examination stationery.
- The final deadline for receipt of entries and entry amendments is **17 April 2011**. Cambridge will not accept any entry amendments after this date.
- The deadline for receipt of applications for Timetable Deviations is **17 April 2011**. Cambridge may not consider any applications after this date.

November 2011 Series

- You are reminded that the deadline for the receipt of applications for GCE and IGCSE Access Arrangements for permanently disabled candidates requiring modified question papers is **1 May 2011**. Cambridge may not be able to process any applications received after this date.

Future Examination Series

- If you require additional copies of Syllabuses and Support Materials, you should return the customer order form enclosed with the Syllabuses and Support Materials despatch.

Diary of Key Dates and Activities

May 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.
 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1		Deadline for receipt at Cambridge of Applications for Access Arrangements for permanently disabled candidates (Form AA (PHC)) requiring modified question papers for the November 2011 GCE and IGCSE Examinations.	
2	Beginning of June 2011 IGCSE ICT Practical Test B Late Sitting (0417/32) (2 May – 8 May).		
6			End of Checkpoint May 2011 test period (4 April – 6 May).
9	Beginning of GCE and IGCSE June 2011 examination period.		
13			Deadline for receipt by Cambridge of May 2011 Checkpoint scripts if diagnostic feedback is required by 10 June 2011.
15	Deadline for receipt at Cambridge of MS1 Mark Sheets and recorded Samples for IGCSE Foreign Languages and First Language Spanish Speaking Tests for the June 2011 Examinations.	GCE and IGCSE Basedata for the November 2011 series available on CIE Direct.	Basedata for the Checkpoint October 2011 series available to download from CIE Direct.
27			Despatch of May 2011 Checkpoint diagnostic feedback to Centres who provided Cambridge with scripts by 29 April 2011.

Diary of Key Dates and Activities

Other activities to be thinking about in May

June 2011 Series

- After each examination, ensure that you collect up and keep all used question papers in a secure place for 24 hours after the examination has finished. After this period, the papers may be returned to candidates and teachers at the discretion of the Head of the Centre.
- Please ensure that all examination scripts are despatched to Cambridge promptly after checking. When despatching examination scripts to Cambridge, you should check the contents of the script packet against the script packet label to ensure that the scripts are for the correct syllabus and component. You should also ensure that the script packet contains a script for each candidate ticked as present on the Attendance Register and that the scripts are in candidate number order.
- You are reminded that applications for Special Consideration must be sent to arrive at Cambridge within seven days of the last examination of the syllabus affected.

Future Examination Series

- You are reminded that the deadline for the approval of IGCSE/AS school-based courses with teaching that started in September 2010 is **31 May 2011**.

Diary of Key Dates and Activities

June 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.
 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1	Deadline for receipt at Cambridge of Artwork for O Level Art (6010/06) for the June 2011 series.		
7	Deadline for receipt at Cambridge of MS1 Mark Sheets, Working Mark Sheets and recorded samples for AS/A Level Languages for the June 2011 series.		
10	End of GCE and IGCSE June 2011 examination period.		Despatch of May 2011 Checkpoint diagnostic feedback to Centres who provided Cambridge with scripts by 13 May 2011.
15	Deadline for receipt at Cambridge of Artwork for AS/A Level Art (9704/01 and 9704/04) for the June 2011 examination.	IGCSE and GCE Provisional Timetable for the November 2012 series available on CIE Direct.	
23	Final deadline for receipt at Cambridge of all Applications for Special Considerations for the June 2011 .		

Other activities to be thinking about in June

June 2011 Series

- After each examination, ensure that you collect and keep all used question papers in a secure place for 24 hours after the examination has finished. After this period, the papers may be returned to candidates and teachers at the discretion of the Head of the Centre.
- Please ensure that all examination scripts are despatched to Cambridge promptly after checking. When despatching examination scripts to Cambridge, you should check the contents of the script packet against the script packet label to ensure that the scripts are for the correct syllabus and component. You should also ensure that the script packet contains a script for each candidate ticked as present on the Attendance Register and that the scripts are in candidate number order.
- You are reminded that applications for Special Consideration must be sent to arrive at Cambridge within seven days of the last examination of the syllabus affected.
-

Diary of Key Dates and Activities

Other activities to be thinking about in June continued

- Cambridge may contact your Centre with urgent enquiries regarding candidate attendance or script discrepancies which if unresolved may lead to “No Result” being issued. Please ensure that your contact details are up to date and that you check your post, email and telephones regularly and respond to these enquiries as soon as possible.

November 2011 Series

- You are reminded that the deadline for receipt of applications for GCE/IGCSE Access Arrangements for permanently disabled candidates is **1 July 2011**. Cambridge may not be able to process any applications received after this date.

Diary of Key Dates and Activities

July 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key:  Deadlines for the despatch of materials and information from Cambridge to Centres.

 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
15		GCE and IGCSE deadline for receipt of applications for Access Arrangements for permanently disabled candidates (Form AA (PHC)) requiring modified question papers for the November 2011 examinations.	
15		Early Question Papers and Oral materials for the November 2011 examinations despatched to Centres based on Estimated Entries.	

Other activities to be thinking about in July

June 2011 Series

- Cambridge may contact your Centre with urgent enquiries regarding candidate attendance or script discrepancies which if unresolved may lead to "No Result" being issued. Please ensure that your contact details are up to date and that you check your post, email and telephones regularly and respond to these enquiries as soon as possible.

November 2011 Series

- You are reminded that the closing date for final entries for first time candidates is **16 August 2011**. You should plan to submit your entries to Cambridge at least two weeks before this date to allow time to make any entry amendments before the entry deadline. If you use CAMEO to produce your entry files, you should validate your entry data before sending it to Cambridge by printing Statements of Entry from CAMEO and verifying the information with candidates.
- The entry closing date for retake entries is **21 September 2011**. Cambridge considers an entry as a retake entry if the candidate sat the same syllabus, regardless of entry option, in the June 2011 series. A previous candidate number and retake indicator must be included in the entry file for each syllabus that a candidate is retaking, failure to do so will result in late fees being charged to your Centre.
- You are reminded that the deadline for receipt of applications for GCE/IGCSE Access Arrangements for permanently disabled candidates is **16 August 2011**. Cambridge may not be able to process any applications received after this date.

Diary of Key Dates and Activities

August 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.
 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1		Deadline for receipt of comments from Centres on the November 2012 GCE and IGCSE Provisional Timetable.	
11	Provisional June 2011 series examination results available online.		
16		Deadline for receipt of completed Entries (first time entry candidates) for GCE and IGCSE for the November 2011 . Entries and amendments received after this date will be subject to a late entry fee. Deadline for receipt at Cambridge of Applications for Access Arrangements for permanently disabled candidates (Form AA (PHC)) for the November 2011 series.	Deadline for receipt of Final Entries for Checkpoint October 2011 test period.
16		IGCSE and AS/A Level Science Practical Instructions for the November 2011 series despatched to Centres based on Final Entries.	
17		Beginning of First Level Late Entry Fees for the November 2011 series (17 August – 6 September).	
Late Aug	Hardcopy GCE and IGCSE Provisional Statements of Results for the June 2011 series to be with Centres.		

Diary of Key Dates and Activities

Other activities to be thinking about in August

June 2011 Series

- The results made available to Centres on CIE Direct on **11 August 2011** may be issued to candidates immediately.
- If you have not received your hardcopy results by **31 August 2011** for GCE O Level, GCE AS & A Level, AICE Diploma, IGCSE and ICE, you should contact your local courier office immediately.
- You should ensure that all candidate names are correct on results documentation in preparation for the despatch of certificates in September 2011. Any requests to amend candidate names received after **15 September 2011** are subject to an additional administrative fee.

November 2011 Series

- The entry closing date for retake entries is **21 September 2011**. Cambridge considers an entry as a retake entry if the candidate sat the same syllabus, regardless of entry option, in the June 2011 series. A previous candidate number and retake indicator must be included for each syllabus that a candidate is retaking. Any retake entries received after this date or without correct previous entry details will be subject to a late entry fee.

Diary of Key Dates and Activities

September 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.

 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
Early September		GCE and IGCSE Statements of Entry and Candidate Entry Lists for the November 2011 series will be despatched to Centres throughout September.	Despatch of October 2011 Statements of Entry and Candidate Entry Lists.
1	Deadline for submission from Centres of draft Question Papers and Mark Schemes for IGCSE/AS School-based Assessments for the June 2012 series.	Despatch to Centres of Assessment Record Folders for IGCSE ICT Practical papers (0417/02 and 0417/03) and GCE AS & A Level Applied ICT Technology (9713/02 and 9713/04) for the November 2011 series.	
7		Beginning of Third Level Late Entry Fees for the November 2011 series (7 September – 30 September).	
15	Deadline for receipt of any Candidate Name Changes at Cambridge for the June 2011 series. Any changes received after this date are subject to an additional administrative fee.	Beginning of November 2011 IGCSE Oral and Practical Examination Period (see November 2011 Final Timetable for full details of ranges of dates for each component).	
19	GCE and IGCSE Basedata for the June 2012 series available to download from CIE Direct.		Basedata for Checkpoint May 2012 series available to download from CIE Direct.
21		Deadline for receipt of completed retake candidate entries for GCE and IGCSE for the November 2011 series. A previous candidate number and retake indicator must be included for each syllabus that a candidate is retaking. Entries and amendments for retake entries received after this date will be subject to a late entry fee.	

Diary of Key Dates and Activities

September 2011 continued

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
22		Beginning of November 2011 series Third Level Late Entry Fees for retake entries (22 September – 30 September).	
23		GCE and IGCSE November 2011 series Administrative Despatch 1 that includes the following: <ul style="list-style-type: none"> • Forecast Grade Forms (F1) • Internal Assessment Mark Sheets (MS1) • Additional Materials List • Examination Stationery • Attendance Registers 	
		Despatch of November 2011 series Question Papers and Multiple Choice Answer Sheets.	
26			Despatch of Checkpoint materials for the October 2011 test series: <ul style="list-style-type: none"> • Question Papers • Attendance Registers • Bar-coded Labels
30	Deadline for receipt at Cambridge of Enquiries about Results for the June 2011 examinations. All enquiries must be made on Form E, copies of which are supplied with Statements of Results.	Final deadline for receipt of November 2011 series entries and entry amendments. Cambridge will not accept any entries or entry amendments received after this date.	Final deadline for receipt of entries and amendments for the October 2011 series. Cambridge will not accept any entries submitted after this date.
	GCE, IGCSE Estimated Entry Forms for the June 2012 series sent to Centres by email and made available to download from CIE Direct.	Deadline for the receipt at Cambridge of Timetable Deviation forms (E.24) for the November 2011 series.	Checkpoint Estimated Entry Forms for the May 2012 test series sent to Centres by email and made available to download from CIE Direct.
	Entry Instruction Booklets (E.3) for GCE and IGCSE for the June 2012 series despatched to Centres.	GCE and IGCSE November 2011 series Administrative Despatch 2 containing bar-coded script packet labels.	Entry Instruction Booklets (E.3) for the Checkpoint May 2012 series despatched to Centres.
	Final Timetable for the June 2012 GCE and IGCSE examinations despatched to Centres.		
Late September	Cambridge Administrative Guide and Handbook for Centres for 2012 despatched to Centres.		

Diary of Key Dates and Activities

Other activities to be thinking about in September

November 2011 Series

- Begin general preparation for upcoming November 2011 Series. In particular, make sure that all invigilators have been appointed and have received any training that is required. Additionally, make sure that all examination venues have been arranged and that all candidates have been informed of the dates, times and examination venues.
- Remind teachers that they will be required to provide Internally Assessed Marks and Forecast Grades by **15 October 2011**.
- At the beginning of October, teachers are required to submit Nomination of Oral Examiner Forms for Speaking Tests in AS and A Level Languages other than English.

Examination Series in 2012

- Please let Cambridge know in writing if your Centre is planning to enter any new qualifications in the coming academic year. This will ensure that all despatches sent to you contain relevant information.
- You will be required to nominate your teachers who have been accredited as Coursework Assessors in October. You should check that you have an accredited Coursework Assessor for every IGCSE coursework component that you are planning to enter candidates for. If you need additional Coursework Assessors, teachers should apply to Cambridge following the guidelines that you can find in Part 11.
- If your Centre is required to pay the Annual Centre Registration Fee, you will be invoiced in October.
- You are reminded that the deadline for the approval of IGCSE/AS school-based courses with teaching starting in January 2012 is **30 September 2011**.

Diary of Key Dates and Activities

October 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.

 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1		Deadline for receipt at Cambridge of Nomination of Oral Examiner Forms for A/AS Languages other than English Speaking Tests for the November 2011 series.	
3		Data files for the November 2011 AS Level Applied ICT Practical (9713/02) made available to download from CIE Direct.	
6		Beginning of November 2011 AS Level Applied ICT Practical (9713/02) test period (6 to 12 October).	
10		GCE and IGCSE – Beginning of period of November 2011 examinations (10 October – 18 November).	
		Data files for the November 2011 IGCSE ICT Practical Test A (0417/02) made available to download from CIE Direct.	
13		Beginning of November 2011 IGCSE ICT Practical Test A (0417/02) test period (13 to 19 October).	
14			Beginning of Checkpoint October 2011 test period (14 October – 4 November).
15	GCE and IGCSE Certificates for the June 2011 examinations despatched to Centres.	Beginning of Examination Period for IGCSE, O Level and AS/A Level Languages speaking tests, other than English Speaking Tests for the November 2011 series. (15 October – 15 November).	
17		Data files for the November 2011 IGCSE ICT Practical Test B (0417/03) made available to download from CIE Direct.	

Diary of Key Dates and Activities

October 2011 continued

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
20		Beginning of November 2011 IGCSE ICT Practical Test B (0417/03) test period (20 to 26 October).	
24		Data files for the November 2011 A Level Applied ICT Practical (9713/04) made available to download from CIE Direct.	
27		Beginning of November 2011 A Level Applied ICT Practical (9713/04) test period (27 October to 2 November).	
28			Deadline for receipt by Cambridge of October 2011 Checkpoint scripts if diagnostic feedback is required by 25 November 2011.
31	Syllabus and support materials CD-ROM for the June 2011 series, including GCE and IGCSE Subject Reports (SR(I)) despatched to Centres.	Deadline for receipt at Cambridge of GCE and IGCSE Forecast Grades and Internally Assessed Marks for the November 2011 series.	Deadline for receipt of completed Estimated Entry forms for Checkpoint May 2012 test series.
	Deadline for receipt of completed Estimated Entry forms for the GCE and IGCSE June 2012 series (used to despatch early Question Papers).	Deadline for receipt at Cambridge of GCE and IGCSE samples of internally assessed work and Working Mark Sheets for the November 2011 series.	
		Deadline for receipt at Cambridge of IGCSE Return of Art and Design form (ARF003) for the November 2011 series.	
		Deadline for receipt at Cambridge of AS/A Level Art and Design coursework (9704/02 and 9704/03) for the November 2011 series.	
		Deadline for receipt at Cambridge of project work for IGCSE and O Level Computer Studies (0420/02 and 7010/02) and AS/A Level Computing (9691/02 and 9691/04) for the November 2011 series.	

Diary of Key Dates and Activities

Other activities to be thinking about in October

June 2011 Series

- You should check your certificates carefully and inform Cambridge of any discrepancies immediately. You are reminded that the deadline for receipt of replacement certificate requests is **30 November 2011**.

November 2011 Series

- By the beginning of October, you will have received your administrative materials and question papers. If you have not received these materials by 5 October 2011 you should contact Cambridge immediately.
- You should ensure that you have all the question papers required for the November 2011 series and that they are stored in a secure place. You should contact Cambridge immediately if anything is missing.
- You should check that you have sufficient examination stationery. You can find details of the stationery items required for each question paper in the Additional Materials list, which is included in the despatch of examination stationery.
- After each examination, ensure that you keep all used question papers in a secure place for 24 hours after the examination has finished. After this period, the papers may be given to candidates and teachers at the discretion of the Head of the Centre.
- You should note that Test Cards and Teachers' Notes Booklets for Speaking Tests must be stored in a secure place until the end of the Speaking Test examination period.
- After each examination, ensure that you collect and keep all used question papers in a secure place for 24 hours after the examination has finished. After this period, the papers may be returned to candidates and teachers at the discretion of the Head of the Centre.
- Please ensure that all examination scripts are despatched to Cambridge promptly after checking. When despatching examination scripts to Cambridge, you should check the contents of the script packet against the script packet label to ensure that the scripts are for the correct syllabus and component. You should also ensure that the script packet contains a script for each candidate ticked as present on the Attendance Register and that the scripts are in candidate number order.
- You are reminded that applications for Special Consideration must be sent to arrive at Cambridge within seven days of the last examination of the syllabus affected.

Diary of Key Dates and Activities

November 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.

 Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
1		Deadline for receipt at Cambridge of Artwork for O Level Art (6010/06) for the November 2011 series.	
4			End of Checkpoint October 2011 test period (14 October – 4 November).
11			Deadline for receipt by Cambridge of October 2011 Checkpoint scripts if diagnostic feedback is required by 2 December 2011.
15		Deadline for receipt at Cambridge of MS1 Mark Sheets, Working Mark Sheets and recorded samples IGCSE Languages for the November 2011 series.	
18		End of GCE and IGCSE November 2011 examination period.	
20	Despatch of IGCSE Drama (0411/01) pre-release material for the June 2012 series.		
22		Deadline for receipt at Cambridge of MS1 Mark Sheets, Working Mark Sheets and recorded samples for GCE AS/A Level languages other than English Speaking Tests for the November 2011 series.	
25			Despatch of October 2011 Checkpoint diagnostic feedback to Centres who provided Cambridge with scripts by 28 October 2011.
30	Deadline for receipt at Cambridge of requests for replacement certificates for the June 2011 examination.		

Diary of Key Dates and Activities

Other activities to be thinking about in November continued

November 2011 Series

- After each examination, ensure that you collect and keep all used question papers in a secure place for 24 hours after the examination has finished. After this period, the papers may be returned to candidates and teachers at the discretion of the Head of the Centre.
- Please ensure that all examination scripts are despatched to Cambridge promptly after checking. When despatching examination scripts to Cambridge, you should check the contents of the script packet against the script packet label to ensure that the scripts are for the correct syllabus and component. You should also ensure that the script packet contains a script for each candidate ticked as present on the Attendance Register and that the scripts are in candidate number order.
- You are reminded that applications for Special Consideration must be sent to arrive at Cambridge within seven days of the last examination of the syllabus affected.

Diary of Key Dates and Activities

December 2011

(The information below is applicable to all Cambridge General Qualifications unless specifically stated otherwise.)

Key: Deadlines for the despatch of materials and information from Cambridge to Centres.

Deadlines for the despatch of materials and information from Centres to Cambridge.

Date	June General Qualifications Series	November General Qualifications Series	Checkpoint Examinations (May/October)
2			Despatch of October 2011 Checkpoint diagnostic feedback to Centres who provided Cambridge with scripts by 11 November 2011.
10		<p>Deadline for receipt at Cambridge of Artwork for AS/A Level Art and Design (9704/01 and 9704/04) for the November 2011 series.</p> <p>Deadline for receipt at Cambridge for all Applications for Special Consideration from November 2011 Examination.</p>	

Other activities to be thinking about in December

November 2011 Series

- Cambridge may contact your Centre with urgent enquiries regarding candidate attendance or script discrepancies which, if unresolved, may lead to "No Result" being issued. Please ensure that your contact details are up to date and that you check your post, email and telephones regularly and respond to these enquiries as soon as possible.
- Please note that the Cambridge office will be closed between 24 and 27 December 2011.

Part 1: Contacting Cambridge

Key Points

The contact details for Cambridge Customer Services are as follows:

Email: international@cie.org.uk
Contact us: <http://ask.cie.org.uk>
Telephone: +44 1223 553554
Fax: +44 1223 553558

Address:
Customer Services
University of Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

When contacting us please include your Centre name and number and the name of the member of staff.

Main Cambridge website: www.cie.org.uk
CIE Direct: <https://direct.cie.org.uk>
CIE Teacher Support website: <http://teachers.cie.org.uk>

1.1 General Information

Cambridge Customer Services is a team of staff dedicated to providing quick and accurate responses to customer enquiries. The team is able to receive enquiries from Centres submitted by telephone, email, fax or letter and aims to respond to all enquiries within two working days of receipt.

The Customer Services team can be contacted between 07.45 and 19.15 UTC/GMT Monday to Friday.

1.2 How do Centres contact Cambridge?

By telephone

To assist us in providing a response to your enquiry you will be asked for your Centre Number, your name and the nature of your enquiry. If you are enquiring about a specific syllabus, we will also ask you for the syllabus number.

By email

Centres may send enquiries by email to international@cie.org.uk. In order to ensure that your queries are dealt with promptly it is essential that you include your Centre Number in the Subject Title of the email.

Key Rule

Confidential administrative files, such as Entry Files should not be attached to emails as this is not a secure form of communication. They must be submitted using CIE Direct which is a secure website.

Part 1: Contacting Cambridge

1.3 What information is there on the Cambridge websites?

The **main Cambridge website** can be accessed at www.cie.org.uk. The following information can be obtained from the Cambridge website:

- Background information on Cambridge International Examinations
- Latest news and events
- A description of qualifications and awards offered by Cambridge
- The facility to download syllabuses, specimen papers and timetables in PDF format
- Information on teacher training offered by Cambridge
- Information on how to join teacher discussion groups
- Access to CIE Direct (password required). You can find more information on CIE Direct in Section B, Part 6 of this *Administrative Guide*.

The **CIE Direct website** is located at <https://direct.cie.org.uk> and is the secure online tool for Cambridge Exams Officers. CIE Direct allows Centres to send examination data files directly and securely to Cambridge via the Internet. All the files generated by CAMEO can be uploaded to Cambridge from the CIE Direct website. The CIE Direct website also allows Centres to download information and documents from Cambridge and to be kept up to date with regular bulletins. Electronic files submitted to Cambridge via the CIE Direct website are received almost simultaneously at Cambridge and loaded directly into Cambridge databases, reducing your postage costs and eliminating delay. Most of the materials Cambridge despatches to Centres are posted onto CIE Direct at the same time, enabling you to download the materials before they arrive by post at your Centre.

Information provided by Cambridge on CIE Direct:

- Access Arrangement Application Forms
- Administrative Guide
- Administrative Materials
- Certifying Statement Application Forms
- Coursework Assessment Forms

- Procedures for the Submission of Entries (INT./E.3) booklets
- Entry Basedata
- Entry Information
- Electronic Results Files
- Enquiry about Examination Results Application Forms
- Special Consideration Application Forms
- Timetables.

Information you can submit to Cambridge on CIE Direct:

- Access Arrangement Applications
- Certifying Statement Applications
- Enquiries About Examination Results Forms
- Final Entry Files and final entries
- Forecast Grades
- Internally Assessed Mark Files
- Timetable Deviation Applications
- Special Consideration Applications.

CIE Direct is password protected and is only available to Cambridge International Centres. You can request access to the CIE Direct website in two ways, either by:

- Contacting Cambridge Customer Services;
- Clicking Request Access on the CIE Direct website.

Key Rule

Access to CIE Direct is for Centre staff only. Passwords **must never** be given to students.

The **Teacher Support website**

(<http://teachers.cie.org.uk>) is a valuable resource for teachers of Cambridge syllabuses and is available to University of Cambridge International Centres. Centres can apply for access by nominating a teacher support co-ordinator who should visit www.cie.org.uk and navigate to 'Contact Us'. Complete the enquiry form and select 'Teacher Support website' as the enquiry subject. Please state that you wish to apply for access to the Teacher Support website in the body of the message.

Part 1: Contacting Cambridge

Centres who are attached or affiliated to British Council offices should contact their local British Council office for access. All other Attached/Affiliated Centres should contact their distributor Centre to arrange access.

The Teacher Support website provides the following materials:

- Past question papers
- Mark Schemes, Grade Thresholds and Examiner Reports
- Schemes of Work: suggested teaching programmes and teaching activities
- Online Discussion Forums: a place for teachers to share ideas, resources, questions and answers
- Online IGCSE science practicals and videos
- Information on training courses and links to online course booking
- Frequently asked questions.

Centres who have forgotten their passwords should go to the website homepage and click the forgotten password link and enter the email address that the registration was set up with. Your password will be resent to this address.

The Teachers Support Co-ordinator must create individual logins for their teachers by accessing the administration pages of the website at <https://teachers-admin.cie.org.uk> and entering their password and username. A user manual is available from the home page of the Teacher Support website containing detailed instructions about how to do this.

1.4 Sending information and materials to Cambridge

If you are providing information or materials in hard copy to Cambridge, they should be sent to:

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

Part 2: Syllabus Booklets

Key Points

- Syllabuses provide detailed information required for teaching a specific subject.
- The syllabuses are provided by CD-ROM and are available on the Teacher Support and CIE Direct websites.

2.1 General Information

Syllabus Booklets provide information a teacher needs to deliver the subject and prepare candidates for examination. This information is generally broken down into the following sections, although this may vary slightly dependent on the subject:

- Introduction: a general overview of the subject and the assessment
- Aims: a summary of the educational purposes of the syllabus
- Assessment objectives: a summary of what the assessment will test
- Scheme of Assessment which shows:
 - the components (papers), their names, type (e.g. written paper, coursework) and length
 - Options – detailing allowed combinations and, if applicable, any restrictions
 - Weightings, i.e. what percentage of the overall final score each component is worth.
- Description of papers, providing detailed information on what should be covered when teaching each component, e.g. structure, topics, set texts etc.
- Curriculum content: gives details of what candidates should be able to do when taking each component
- Instructions for Conducting Practicals, Orals etc. (included if applicable)
- Appendices: containing resource lists and other information, e.g. coursework forms.

Syllabus Booklets are updated every year and are published two years before the examination series to which they apply.

Key Rules

- The year of the syllabus refers to the year of examination.
- It is essential that the correct version of the Syllabus Booklet is used by teachers when delivering the subject.

2.2 Specimen Papers and Specimen Mark Schemes

Specimen papers and specimen mark schemes are produced when a new syllabus is introduced. They are only updated when there is a significant revision to the Syllabus Booklet.

- The Specimen Paper is an example of what a question paper will look like.
- The Specimen Mark Scheme provides details of how marks would be assigned to the Specimen Paper.

Part 3: Estimated Entries

Key Points

- Cambridge requires estimated entry information to be provided for those syllabuses and components where there is a requirement for key examination materials to be despatched to Centres before the deadline for the submission of final entries.
- Estimated Entries for **2011 examinations** must be submitted by:
 - May/June series – 15 October 2010
 - October/November series – 30 April 2011.

3.1 General Information

Estimated entries are your best calculation of the number of candidates that will be entered for particular syllabus options in a given examination series. Cambridge appreciates that you may find it difficult to estimate the number of candidates you will be entering, especially if you have not had experience of this in the past. In this case, we advise you to estimate based on the number of candidates studying for a given subject or the number of candidates you are expecting to recruit. If you are unsure whether or not you are going to enter any candidates for a given syllabus option, then submit at least one candidate. This will ensure that you receive any early materials that are provided based on Estimated Entries.

Centres that have made estimated entries must still submit Final Entries at the required time. Fees are based on Final Entries. The submission of estimated entries does not commit you to paying any entry fees.

Cambridge uses the estimated entry information to send to Centres any early examination materials you will need for oral and practical examinations. If Cambridge does not have your estimated entry information, these materials will not be sent until Final Entries are received and valuable assessment time will be lost.

3.2 Completing the Estimated Entry Form

Cambridge will email to you interactive pdf Estimated Entry Forms. Forms for the June 2011 series were available in September 2010, and forms for the November 2011 examination series will be available in March 2011. These forms will also be available to download from the CIE Direct website. The forms will list only those syllabuses and components where an early despatch of examination materials is scheduled. Each form contains full instructions for completion. Once completed, forms should be emailed to Cambridge Customer Services at international@cie.org.uk.

If, after you have submitted your estimated entries, you have any major changes to the number of candidates you expect to enter, you should inform Cambridge by email.

Part 4: CAMEO

Key Points

- CAMEO is a piece of software that allows Centres to manage key examination functions electronically.
- CAMEO software is being phased out and replaced by new developments to CIE Direct and a new Direct Desktop application.

4.1 General Information

CAMEO allows Centres to build a database of information about their candidates and the Cambridge examinations that they take. CAMEO provides the facility to import data provided by Cambridge and also produces output files for the submission of key examination information to Cambridge. Centres exchange CAMEO data files with Cambridge using CIE Direct.

CAMEO supports the following key administrative processes:

- the input and submission of Final Entries
- submission of Entry Amendments
- facility for Centres to produce *Statements of Entry*
- the input and submission of Forecast Grades
- the input and submission of Internally Assessed Marks
- facility for Centres to produce Attendance Registers
- receipt of Results files
- facility for Centres to produce Result Statistics.

The CAMEO software and accompanying user manual is provided to all Cambridge Centres free of charge on CD-ROM. A CAMEO CD-ROM can be requested through Cambridge Customer Services.

4.2 Creating an examination series in CAMEO

When you first install CAMEO it contains no information about Cambridge examinations. For each examination series Cambridge will supply a set of basedata that contains detailed information about syllabuses and option codes available in a specific examination

series. Cambridge make Basedata available on CIE Direct which Centres need to download and import into CAMEO.

Importing the basedata into CAMEO creates the examination series. Candidate details can now be entered or imported and syllabus entries made. CAMEO will validate the entries made for each candidate to ensure that invalid combinations of syllabuses are not created. Once all candidate entries have been created, a CAMEO Final Entry file can be created and submitted to Cambridge. CAMEO allows entries to be edited at any stage and provides a facility for the creation of Entry Amendment files. Forecast Grade and Internally Assessed Mark information can be created in CAMEO. Output files can be created and submitted to Cambridge in the same way. CAMEO also provides the facility to receive a file of examination results from Cambridge which can be used to produce results documentation and statistics.

4.3 CAMEO Support

The following support is provided:

- CAMEO User Manuals which can be downloaded from the Support Materials section of CIE Direct.
- CAMEO's help system. This can be accessed from within CAMEO by clicking the 'Help' button.
- An experienced support team ready to answer more technical questions or help with any problems relating to CAMEO. They can be contacted through Cambridge Customer Services.

Part 5: Final Entries

Key Points

- Centres must submit a syllabus entry for every candidate in each examination series. It is important to check these entries before submitting them to Cambridge because incorrect entries may result in Centres receiving incorrect or insufficient materials.
- Centres are required to pay late entry fees for any entries or amendments to entries received after the published entry closing date.
- Please refer to the booklet *Procedures for the Submission of Entries Including Key to Syllabus and Option Details (INT/E.3)* for detailed instructions for the submission of entries.

Important Dates

Final Entries must be submitted by:

IGCSE and GCE O, AS and A Level

May/June series – 21 February

October/November series (first time entries) – 16 August

October/November series (retake entries) – 21 September

CHECKPOINT

May series – 21 February

October series – 16 August

All entries and entry amendments received after these dates will be subject to late entry fees.

5.1 General Information

Final Entries provide Cambridge with detailed entry data for each candidate for each syllabus taken.

You must make Final Entries for each candidate for each syllabus and option required. Cambridge uses Final Entries to ensure that you receive the materials you need for the examination series, for example:

- Question Papers
- Internally Assessed Marksheets
- Forecast Grade Sheets
- Attendance Registers
- Barcode Labels.

5.2 How to make Final Entries

You can make your Final Entries using one of the following methods:

- CAMEO
- Direct Desktop
- CIE Direct online entries

Instructions for the use of CAMEO and Direct Desktop are included in the *Procedures for the Submission of Entries* booklet (INT/E3). Instructions for using CIE Direct online entries can be found in Ask CIE, CIE Direct and the 'Exams Officers' section of the Cambridge website.

Cambridge basedata is provided via CIE Direct to import into CAMEO. This will create the examination series and enable you to create entry information.

Part 5: Final Entries

If you are not able to use any of the above methods, you can download an entry form in spreadsheet format from the 'Support Materials' section of CIE Direct and once complete upload to Cambridge via the 'File Transfer' section of CIE Direct.

Key Rules

- You must assign a four-digit number to every candidate. A candidate must not be assigned more than one candidate number in any one examination series. You must not assign the same candidate number to more than one candidate in the same examination series.
- In some circumstances Cambridge requires the Centre number and candidate number allocated to a candidate in a previous examination series. This information is known as the previous entry details. Cambridge requires previous entry details if candidates:
 - want to enter for retake examinations in the October/November series
 - want to carry forward coursework, practical or oral component marks from a previous examination series
 - enter for the A2 part of a staged assessed A Level having taken the AS part in a previous examination series
 - are entered for a Group Award over more than one examination series.
- You must only submit one Final Entry File containing all entries for all qualifications in a given examination series. Any changes must be submitted as entry amendments.
- It is the responsibility of the Head of Centre to ensure that accurate and complete final entry data is submitted to Cambridge as any entry changes/amendments received after the entry deadline will be liable to late entry fees.
- To avoid the cost of Late Entry Fees you are advised to submit your initial entry file at least two weeks before the entry closing date. This will give you time to check your entries online using CIE Direct and submit any resulting entry amendments to Cambridge before the closing date.

5.3 Confirmation of Entries

After making your entries, you will receive the confirmation documents from Cambridge.

- *Statements of Entry*: produced for each candidate and show details of the candidate and the syllabuses and entry options for which they have entered. You must give candidates, including private candidates, the opportunity to check all details recorded on the *Statements of Entry*.

Key Rule

The candidate name shown on the Statement of Entry is the name that will be printed on Statements of Results and Certificates. Cambridge charges an administrative fee for making amendments to Certificates after they are published.

- *Candidate Entry List*: provides a summary of all entries made for the Centre, listing each candidate and the syllabus and options for which they have been entered.
- *Centre Summary of Entries*: shows the total number of entries made for each syllabus and option.
- *Centre Entry Warning List*: provides a warning of potential timetable clashes for individual candidates. You can find details about Timetable Clashes and Timetable Deviations in Part 7.

5.4 Late Entries and Entry Amendments

You should promptly send Cambridge all entry amendments that result from checking your *Statements of Entry*. It is important to submit all Entry Amendment files created in CAMEO to Cambridge to ensure that the data held on your system matches that held by Cambridge. If you are using the Cambridge Entry Form, all entry amendments must be submitted by amending the original entry form and submitting the revised form to Cambridge. Please identify the revised entry form as amendments.

Amendments to syllabus entries and/or entry options that are received after the closing date for entries are subject to a Late Entry Fee. You can find details of the Late Entry Fee rates in the *Examination Fees Booklet*.

Part 5: Final Entries

Cambridge will accept entry amendments provided that the appropriate late entry fees are paid, until the following dates:

- 11 March for the May Checkpoint test series
- 17 April for June examinations
- 30 September for November examinations and the October Checkpoint test series.

Cambridge will not accept entries or amendments after these dates because there is insufficient time to provide you with the question papers and administrative documents you will require to conduct the examination.

5.5 Withdrawing an Entry

To withdraw a candidate using CAMEO, Direct Final Entries or Direct Desktop, delete all the syllabus entries associated with the candidate but leave the candidate details within the series. You should then export an Entry Amendment file and submit it to Cambridge.

To withdraw a candidate using the Entry Spreadsheet, highlight the cell containing the candidate number and click the 'Withdraw Candidate' button. This will highlight the entry details in grey. Save the changes and submit the form to Cambridge via CIE Direct.

Cambridge will not charge Late Entry Fees for the withdrawal of candidates or syllabuses. However if the entry was received after the closing date for entries the late entry fees charged will not be refunded to the Centre.

Cambridge will refund entry fees for candidates who are withdrawn on medical grounds. You withdraw the candidate in the usual way then submit a written request to Cambridge Customer Services with an accompanying medical certificate.

5.6 Retake Candidate Entries

Cambridge has a later date for the submission of October/November series examination entries for candidates wishing to retake a syllabus that was originally taken in the preceding May/June series. Late entry fees will not be applied until after the late entry closing date provided that the candidates meet the criteria below.

- Cambridge will only consider a syllabus as a retake entry if the candidate sat the same syllabus, regardless of the option code, in the previous June examination series of the same year.
- Previous entry details must be submitted.
- The syllabus entry must be indicated as a retake in the CAMEO file, on Direct Final Entries or Direct Desktop or on the Cambridge Entry Form. A **retake indicator** must be included for each syllabus that a candidate wishes to retake in the October/November series.

If a candidate has previous entry details from more than one series, you must provide the previous entry details for the last series in which the candidate was entered.

Key Rules

- If a **retake indicator** is not provided the entry will not be recognised as a retake entry and late entry fees will be applied.
- In CAMEO, you must set the retake indicator when entering the syllabuses by candidate. You will not see the retake indicator if you are using the 'By Syllabus' node. You will need to set the retake indicator for each syllabus and if you have not input previous entry details, CAMEO, Direct Final Entries or Direct Desktop will prompt you to do so.
- If you are using the Excel Entry Spreadsheet, you will only be allowed to select the retake indicator if you have selected the November series. You will need to set the retake indicator for each syllabus and ensure that the previous entry details for the candidate have been entered.
- Late Entry Fees will be charged if the previous entry details provided are incorrect or if a syllabus has not been flagged as a retake.

5.7 Unauthorised Entries

In every examination series Cambridge receives examination scripts for candidates who have not been entered for a particular syllabus. The Cambridge Handbook for Centres states 'If a candidate is not shown on the Attendance Register, he/she must be entered on the Attendance Register and a formal entry made to Cambridge if this has not already been done'.

Part 5: Final Entries

If we receive an examination script for a candidate for who there is no pre existing entry we will mark the scripts and then wait until we have collected sufficient marks that make up a valid entry option for the candidate in the syllabus. We will then, unless we have been informed otherwise, enter the candidate for this entry option so that we can issue a grade in the syllabus. We will also raise an entry fees invoice which at this late stage will be subject to final stage late entry fees.

If the candidate does not complete sufficient components of a syllabus to satisfy a valid entry option we will arrange for the scripts to be marked but a syllabus entry will not be made. However, a syllabus entry fee will be charged and a fees invoice will be raised.

You are reminded that if you allow candidates to sit an examination not showing on the attendance register, you should find out the entry options that the candidates are planning to sit and make a formal entry on their behalf without delay.

5.8 Entries for the AICE Diploma and ICE Group Awards

Cambridge offers the following Group Awards:

- **Advanced International Certificate of Education Diploma (AICE Diploma)** – for AS and A Level candidates who satisfy the AICE Diploma Group Award rules.
- **International Certificate of Education (ICE)** – for IGCSE candidates who satisfy the ICE Group Award rules.

A full description of the AICE Diploma and ICE award rules can be found in the *Procedures for the Submission of Entries Including Key to Syllabus and Option Details (INT/E.3)*.

Candidates may enter syllabuses that contribute to the AICE Diploma or ICE group awards either in a single examination series or over a maximum of three examination series within a 13 month period.

Examples:

May/June 2010, Oct/Nov 2010, May/June 2011 examination series or;

Oct/Nov 2010, May/June 2011, Oct/Nov 2011 examination series.

You must indicate that a candidate wishes to be entered for the AICE Diploma or ICE by making a Group Award entry. The Group Award entry code for the AICE Diploma is '**ADIP**' and the entry code for ICE is '**ICE**'. The group award entry codes should be submitted along with the syllabus entry codes for the candidate. If no Group Award entry code is made then the candidate will be issued with standard GCE AS and A Level or IGCSE results and certificates.

5.9 GCE AS & A Level Staged Assessment

Subject to requirements of the particular A Level syllabus, an award in an AS Level syllabus may be used towards the award of an A Level in the same subject in a subsequent examination series provided that series is within 13 months of the AS examination series.

Examples:

AS Level results achieved in the May/June 2010 series may be used towards the award of an A Level in the May/June 2011 series.

AS Level results achieved in the Oct/Nov 2010 series may be used towards the award of an A Level in the May/June 2011 series or the Oct/Nov 2011 series.

Centres should ensure that candidates who wish to carry forward an AS Level syllabus result achieved in a previous series are entered for the correct entry option and previous entry details are provided.

5.10 Transferred Candidates

In some cases, candidates may need to transfer to another Centre after the initial entries have been submitted to Cambridge. Cambridge will accept such transfers provided that the candidate is transferring to a Centre registered with Cambridge.

Part 5: Final Entries

Cambridge is unable to accept a request for a transfer less than ten days before the date of the first examination to be taken by the transferred candidate. Cambridge is also unable to accept requests for partial transfers (e.g. taking just one component of an assessment at another Centre).

In order to make a transfer happen two forms must be submitted to Cambridge. The Transfer Request Form should be completed by the original Centre, and the Transfer Confirmation Form by the receiving Centre. You can download both these forms from the 'Support Materials' section of CIE Direct.

A transferred candidate becomes the responsibility of the receiving Centre. Where necessary, arrangements must be made between the original and receiving Centre to complete any internal assessment. The marks and coursework samples for internally assessed work must always be submitted by the receiving Centre.

Once the transfer has been completed, the original Centre will receive a full refund of the entry fees for the transferred candidate. The receiving Centre will be charged with an entry fee for the transferred candidate, but no late entry fee will be applied.

5.11 Entry Fees

You can find details of the rates and methods of payment in the Examination Fees Booklet, issued annually on CIE Direct. Cambridge will charge an entry fee for each syllabus entry for each candidate. For GCE assessments a candidate fee is also charged. Cambridge will charge late entry fees for late syllabus entries and late syllabus/option entry amendments.

Following the receipt of entries or amendments, you will be sent an invoice for the outstanding balance on your account.

Part 6: Timetables

Key Points

- The timetable shows the date and session when each examination must be taken.
- The **Key Time** for each session is shown on the timetable. All candidates entered for examinations in a session must be under Full Centre Supervision at the **Key Time**. See Part 3A of the *Handbook for Centres* for more detailed information.
- All examinations must be taken in the sessions stated in the timetable unless written permission has been granted by Cambridge for an examination to be sat at another time.

Important Dates

Timetables are provided to Centres at the following times:

IGCSE and GCE O, AS and A Level

June Provisional Timetable – March of the previous year

June Final Timetable – September of the previous year

November Provisional (IGCSE only) – June of the previous year

November Final (all qualifications) – March of the current year

6.1 General Information

The timetable shows the date, session and duration of each written examination. It also shows the range of dates for practical and oral components.

The timetable is published in two formats, by timetable date and in alphabetical order of syllabus title.

6.2 Provisional and Final Timetables

Cambridge publishes a provisional timetable for each examination series and invites Centres to comment on the provisional dates for the examinations. Following consideration of the comments received we publish the final version of the timetable which resolves as many of the Centres' concerns as possible. Any changes to the timetable information are highlighted in red on the Final Timetable.

Key Rule

Do not use Provisional Timetables for examination administration because the information shown on them may be changed. You must use the Final Timetable that is for your admin zone, which is provided well before the examinations are due to be sat. The Final Timetable will clearly highlight the changes that have been made since the publication of the Provisional Timetable.

6.3 Adhering to the timetable

Unless a Timetable Deviation has been approved, Centres must ensure that all candidates sit examinations as scheduled in the final timetable and according to the instructions relating to **Key Times** which can be found in Part 3A of the *Handbook for Centres*. You must notify all candidates of the dates and times of their examinations and ensure that candidates sit Cambridge's examinations in the correct session as indicated on the Final Timetable.

If a candidate is unable to sit an examination at the scheduled time you can apply for a timetable deviation (see Part 7 of this *Administrative Guide*).

Part 7: Timetable Deviations

Key Points

- Timetable clashes occur when, for various reasons, candidates are unable to take papers in the timetabled sessions. Under certain conditions, Centres may apply for a timetable deviation for a specific paper, in order to overcome the clash.
- You can find more detailed information on the regulations that govern timetable deviations in Part 5 of the current version of the *Handbook for Centres*.

Important Dates

Timetable Deviation requests must be submitted by:

IGCSE and GCE O, AS and A Level

May/June series – 17 April

October/November series – 4 October

7.1 General Information

If a timetable clash occurs you must apply in advance for a timetable change to overcome the clash by the deadline date for the examination series. This is referred to as a Timetable Deviation. It is the responsibility of the Head of Centre to propose the arrangements for resolving the clash of two or more papers. Wherever possible such proposals should enable candidates to take papers on the timetabled day. If papers are moved to a later date this should be no more than 24 hours after the published timetable date. The Centre must guarantee Full Centre Supervision of the candidates during the intervening period.

Part 5 of the current *Handbook for Centres* contains detailed information on the acceptable reasons for requesting a timetable deviation and the arrangements for the supervision of candidates that must be applied.

7.2 How to apply for a Timetable Deviation

Applications for permission to allow a candidate a timetable deviation should be made on form INT/E24, a copy of which can be downloaded from the 'Support Materials' section of CIE Direct. You must ensure that all applications are received by Cambridge by the published deadlines (see above). Cambridge cannot guarantee to deal with late applications. Please read

the notes contained on the application form before you complete it.

You must give details on the application form of the proposed arrangements for resolving the clash of examinations, the reason for the clash and the security arrangements that will be in place for both the candidates and the question paper. If the clash is due to an examination with another examination board, a copy of the Statement of Entry with the candidate's details and timetable should be included with your application. If papers are moved to the following day you must guarantee Full Centre Supervision of each candidate. **Under no circumstances will Cambridge consider moving a paper to a date before the published timetable date.**

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

Cambridge will communicate its decision in writing by fax or email to the Centre. No timetable deviations may be made unless Cambridge has given written consent.

Part 8: Access Arrangements

Key Points

- Centres entering candidates who have permanent disabilities or who suffer from medical conditions which will affect performance at the time of the examinations can apply in advance of the examination for an Access Arrangement.
- Access Arrangements are subject to the Cambridge regulations contained in Part 6 of the current version of the *Handbook for Centres*. Examinations Officers must refer to the relevant section within this part of the *Handbook* for guidance in making their applications.

Important Dates

You are required to submit requests for Special Arrangements by the following dates:

IGCSE and GCE O, AS and A Level

May/June series – 21 January for Braille or modified question papers;

May/June series – 21 February where the request does not require the question paper to be modified;

October/November series – 1 May for Braille or modified question papers;

October/November series – 16 August where the request does not require the question paper to be modified;

CHECKPOINT

10 weeks before the date of the assessment.

8.1 Under what circumstances can a Centre apply for an Access Arrangement?

Access Arrangements are made to allow candidates with substantial and long-term disabilities access to the examination and the ability to demonstrate their attainment.

The Access Arrangements that can be put in place for a candidate include:

- an extra time allowance
- the provision of specially adapted question papers
- assistance with reading or writing.

Further details regarding the range of Access Arrangements which are offered by Cambridge, and the regulations which govern them, can be found in the current *Handbook for Centres*.

8.2 What principles do Cambridge follow when awarding Access Arrangements?

You should note the following principles governing the awarding of Access Arrangements:

- All candidates are assessed according to the same marking criteria, so that grades and certificates have the same validity as any other candidate's.
- Access Arrangements must not give the candidate an advantage over other candidates.
- Access Arrangements must not compromise the competence standards being assessed. Therefore they are restricted in certain syllabuses (e.g. a reader cannot be permitted in a specification where reading is the focus of the assessment).

Part 8: Access Arrangements

8.3 How does a Centre apply for an Access Arrangement?

Centres must apply for Access Arrangements by the published deadlines. Cambridge will not guarantee to deal with late applications, especially where modified papers are required.

You should make your applications using the Access Arrangement Form (AA(PHC)) which can be downloaded from the 'Support Materials' section of CIE Direct.

Please read the notes printed on the back of the application forms before you complete it. All forms must be faxed or posted to Cambridge.

Key Rules

- No Access Arrangements may be made unless Cambridge has given written consent.
- In emergencies, for cases such as temporary disabilities (e.g. broken arms), you may use your discretion on the day of the examination to grant Access Arrangements that will alleviate the problem. You should fax or telephone Cambridge immediately, detailing the Access Arrangements provided for the candidate. Form AA (PHC) should also be faxed to Cambridge along with the supporting medical evidence.

Where permission has been given by Cambridge for a candidate to use a scribe/writer or provide a transcript, the forms AA(AMA) (for scribe/writer) and AA(TRA) (for transcript) must be attached to the front of every script. Copies of these forms can be downloaded from the 'Support Materials' section of CIE Direct.

Part 9: Examination Materials, Stationery and Question Paper Despatches

Key Points

Examination materials, administrative instructions, examination stationery and question papers are despatched to Centres every examination series based on their entry requirements.

9.1 Despatch dates and contents

Cambridge will despatch IGCSE and GCE O, AS and A Level materials on the dates listed below. The despatches are listed approximately in the order in which they take place in an examination series.

Early Despatch of Question Papers

Despatch Dates: May/June 2011 Series February and March 2011
Oct/Nov 2011 Series July 2011

Contents

Art & Design Question Papers	Question Papers for Art & Design components which are timetabled over a range of dates prior to the main examination period.
Assessment Forms for Practical Tests.	Assessment forms for practical examinations in ICT, Fashion and Fabrics, Food and Nutrition and Food Studies. Detailed information on the use of these forms can be found in the appropriate syllabus booklet.

Early Despatch of Materials for Non-Coursework Speaking Tests – IGCSE Foreign and Second Languages

Despatch Dates: May/June 2011 Series February and March 2011
Oct/Nov 2011 Series July 2011

Contents

Speaking Test Cards	Speaking Test Cards are provided for teachers to use when conducting modern language speaking tests.
Speaking Test Teachers' Notes	Instructions for teachers who will be conducting the Speaking Tests.

Centres must provide their own CDs or cassettes on which to record the sample of candidates for moderation.

At a later date Cambridge will send Centres copies of computer-printed mark sheets (MS1) onto which the final mark for each candidate must be transferred from the working mark sheet. The working mark sheet is provided in the appropriate syllabus booklet and Centres should photocopy it according to requirements.

Key Rule

The question paper security regulations outlined in Part 3 of the *Handbook for Centres* apply to early question papers and instructions.

Part 9: Examination Materials, Stationery and Question Paper Despatches

IGCSE First Language English, 0500/5 and First Language Spanish, 0502/5

The following materials for the conduct of these speaking tests are in the syllabus booklet for the appropriate year:

- component requirements
- mark scheme
- working mark sheet
- administrative guidance.

No question paper is required. Centres must provide their own CDs or cassettes to record the sample of candidates for moderation. Cambridge will provide Centres with the MS1 computer-printed mark sheets onto which they must transfer the final mark for each candidate from the working mark sheet referred to previously.

AS/A Level languages other than English

The following materials for the conduct of the AS/A Level languages other than English speaking tests are in the syllabus booklet for the appropriate year:

- component requirements
- mark scheme
- working mark sheet
- administrative guidance on the speaking test
- form for the nomination of the oral examiner.

No question paper is required. Centres must provide their own CDs or cassettes to record the sample of candidates for moderation. Cambridge will provide Centres with the MS1 computer-printed mark sheets onto which they must transfer the final marks for each candidate from the working mark sheet referred to previously.

Part 9: Examination Materials, Stationery and Question Paper Despatches

Statements of Entry

Despatch Dates: May/June 2011 Series March 2011
Oct/Nov 2011 Series August 2011

Contents

Candidate Statements of Entry	The Statements of Entry show the personal details and syllabus/option entry information for each candidate entered in your Centre. They also show the timetable dates and times for each of the written components that the candidate is due to take. You should ensure that the statements are handed out to all candidates. Candidates should be asked to check that their entry information is correct.
Candidate Entry List	The Candidate Entry List provides a summary of all entries made for the Centre, listing each candidate and the syllabus and entry options for which they have been entered.
Centre Summary of Entries	The Centre Summary of Entries report shows the total number of entries made for each syllabus and option.
Candidate Entry Warning List	The Centre Entry Warning List provides a warning of potential timetable clashes for individual candidates.

Admin Despatch One

Despatch Dates: May/June 2011 Series March 2011
Oct/Nov 2011 Series September 2011

Contents

Examination Stationery

Additional Materials booklet	This provides details of all the stationery materials required in the examination room for each examination component.
Script Envelopes	These envelopes should be used for the despatch of scripts to Cambridge. Large envelopes are supplied for the return of artwork.
Graph Paper	Graph Paper is required for certain examination components. You can find information on the components that require Graph Paper in the <i>Additional Materials booklet</i> .
Formulae booklets	Formulae booklets are required for certain Science and Mathematics examination components. You can find information on the components that require Formulae Booklets in the <i>Additional Materials booklet</i> .
Chemistry Data booklets	Chemistry Data booklets are required for certain Chemistry examination components. You can find information on the components that require a Chemistry Data booklet in the <i>Additional Materials booklet</i> .

Part 9: Examination Materials, Stationery and Question Paper Despatches

Admin Despatch One (continued)

Despatch Labels and Candidate Identification Labels

Barcoded Script Packet Labels	These labels are used to identify the contents of each script packet. The labels contained in this despatch are for coursework components and those components which have a range of dates for examination.
Coursework Return Labels	Address labels to be used to submit coursework samples to Cambridge.
Script Return Labels	These labels must be used when sending script packages to Cambridge by Courier or Post.
Coursework Identification Labels	Use these labels to identify each individual piece of coursework.
Art 0400 Identification Labels	Use these labels to identify each individual piece of Art coursework for syllabus code 0400.

Administrative Forms

Notice to Candidates	This is a notice for candidates to read before the examination which informs them of the rules and regulations regarding Cambridge examinations.
Forecast Grade Forms (F1)	Forecast Grade Forms should be used for the submission of Forecast Grades to Cambridge. Separate Forecast Grade Forms are provided for each syllabus for which your Centre has entered candidates. The forms for each syllabus list the candidate numbers and names of every candidate entered at the time the form was produced. Late entry candidates may not be shown, in which case you should enter their details at the bottom of the Forecast Grade Form.
Internal Assessment Mark Sheets (MS1)	Internal Assessment Mark Sheets should be used for the submission of internally assessed marks to Cambridge. Separate sheets are provided for each coursework component for which your Centre has entered candidates. The mark sheets for each component list the candidate numbers and names of every candidate entered at the time the mark sheet was produced. Late entry candidates may not be shown in which case you should enter their details at the bottom of the sheet.
F1/MS1 Return Envelopes	These envelopes are to be used for the return of the Forecast Grade Forms and Internal Assessment Mark Sheets to Cambridge.
Attendance Registers for early components	The Attendance Register should be used in the examination room to record the presence of each candidate. Separate Attendance Registers are provided for each examination component for which your Centre has entered candidates. The registers for each component list the candidate numbers and names of every candidate entered at the time the register was produced. Late entry candidates may not be shown, in which case you should enter their details at the bottom of the register. The Attendance Registers contained in this despatch are for components which take place over a range of dates.

Part 9: Examination Materials, Stationery and Question Paper Despatches

Question Papers

Despatch Dates: May/June 2011 Series April 2011
Oct/Nov 2011 Series October 2011

Contents

Question Papers and Materials	Confidential question papers and supporting materials provided by Cambridge for each examination component. Please follow the question paper security regulations outlined in Part 3 of the <i>Handbook for Centres</i> when handling question papers.
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Admin Despatch Two

Despatch Dates: May/June 2011 Series April 2011
Oct/Nov 2011 Series October 2011

Contents

Barcoded Labels	These labels are used to identify the contents of each script packet. The barcoded labels contained in this despatch are for components scheduled in the later part of the timetable.
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Attendance Registers	The Attendance Register should be used in the examination room to record the presence of each candidate. Separate Attendance Registers are provided for each examination component for which your Centre has entered candidates. The registers for each component list the candidate numbers and names of every candidate entered at the time the register was produced. Late entry candidates may not be shown, in which case you should add their details to the bottom of the Attendance Register. The Attendance Registers contained in this despatch are for components scheduled in the later part of the timetable.
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Part 10: Forecast Grades

Key Points

- A forecast grade is the grade a teacher expects a candidate to achieve for the syllabus.
- Although it is not compulsory to submit forecast grades we advise you to do so because they provide valuable information to Cambridge when setting syllabus grade thresholds or when a candidate is absent through sickness or requires Special Consideration and when carrying out checks prior to the release of results.

Important Dates

The dates for the submission of Forecast Grades are as follows:

IGCSE and GCE O, AS and A Level

May/June series – 30 April

October/November series – 31 October

10.1 General Information

A forecast grade is the grade a teacher expects a candidate to achieve for the syllabus. It must be a realistic prediction of what the candidate is expected to achieve in the examination. It is not intended to be the teacher's assessment of the quality of the candidate's work during the course, or of the effort that the candidate has made. In the case of an assessment that the candidate has already partly completed (e.g. an Advanced Level subject in which the candidate has already achieved a contributory Advanced Subsidiary Level result), the forecast grade should relate to the overall qualification including that part already assessed.

10.2 How do Centres submit Forecast Grades?

CAMEO

You can use CAMEO to submit electronic files containing all your candidates' forecast grades. You can download detailed instructions on how to do this from CIE Direct. If you are using CAMEO to submit your forecast grades, you will not need to submit Forecast Grade Forms (F1 forms).

Forecast Grade Forms

Alternatively, you should use the Forecast Grade Forms (F1) that are provided for each syllabus for which you are entering candidates in the Admin Despatch One.

Instructions for the completion of Forecast Grades are printed on the reverse of each form. Once completed, they should be returned to Cambridge using the return envelope provided. This form will be scanned by an optical mark reader and therefore the form must not be bent, stapled, pinned or damaged in any other way. Prior to sending the forms to Cambridge you should take a copy of each form for reference and retain the copies until results are issued.

If you have made an entry or an entry amendment after the forms have been printed, you should add the candidate details to the bottom of the Forecast Grade Form as instructed on the back of the form. If there is not sufficient room on the pre-printed form, or if you do not have an F1 form for a particular syllabus for which you have made a late entry, you should use the Supplementary Forecast Grade Form which can be downloaded from the 'Support Materials' section of Cambridge Direct. You must use a different form for each syllabus.

Part 11: Accreditation of Coursework Assessors

Key Point

In order for a Centre to undertake internal assessment of Coursework in a particular subject, at least one teacher of the subject must hold the appropriate Certificate or letter of accreditation from Cambridge.

11.1 General Information

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

- Projects;
- Folios of essays;
- Field work;
- Art and craft items;
- Design studies;
- Internally set and assessed Speaking Tests;
- Practical work;
- Assignments and experiments undertaken and assessed during the course.

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

In order for a Centre to undertake internal assessment of IGCSE coursework in a particular subject, at least one teacher of the subject must hold the appropriate Certificate or letter of accreditation from Cambridge. A teacher who has been accredited by Cambridge may assess the coursework component in the subject in which he or she has been accredited. They may also supervise the work of other teachers in this subject.

11.2 Which syllabuses require a teacher to be accredited?

The following syllabuses and components require at least one teacher of the subject to hold the appropriate Certificate or letter of accreditation from Cambridge.

Syllabus Code	Title	Component
IGCSE		
0400	Art and Design	4
0411	Drama	2
0413	Physical Education	2
0420	Computer Studies	2
0445	Design and Technology	5
0450	Business Studies	3
0454	Enterprise	2
0460	Geography	3
0470	History	3
0471	Travel and Tourism	3
0486	English Literature	2
0488	Spanish Literature	2
0490	Religious Studies	3
0500	First Language English	4
0502	First Language Spanish	4
0510	English as a Second Language	5 & 6
0581	Mathematics (with coursework)	5 & 6
0600	Agriculture	4 & 5
0608	Twenty-First Century Science	6
0610	Biology	4
0620	Chemistry	4
0625	Physics	4
0637	Child Development	2 & 3
0648	Food and Nutrition	2
0652	Physical Science	4
0653	Combined Science	4
0654	Co-ordinated Science	4
0680	Environmental Management	3

11.3 How does a teacher get accredited?

Teachers can gain accreditation to assess coursework in one of two ways:

- **Submitting a Curriculum Vitae (CV) to Cambridge for appraisal**

This is usually the quickest and simplest way to gain accreditation. Teachers should provide an up-to-date CV for appraisal by the Cambridge subject specialist. The CV should provide information

Part 11: Accreditation of Coursework Assessors

relating to the experience of the teacher in relation to coursework marking. This includes the subject(s) that the teacher has marked, the level to which marking has taken place and when the marking was undertaken. If the experience outlined in the CV is deemed to be appropriate, a letter of accreditation will be issued within six weeks of the date of submission. If accreditation is not awarded at this point it may be recommended that the teacher applies for accreditation through the distance training option detailed below.

- **Training material**

Coursework training handbooks are gradually replacing distance training packs and can be purchased from Cambridge Publications. You can find a complete listing of all the handbooks available in the Cambridge Publications Catalogue which can be downloaded from the main Cambridge website at www.cie.org.uk.

Teachers are required to work through the training handbook, carrying out an assessment of the materials as if it were the work of an actual student. The completed training materials should then be sent to Cambridge for assessment.

Training materials may be submitted to Cambridge for accreditation at any time during the year. The accreditation process takes from four to six weeks from the time the materials are received by Cambridge. Applications for accreditation must be made well in advance of the examination series for which it is required.

Where the assessment of the training materials meets the required standards, accreditation will be given and a Coursework Accreditation Certificate is issued.

Where accreditation is not awarded, the teacher will receive a report that provides guidance on areas of the assessment that need to be revised. Teachers are expected to re-assess the exemplar work in line with the guidance provided by Cambridge and submit a revised set of completed training materials.

Teachers who successfully complete a training event will be awarded a Coursework Accreditation Certificate.

All materials submitted for assessment should be sent to the following address:

IGCSE Accreditation Co-ordinator
EDM
University of Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Teachers do not have to be attached to a Cambridge Centre to apply for coursework accreditation. If this is the case, personal contact details (position, address and telephone number) should be provided. In addition, please enclose payment with the submission so that we are able to process the accreditation request.

11.4 Accreditation Fees

The *Coursework Training Handbook* and distance training packs can be purchased from Cambridge Publications. Fees for purchasing these documents are listed in the *Cambridge Publications Catalogue*. Centres only need to purchase one copy of a training pack as a single pack may be used by as many teachers as required.

An accreditation fee of £20 per teacher is charged for each submission of training materials or each CV sent to Cambridge for accreditation. The accreditation fee also covers the cost of returning accreditation decisions by courier to Centres.

Your Centre will be invoiced for accreditation fees. For applications received from individuals not attached to a Centre, Cambridge will accept cheques and VISA and Mastercard credit cards (not American Express™).

Part 11: Accreditation of Coursework Assessors

11.5 Sending to Cambridge details of Accredited Teachers

Details of accredited teachers must be submitted to Cambridge prior to each examination series using the accredited coursework assessors form can be downloaded from the 'Support Materials' area of CIE Direct.

The dates for submission of this form are:

- May/June 2011 examination series – 15 October 2010
- October/November 2011 examination series – 30 April 2011

On receipt of the forms Cambridge will check the information supplied by the Centre against the accreditation details held by Cambridge. If Cambridge does not have a record of the teachers being accredited, or if there are no teacher details, then Cambridge will contact the Centre requesting that further evidence of accreditation is supplied.

Part 12: Internally Assessed Marks

Key Points

- Centres are required to submit Internally Assessed Marks and samples of coursework for all coursework components to allow Cambridge to carry out moderation.
- Failure to submit an Internally Assessed Mark for a candidate for a coursework component will usually result in the candidate being awarded 'No Result' in the syllabus.

Important Dates

The dates for the receipt by CIE of Internally Assessed Marks are as follows:

IGCSE and GCE O, AS and A Level

June – 30 April

November – 31 October

12.1 General Information

An Internally Assessed Mark is required for every candidate entered for a coursework component. Coursework refers to any component specified by a Cambridge syllabus that is assessed in the Centre by the Centre's teachers or other local teachers and moderated by Cambridge. Examples of such Coursework components are:

- projects
- folios of essays
- field work
- art and craft items
- design studies
- internally assessed Speaking Tests
- practical work
- assignments and experiments undertaken and assessed during the course.

The Syllabus Booklet provides details of the assessment method to be applied to each component and will clearly state whether a component is to be assessed internally. The Syllabus Booklet will also give details of the marking criteria, the submission of samples of work and supporting documentation and submission of Internally Assessed Marks.

12.2 How do Centres submit Internally Assessed Marks?

You must submit the final mark awarded to the candidate by the teacher carrying out the internal assessment. Candidates who have not submitted any coursework should be recorded as 'A' (Absent).

Where there is more than one teacher involved in the assessment, it is essential that the marking of all teachers is standardised to produce a rank order of candidates for the Centre before the marks are submitted to Cambridge. More detailed information on standardising the marking of internally assessed coursework within Centres can be found in Part 4A of the *Handbook for Centres*.

CAMEO

You can use CAMEO to submit electronic files of Internally Assessed Marks. You can download detailed instructions on how to do this from CIE Direct. If you use CAMEO you will not need Internal Assessed Mark Sheets (MS1) to use, but you must include a print out of the Internal Marks report from CAMEO with the sample of work submitted to Cambridge.

Internally Assessed Mark Sheets

Alternatively, you are provided with Internal Assessment Mark Sheets (MS1) for each internally assessed component for which you have candidate entries.

If you use MS1 forms you must follow the instructions

Part 12: Internally Assessed Marks

on the back of the forms and return the completed form to Cambridge. If you have made a late entry or an entry amendment after these forms have been printed, you should add the appropriate candidate details to the bottom of the MS1 as instructed. If there is not sufficient room on the pre-printed MS1, you must use the Supplementary MS1 form to record internally assessed marks for any additional candidates. You can download the Supplementary MS1 form from the 'Support Materials' section of CIE Direct.

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

- Send the top copy of the MS1 for each syllabus to Cambridge in the envelope provided. This form will be scanned by an optical mark reader and therefore the form must not be bent, stapled, pinned or damaged in any other way.
- Enclose the second copy of the form (the Moderator's copy) with the sample of coursework and the Working Mark Sheet. You can find instructions for the selection and submission of the sample of coursework and supporting documentation in Part 13 of this *Administrative Guide*.
- Keep the third copy of the form for reference until after the results have been issued.

Key Rule

The **top** copy of the MS1 must be sent separately to Cambridge in the envelope provided and **must not** be included with the sample of coursework.

12.3 Carrying forward Internally Assessed Marks

Candidates who wish to retake an IGCSE or GCE O Level syllabus in a subsequent examination series may wish to retake only the written components and carry forward the mark achieved in the coursework component. Individual IGCSE or GCE O Level syllabuses specify whether coursework marks can be carried forward or not. If so, they can be carried forward only once within a 13 month period.

Examples

- A coursework mark for the June 2010 examination series may be carried forward to the November 2010 examination series or the June 2011 examination series only.
- A coursework mark for the November 2010 examination series may be carried forward to the June 2011 examination series or the November 2011 examination series only.

You must enter for the carry forward option code when entering candidates for the examination series if they are carrying forward coursework marks from a previous series. You must also provide the candidates' previous entry details so that the marks awarded previously can be located.

Part 13: Submission of Coursework Samples to Cambridge

Key Points

- Centres must submit Coursework samples to Cambridge so that Cambridge can moderate the internally assessed marks.
- Internally assessed marks (see Part 12) and samples of coursework should be submitted to Cambridge separately.

Important Dates

Internally assessed marks and coursework samples must be received by Cambridge by the following dates:

IGCSE and GCE O, AS and A Level Coursework Components

May/June 2011 series – 30 April 2011

October/November 2011 series – 31 October 2011

IGCSE Speaking Test Components

May/June 2011 series – 15 May 2011

October/November 2011 series – 15 November 2011

GCE O Level Speaking Test Components

October/November 2011 series – 30 November 2011

GCE A and AS Level Speaking Test Components

May/June 2011 series – 7 June 2011

October/November 2011 series – 22 November 2011

13.1 General Information

An Internally Assessed Mark is required for every candidate entered for a coursework component. Coursework refers to any component specified by a Cambridge syllabus that is assessed in the Centre by the Centre's teachers or other local teachers and moderated by Cambridge. Examples of such Coursework components are:

- projects
- folios of essays
- field work
- art and craft items
- design studies
- internally assessed Speaking Tests
- practical work

- assignments and experiments undertaken and assessed during the course.

The Syllabus Booklet provides details of the assessment method to be applied to each component and will clearly state whether a component is to be assessed internally. The Syllabus Booklet will also give details of the marking criteria, the submission of samples of work and supporting documentation and submission of Internally Assessed Marks.

Part 13: Submission of Coursework Samples to Cambridge

13.2 How are samples of coursework selected?

The Coursework or Speaking sample, Individual Candidate Record Cards and Coursework Assessment Summary Forms must be received by Cambridge no later than dates shown above. The accredited teacher responsible for internal standardisation in the Centre for that particular syllabus must select the sample candidates covering the whole mark range. Marks should be spaced as evenly as possible from the top mark to the lowest mark. Where there is more than one teacher involved in the marking of the work, the sample must include approximately equal samples of the marking of each teacher.

The number of samples required does vary depending on the type of component. Samples should be selected according to the following information:

IGCSE, AS and A Level Speaking Components

You should refer to the information provided in the syllabus for the selection of speaking samples. The syllabus can be downloaded from the main Cambridge website or from CIE Direct.

IGCSE, AS and A Level Art

Where the number of candidates entered is less than 10, the work of all candidates should be submitted. Where there are more than 10 candidates entered, a speaking sample of 10 candidates should be submitted, selected evenly across the mark range.

IGCSE, AS and A Level Music

The coursework samples of all candidates should be submitted.

IGCSE Physical Education

Centres should provide recorded evidence of performance of a maximum sample of five candidates from across the ability range in each of the practical activities offered by the Centre. In addition, Centres must also provide a sample of written coursework for the analysing and improving task. The work of five candidates should be submitted from across the ability range.

For all other components not listed above

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

In all cases, a further sample of Coursework may be requested if Cambridge's moderator thinks it necessary. All records and supporting written work should be retained until after the publication of the results.

13.3 How are samples of coursework submitted?

Preparing coursework materials for despatch

The submission of work to Cambridge must include the following:

- selected coursework samples clearly labelled including CDs and video tapes where appropriate
- the moderator's copy of the Internally Assessed Mark Sheet (MS1) or CAMEO Internal Marks report
- individual Candidate Record Cards and Coursework Assessment Summary Forms.

If you have used CAMEO and CIE Direct to create and submit an electronic file of internally assessed marks, you should produce a CAMEO printout of the marks file. This should be signed by the subject teacher, and submitted in place of the moderator's copy of form MS1.

Individual Candidate Record Cards and Coursework Assessment Summary Forms, which have been completed by the teachers who carried out the internal assessment, must also be included with the sample of coursework. Different forms are required for each coursework component. You can find component specific instructions and copies of each form in the appropriate Syllabus Booklet.

Part 13: Submission of Coursework Samples to Cambridge

You should ensure that each coursework sample is clearly and securely labelled with your Centre number, candidate's name and index number, and the syllabus/component number. You should use the Coursework Identification Labels provided. Separate Coursework Identification Labels are provided for IGCSE Art and Design coursework. If required, you can download additional labels from the 'Support Materials' section of CIE Direct.

You should ensure that the CDs used to record oral or music coursework, and video tapes are appropriately packed and labelled. Separate CDs must be used for different components.

You should ensure that all coursework submitted to Cambridge for moderation is in plain thin covers. Bulky ring binders should not be included with the work sent for moderation as this makes handling of the work difficult and significantly increases your despatch costs.

You should avoid including materials of value or large, bulky or fragile items. You should include with the sample of coursework a full description of any materials that have not been sent including, where appropriate, photographs taken from several angles. We cannot guarantee that the grade awarded on the basis of photographs alone will be the same as that which would have been given to the original had it been submitted.

Packing and despatch

Samples of coursework should be securely packaged and sent, using the return labels provided, to arrive at Cambridge as soon as possible but no later than submission deadlines shown above. If required, additional return labels, URL003, can be downloaded from the 'Support Materials' section of CIE Direct. Each package must be clearly labelled with your Centre number, the syllabus number and component number. You must also attach the appropriate barcode label supplied by Cambridge.

You should package the work for each syllabus/component separately and should obtain a certificate or record of posting for each package of coursework despatched. Script envelopes may be used if large enough. If not, you should ensure that the packaging will hold the work securely. You can pack a number of coursework packets, for a variety of components, into one parcel for despatch by courier.

Samples of coursework should be despatched by courier to the following address:

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

13.4 What coursework materials do Centres need to keep?

For at least six weeks after the results are published. You should keep the following materials and information:

- a record of the coursework that was set
- a record of the marks awarded
- the assessed work of all candidates not included in the moderation sample submitted to Cambridge
- a copy of each Individual Candidate Record Card and Coursework Assessment Summary Form
- a summary of how internal moderation was carried out
- if the Coursework itself cannot be posted to Cambridge, for example a performance, teachers must keep sufficient evidence (documentary, photographic, audiotaped or videotaped as appropriate) to support their marking.

13.5 Does Cambridge return coursework to Centres?

Coursework samples submitted to Cambridge for moderation will normally be returned to Centres at Cambridge's expense after results and certificates have been issued. However, we may retain items of coursework for research, exhibition, archive or educational purposes. Upon receipt of the returned coursework, you may, at your discretion, return the work to the candidates who produced it.

Part 13: Submission of Coursework Samples to Cambridge

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

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

Part 14: Conduct of Examinations

Key Point

Examinations officers and invigilators must read Part 3A of the current edition of the *Handbook for Centres* which provides detailed information on the conduct of examinations.

14.1 Regulations and Instructions for the Conduct of Cambridge Examinations

Please refer to Part 3 of the *Handbook for Centres* for detailed information on the following topics:

Preparing for the examination

- Receipt and security of question papers and examination materials.
- Accommodation for examinations.
- Display material:
 - removal of helpful material
 - clocks
 - displaying the Notice to Candidates.
- Seating arrangements.
- Invigilation arrangements.
- Key Times.

Before the examination

- Identification of candidates.
- Confirmation of candidate numbers.
- Completing the Attendance Register.
- Creating a Seating Plan.
- Unauthorised materials.
- Examination stationery, materials and other equipment.
- Starting the examination.

During the examination

- Invigilation of examinations.
- Regulations for Practical Examinations.
- Use of calculators, mathematical tables and dictionaries.
- Managing candidates who arrive late or after the examination has finished.
- Candidates who leave the examination room before the end of the examination.
- Dealing with irregular conduct and emergencies.
- Special Instructions for Science, Art and ICT Practical examinations, Speaking tests, Listening tests and open book examinations.

At the end of the examination

- Finishing the examination.
- Collection of Answer Scripts.
- Collection of question papers / 24 hour security rule.
- Full Centre Supervision and the Key Time.
- Unused stationery.

After the examination

- Identifying each packet of scripts with a bar coded script label.
- Packing and return of answer scripts.
- Comments on the examination.
- Records of the examination that Centres are required to keep:
 - signed records of invigilation arrangements
 - signed record of the seating plan.

Part 15: Special Consideration

Key Points

- Centres may apply to Cambridge for Special Consideration for candidates who sat the examination(s) under adverse conditions, for example: affected by illness, death in the family or other circumstances.
- Special Consideration is subject to the regulations contained in Part 6 of the current version of the *Handbook for Centres*. Exams officers must refer to the relevant section within this part of the *Handbook* for guidance in making their applications.

Important Date

You must submit applications for Special Consideration to Cambridge within 7 days from the last examination date in the syllabus affected.

15.1 General Information

A candidate will be eligible for Special Consideration if:

- Performance in a component is affected by circumstances beyond the control of the candidate, such as:
 - recent personal illness
 - accident
 - death in the family
 - serious disturbances during the examination.
- Part of an examination is missed due to circumstances beyond the control of the candidate.
- Access Arrangements which were made in respect of a permanent or long-term disability proved inappropriate or inadequate.
- Special Consideration may also be applied for on behalf of candidates who have a shortfall in coursework, for example, due to changing schools and for candidates who, through circumstances beyond their control, have lost or damaged coursework.

The following principles govern the awarding of Special Consideration:

- All candidates are assessed according to the same marking criteria, so that grades and certificates have the same validity.

- All candidates are assessed for what they know and can do, not for what they might have achieved, had circumstances been different.
- Special Consideration must not give the candidate an advantage over other candidates.
- Special Consideration must not interfere with the integrity of the assessment and will therefore be restricted in certain syllabuses.

Special Consideration is subject to the regulations contained in Part 6 of the current version of the *Handbook for Centres*. Exams officers must refer to the relevant section within this part of the *Handbook* for guidance in making their applications.

15.2 How does a Centre apply for Special Consideration?

You should apply for Special Consideration using the Application for Special Consideration Form (Form SC), which can be downloaded from the 'Support Materials' section of the CIE Direct website. Please read the notes printed on the back of the application form before completion.

You must send completed forms to Cambridge, either faxed or posted, along with supporting medical evidence if appropriate.

Cambridge will acknowledge all approved applications with a standard acknowledgement letter. If the application is rejected, Cambridge will let you know

Part 15: Special Consideration

why. You will also be informed if the case is referred to a team of senior Cambridge examiners for further consideration.

Key Rules

- Applications on behalf of candidates affected by illness, including those part absent from an examination, must be supported by medical evidence. Failure to submit such evidence will disqualify any such candidate from receiving Special Consideration.
- No documentation relating to Special Consideration should be included with the candidate's scripts. **Applications for Special Consideration must be sent directly to Cambridge.** Failure to do this may result in the candidate being disadvantaged as Special Consideration will not be given.
- For Special Consideration to be considered in respect of a missed component, the candidate must have completed a minimum of 50% of the assessment measured in terms of the weightings given to each component of the syllabus (excluding carry forward components).

Part 16: Malpractice

Key Points

- Malpractice is an action that occurs which may threaten the integrity of Cambridge examinations. This may happen before, during and after the examinations and may not necessarily be confined to events during timetabled examinations.
- You can find more detailed information on the regulations that govern malpractice in Part 7 of the current version of the *Handbook for Centres*.

16.1 General Information

The following are examples of malpractice. The list is not exhaustive and other instances of malpractice may be considered at the discretion of Cambridge:

- misuse of examination material
- behaving in such a way as to undermine the integrity of the examination
- failing to abide by the conditions of supervision designed to maintain the security of the examinations
- disruptive behaviour in the examination room (including the use of offensive language)
- taking unauthorised material into the examination room, for example; notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices
- taking notes in the wrong format (when notes are permitted, or incorrectly annotated texts in open book examinations) into the examination
- obtaining, receiving, exchanging or passing on information which could be examination related (or attempt to) by means of talking or written papers/ notes
- personation: pretending to be someone else, arranging for another to take one's place in an examination
- the inclusion of inappropriate, offensive or obscene material in scripts or coursework
- copying from another candidate (including the misuse of ICT to do so)
- collusion: working collaboratively with other candidates
- plagiarism: the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own
- theft of another's work
- the deliberate destruction of another's work
- the alteration of any results document, including certificates
- failure to abide by the instructions of an invigilator
- failure to abide by the conditions of supervision designed to maintain the security of the examinations
- any attempt to remove or reveal the content of the examination outside the examination room in contravention of the 24 hour security rule.

Key Rule

All cases of malpractice are subject to the regulations contained in Part 7 of the current version of the *Handbook for Centres* and the Head of Centre must ensure that Centres abide by these.

16.2 What should Centres do if a suspected Malpractice case is identified?

The Head of Centre is required to report to Cambridge any established, suspected or alleged cases of malpractice by candidates. They should also report any cases of malpractice or maladministration by a member of the Centre staff. In all cases, reports must be sent in writing using the Malpractice Report Form, which can be downloaded from the 'Support Materials' section of the CIE Direct website, and sent to Cambridge as soon as possible. The submission should include the following:

Part 16: Malpractice

- a detailed report of the circumstances surrounding the suspected dishonesty or malpractice
- written statements from the invigilators and other staff concerned
- written statements from the candidates concerned
- a copy of the seating plan for the examination affected
- procedures followed by the Centre for advising staff and candidates of the regulations for the conduct of Cambridge examinations
- any other supporting evidence which the Centre believes might assist Cambridge in its investigations.

16.3 What action will Cambridge take in the event of suspected Malpractice?

On the basis of the information received, the matter will be referred to either the Regulations Officer or Regulations Manager in charge of Malpractice or the Cambridge Malpractice Committee, who will decide what action, if any, should be taken. Each case of suspected malpractice will be considered on an individual basis in light of all the information available. The following outcomes may be imposed:

- no further action if the evidence does not confirm that malpractice has occurred
- a warning may be issued
- marks may be deducted or no marks awarded for a component
- candidates may be disqualified from the subject in which the malpractice took place: in some cases the disqualification may be extended to all subjects in a session
- Cambridge may stop a candidate from entering Cambridge examinations for up to five years.

Other penalties may be imposed at the discretion of the Malpractice Committee.

16.4 Can Centres appeal against the decisions of the Cambridge Malpractice Committee?

Yes you can appeal against the decisions made by Cambridge. You should appeal in writing within 28 days from the date of the notification of Cambridge's decision. Any appeals from a Centre must be made in writing by the Head of Centre. Cambridge will not enter into communication with candidates or parents regarding an appeal. Cambridge will inform you of the outcome of your appeal within 28 days of receipt at Cambridge of all requested documentation regarding the appeal.

Part 17: Despatch of Scripts

Important

Scripts should be sent to Cambridge immediately after each examination has been taken.

17.1 When must scripts be despatched?

Scripts must be sent to Cambridge immediately after the examination has been taken. Where this is not possible, periodic despatches of scripts must be made at least at the end of each week.

All scripts must be kept in a secure place prior to despatch. Answer scripts are confidential between the candidate and Cambridge. They may not be read or photocopied by any person prior to despatch.

Under no circumstances may scripts be retained any longer than one week.

17.2 Packing of scripts

Exams officers should consider the following when packing scripts for despatch:

Despatch materials

Cambridge provides materials for packing, labelling and despatch of scripts:

- attendance registers
- script packet envelopes
- barcode labels
- labels for air freight despatches
- labels for air letter, air parcel, diplomatic bag or courier despatches.

Attendance Registers

Invigilators must complete and sign the Attendance Register and enclose it in the script packet. If there is more than one packet for a component, **the Attendance Register should be split to match the scripts in each packet.** The details of any late entry candidates who are not printed on the Attendance Register should be added to the bottom of the Attendance Register. The scripts for these candidates must be included with the other candidates' scripts, in

candidate number order. If extra sheets are required, a blank Attendance Register can be downloaded from the 'Support Materials' section of CIE Direct.

Barcode Labels

Centres are provided with a set of adhesive labels to be used on packets of candidates' scripts. Each of the labels contains a unique barcode. The barcodes will be used to electronically record the movement of script packets between Centres, Cambridge and its examiners. These labels will enable Cambridge to locate scripts more easily during the essential script checking procedures which take place before results are published. The labels are provided in timetable date order, with the labels for components for which no specific date is allocated, printed at the beginning of the set.

Centres must observe the following guidelines when using barcode labels:

- Invigilators must ensure that the correct label is attached to each packet of scripts.
- Where a large number of candidates are entered for a component the scripts may be split between two or more examiners for marking. This is indicated by the split number (01, 02, 03, etc.) printed to the left of the word SPLIT on the label. Only scripts within the range of candidate index numbers shown to the right of the words CANDIDATE NO. RANGE should be placed in the script packet.
- Do not write anything on the barcode label.
- Do not cover the barcode label with adhesive tape, other labels or anything that would deface the barcode.
- If Centres have not received a barcode label and the examination has been completed, Centres should clearly state on the envelope the following information:
 - Centre Number
 - Syllabus Number
 - Component Number
 - Number of scripts contained

Part 17: Despatch of Scripts

- Candidate number range.

Key Rule

Scripts must be split and packaged according to the candidate number range printed on the barcode label.

Packing of Scripts

Centres must observe the following guidelines when packing scripts:

- Scripts for different components must not be packed in the same envelope.
- The completed Attendance Register must be enclosed in each envelope.
- The component number and name shown on the unique Barcode label should agree with that on the question paper for which scripts are enclosed.
- If all candidates entered for a component are absent, a completed Attendance Register for that component should be enclosed in the script envelope. Such envelopes must display the correct barcode label.
- The packets of scripts must be securely fastened. If one envelope is not large enough for the scripts, Centres can use two or more envelopes, indicating the candidate range in each envelope. The Barcode label should be put on the first envelope and each envelope should be numbered (e.g. 1 of 4, 2 of 4).
- A number of script packets, for a variety of components, may be packaged together into one parcel for despatch by courier or post, provided the parcel is secure and does not weigh more than 15 kg.
- Cambridge have encountered a number of cases where a small packet of scripts has been attached to a larger packet of scripts belonging to a different component. The small packet bears the Cambridge address label and looks it is being used as a means of addressing the larger parcel. There is a danger that the scripts contained in the small packet will be overlooked and may be thrown away with the wrapping of the large parcel. It is therefore important that script packets for different components are never attached together.

Key Rules

- To avoid the loss of all of the scripts for an entire syllabus do not package all of the components for the same syllabus in one parcel.
- **DESPATCH OF ARTWORK SCRIPTS.** It is important to remember that all of the above points apply to the preparation, packing and despatch of artwork scripts. In particular, each component must be packed separately, be clearly identified and have its own barcode label.

17.3 Despatch of scripts

All scripts should be sent to Cambridge, by a despatch method that provides a tracking facility, using the address labels provided. Cambridge provides two types of labels for the despatch of scripts and it is important that Centres use the correct one depending on the method of despatch chosen.

Air letter, air parcel, diplomatic bag or courier despatches

The above methods are recommended for envelopes and small packages.

A supply of labels is provided for despatching scripts by the above methods. If additional labels are needed a copy of these labels can be downloaded from the 'Support Materials' section of CIE Direct.

Parcels must be addressed directly to:

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

Air freight despatches

Air freight should only be used for very large consignments of scripts. If you wish to use air freight please contact Customer Services for instructions.

Part 17: Despatch of Scripts

17.4 Despatch of Checkpoint scripts

If a candidate has sat only one out of the two papers for any subject in Checkpoint, then the single script should not be sent to Cambridge. Only scripts for candidates who have sat both papers in English, Mathematics or Science should be despatched.

Part 18: Results

Key Points

- Examination results documentation is provided in a number of different formats for publication to candidates and for use by staff within the Centre.
- Cambridge releases results in electronic format through CIE Direct extranet website and follows them up with hard copy results.
- Results can be issued to candidates as soon as they become available online or immediately after the hard copy is received.
- The results that are published initially are provisional and Cambridge reserves the right to amend the information given. They will be confirmed at a later date by the issue of certificates.

Important Dates

Final dates will be notified to Centres via CIE Direct during 2011.

Provisional Publication Dates for the May/June 2011 examination series

Qualification	Results available online	Hard copy results in Centres by
IGCSE	11 August 2011	Late August 2011
ICE Group Award	11 August 2011	Late August 2011
GCE Ordinary Level	11 August 2011	Late August 2011
GCE Advanced Subsidiary & Advanced Level	11 August 2011	Late August 2011
AICE Diploma	11 August 2011	Late August 2011

Provisional publication dates for the October/November 2011 examination series

Qualification	Results available online	Hard copy results in Centres by
IGCSE	Mid January 2012	Late January 2012
ICE Group Award	Mid January 2012	Late January 2012
GCE Ordinary Level	Mid January 2012	Late January 2012
GCE Advanced Subsidiary & Advanced Level	Mid January 2012	Late January 2012
AICE Diploma	Mid January 2012	Late January 2012

Checkpoint diagnostic feedback

Diagnostic feedback will be provided by the following dates:

May 2011 test series

27 May 2011 to Centres who provided Cambridge with scripts by 29 April 2011

10 June 2011 to Centres who provided Cambridge with scripts by 13 May 2011

October 2011 test series

25 November 2011 to Centres who provided Cambridge with scripts by 28 October 2011

2 December 2011 to Centres who provided Cambridge with scripts by 11 November 2011

Part 18: Results

18.1 Online results

Cambridge releases IGCSE, O Level and AS & A Level results through CIE Direct. Results can be issued to candidates as soon as they are made available online.

Results are made available in the following formats:

- a pdf file containing a Statement of Results for every candidate
- a pdf file containing results for the Centre in spreadsheet format
- a MS Excel file containing results for the Centre in spreadsheet format
- a CAMEO results file
- facility to view results in different formats on CIE Direct.

If you submitted your entries via CAMEO, you can download the CAMEO results file and import the file into your CAMEO database. From there, you can print *Statements of Results* and issue them to candidates.

18.2 Hard Copy Results

Provisional results are provided to Centres in the following formats for all examination other than Checkpoint (see 19.3):

Statements of Results

A Statement of Results is provided for every candidate who made an examination entry through your Centre. The Statement of Results lists all syllabuses entered by an individual candidate and the syllabus grades that have been awarded. For Group Award candidates (AICE and ICE), the Statement of Results will also show the result achieved in the Group Award.

You will receive a Statement of Results for each candidate printed on full colour base stationery which has a watermark within it. This is for the candidate.

Explanatory notes are printed on each Statement of Results which provide specific information on the qualification and syllabus grades shown.

For private candidates the name of the Centre will not appear on the Statement of Results.

Since the Statements of Results constitute the permanent record of the examination held by Cambridge, any errors in the Centre or candidate information shown must be reported to Cambridge immediately.

You should not rely on the accuracy of a Statement of Results if there is any unauthorised alteration, erasure or tear in it.

Key Rules

- The *Statements of Results* are not certificates and may not necessarily be accepted by a University or other public body.
- Cambridge reserves the right to correct the information given on any *Statement of Results* which is issued before the despatch of certificates.

Results by syllabus, option and component

This document shows, for each syllabus option, the results and component grades of the candidates at the Centre and is intended for teaching staff.

Please note that there are circumstances, such as those arising from an application for Special Consideration because of part-absence, in which it may not be possible to provide a full set of component grades, even though a final grade has been issued.

Key Rules

- Component grades are given in confidence to teaching staff and must not be made public or communicated to prospective employers or to authorities responsible for admissions to universities or to other institutions of higher education. They are designed to enable the standards reached by a candidate in the different parts of the examination to be compared. They will not always correspond exactly to the grade in the syllabus as a whole.
- Centres should note the final syllabus grade is derived from an aggregation of the candidate's marks and not directly from the component grades. It follows that candidates with similar component grades will not necessarily receive the same final grade.

Part 18: Results

Results broadsheet

The results broadsheet provides a summary of the results issued to all candidates and is intended for teaching staff. The broadsheet displays the results in the form of a grid with the names of all candidates entered listed down the left-hand side and syllabus titles listed across the top. Syllabuses with a small entry are shown in the blank columns to the right of the document.

Moderation adjustment summary reports

A summary of moderation adjustments is provided for every internally assessed component. This document reports the moderation adjustments applied to each internally assessed component and is supplied for the information of teaching staff.

The summary shows any adjustments made by Cambridge to the internally assessed marks awarded by the your subject teachers. You should be aware that adjustments are made to marks submitted by the Centre and not to weighted marks. 'NO ADJUSTMENT' indicates that the marks provided by your subject teachers were accepted without alteration.

The document is printed in syllabus component code order and adjustments made to ranges of marks are shown in ascending sequence. Cambridge's moderation procedures will not allow marks to be reduced below zero or raised above the maximum mark for the component.

Report to a Centre on moderation

A brief report on the moderation is supplied for each internally assessed component for the information of teaching staff. This report will indicate cases of remarking of coursework by Cambridge's moderators, where adjustment has not been possible.

18.3 Checkpoint Hard Copy Results

Checkpoint diagnostic feedback is only provided in hard copy format. Feedback is provided in the following four areas:

- individual student reports
- a centre report
- teaching group reports
- end of series reports.

18.4 What are the procedures for checking and issuing results?

Results are despatched to Centres by courier unless Cambridge is instructed otherwise. Results will not be emailed or faxed to Centres or any other party.

When you receive your results, check that all relevant documents are included. In particular, you should check that you have a *Statement of Results* for each candidate at your Centre, including private candidates. In the unlikely event of you receiving incomplete results you should contact Cambridge Customer Services immediately.

Results for attached Centres should be made available to the Centre as per local arrangements.

You are responsible for ensuring that all *Statements of Results* are forwarded to all candidates who made examination entries through your Centre, including private candidates.

18.5 How are syllabus grades reported on results?

The syllabus grades that are reported on results documentation for each qualification are described in the following notes.

GCE Advanced Level

GCE A Level results are shown by one of the grades A*(a*), A(a) B(b), C(c), D(d) or E(e) indicating the standard achieved. Grade A*(a*) being the highest and grade E(e) the lowest. "UNGRADED" indicates that the candidate has failed to reach the standard required either for a pass at Advanced Level or Advanced Subsidiary Level. "UNGRADED" will be reported on the *Statement of Results* but not on the certificate.

For languages other than English syllabuses, separate oral endorsement grades of Distinction, Merit and Pass, are also reported for candidates who satisfy the conditions as stated in the syllabus.

If a candidate takes an A Level and fails to achieve grade E(e) or higher, an Advanced Subsidiary Level grade will be awarded if the candidate satisfies the following conditions:

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- The components taken for the A Level by the candidate in that series included all the components required for an Advanced Subsidiary Level;
- The candidate's performance in these components was sufficient to merit the award of an Advanced Subsidiary Level grade.

GCE AS (Advanced Subsidiary) Level

GCE AS Level results are shown by one of the grades a(a), b(b), c(c), d(d) or e(e) indicating the standard achieved, grade a(a) being the highest and grade e(e) the lowest. "UNGRADED" indicates that the candidate has failed to reach the standard required for a pass at Advanced Subsidiary. "UNGRADED" will be reported on the *Statement of Results* but not on the certificate.

For languages other than English syllabuses, separate oral endorsement grades of Distinction, Merit and Pass are also reported for candidates who satisfy the conditions as stated in the syllabus.

AICE Half-Credit

AICE Half-Credit subject results are shown by one of the grades A(a), B(b), C(c), D(d) or E(e) indicating the standard achieved, grade A(a) being the highest and grade E(e) the lowest. "UNGRADED" indicates that the candidate's performance fell short of the standard required for grade E(e). "UNGRADED" will be reported on the *Statement of Results* but not on the certificate.

GCE O (Ordinary) Level

GCE O Level results are shown by one of the grades A*(a*), A(a), B(b), C(c), D(d) or E(e) indicating the standard achieved, grade A*(a*) being the highest and grade E(e) the lowest. "UNGRADED" indicates that the candidate's performance fell short of the standard required for Grade E(e). "UNGRADED" will be reported on the *Statement of Results* but not on the certificate.

IGCSE

IGCSE results are shown by one of the grades A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) and G(g) indicating the standard achieved, grade A*(a*) being the highest and grade G(g) the lowest. "UNGRADED" indicates that the candidate's performance fell short of the standard required for grade G(g). "UNGRADED" will be reported on the *Statement of Results* but not on the certificate.

For some language syllabuses separate oral endorsement grades are also reported on a scale of 1 to 5, 1 being the highest.

For some IGCSE syllabuses "TO BE ISSUED" indicates

that the result will be awarded in the November series.

18.6 AICE and ICE Group Awards

AICE Diploma Group Award

The AICE Diploma group award result will be reported on Advanced Level *Statements of Results* for candidates who satisfy the AICE Diploma award rules which are described below. The AICE Diploma group award is reported on a three point scale of grades: Distinction, Merit and Pass.

To qualify for the AICE Diploma:

- The candidate has to be entered for the AICE Diploma Group Award.
- The candidate has to obtain at least six credits.
- The candidate has to obtain at least one credit in each of the three subject groups.
- Candidates may accumulate results over more than one examination session however, results may not be used if they are more than 13 months old.
- Centre and candidate numbers must be provided for candidates wishing to use results achieved in a previous session.

The subject groups for the AICE Diploma are:

- Group 1: Mathematics and Sciences.
- Group 2: Languages.
- Group 3: Arts and Humanities.

It is also possible to submit research projects as part of a candidate's AICE Diploma entry. These are considered to be part of a fourth group called 'Research Projects'. Subjects in this group will not count towards fulfilling the ADIP curriculum group criteria. They will count towards the credits requirement.

A full list of syllabuses that count towards the AICE Diploma and the subject groups to which they belong can be found in the booklet *Procedures for the Submission of Entries (INT./E.3)*.

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The system for converting AS and A Level results to group award credits is as follows:

- An A Level grade E(e) or better counts as a double credit.
- An AS Level grade e(e) or better counts as a single credit.
- Grade E or better in the AICE Research Project counts as a single credit.
- Grade E or better in an AICE half-credit course (English Language or English Literature) counts as a half credit.

The following combinations are therefore all valid:

A Level	AS Level	AICE
(2 credits each)	(1 credit each)	Half – Credit
3	0	0
2	2	0
2	1	2
1	4	0
1	3	2
0	6	0
0	5	2

The following conditions must also be observed:

- Candidates may not count more than one subject with identical titles at A Level, AS Level or AICE Half-Credit.
- Candidates may not count more than one of the alternatives in any subject, except where specified in the booklet *Procedures for the Submission of Entries (INT./E.3)*.
- Candidates may not count any combination of subjects or papers disallowed by the subject syllabuses and the booklet *Procedures for the Submission of Entries (INT./E.3)*.
- The maximum number of half-credits which may be counted towards an AICE Diploma is two.

Candidates who meet the requirements for the AICE Diploma are awarded a Distinction, Merit or Pass.

To determine the allocated points, according to the GCE AS and A Level grades, they achieve in each counting syllabus use the following table:

Grade achieved in subject	Points for Double Credit (A Level) grades	Points for Full Credit (AS Level) grades	Points for Half-Credit grades
A*	140		
A	120	60	30
B	100	50	25
C	80	40	20
D	60	30	15
E	40	20	10

ICE Group Award

The ICE group award result will be reported on IGCSE *Statements of Results* for candidates who satisfy the ICE award rules which are described below. The ICE group award is reported on a three point scale of grades: Distinction, Merit and Pass.

To qualify for the ICE:

- The candidate must be entered for the ICE Group Award.
- The candidate has to be entered for at least seven subjects, including two different language subjects from Group I and one subject from each of Groups II, III, IV and V. The seventh subject can be taken from any of the five subject groups.
- The candidate must be entered for at least six IGCSE subjects and one approved O Level subject. Candidate who have taken fewer than six IGCSE subjects will not be awarded an ICE Certificate.
- The candidate has to obtain at least grade G(g) (or E(e) for approved GCE O Level subjects) in each of the seven subjects.
- Candidates may accumulate results over more than one examination session however, results may not be used if they are more than 13 months old.
- Previous session Centre and candidate numbers must be provided for candidates wishing to use results achieved in a previous session.

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The subject groups for ICE are:

- Group I: Languages.
- Group II: Humanities and Social Sciences.
- Group III: Sciences.
- Group IV: Mathematics.
- Group V: Creative, Technical and Vocational.

A full list of syllabuses that count towards the ICE Group Award and the subject groups to which they belong can be found in the booklet *Procedures for the Submission of Entries (INT./E.3)*.

You should note that while it is possible to retake a subject in the second examination series, the retake grade will not count for ICE purposes. A separate IGCSE (or GCE O Level) certificate will be issued for the retaken subject.

Candidates who meet the requirements for ICE are awarded a Distinction, Merit or Pass. The category will be decided on their best seven results irrespective of groups, provided that they have fulfilled the entry requirement. Candidates who fail to gain ICE will still receive a certificate recording the individual subject results.

The award received by the candidate is determined as follows:

Distinction	Grade A(a) in five subjects and Grade C(c) or above in two subjects
Merit	Grade C(c) or above in five subjects and Grade F(f) or above in two subjects
Pass	Grade G(g) or above in seven subjects from the prescribed subject groups.

18.7 How do Centres apply for additional sets of results?

If an additional set of results is required, you should send a letter on headed paper signed by the Head of Centre to Cambridge by the following dates:

- June examination series – **24 July**
- November examination series – **18 December**.

The charges for providing duplicate sets of results to Centres are as follows:

- Whole Centre results - £32
- Broadsheet only - £21

18.8 What should Centres do if they want to make an enquiry about the results that have been issued?

Detailed information on enquiring about candidates' results and the services offered can be found in, Part 20 of this *Administrative Guide*.

Any letter submitted by a Centre expressing general concern with its results in a particular examination will be acknowledged, but no investigation will be carried out. If a Centre requires such an investigation it must use one of the enquiries about examination results services offered by Cambridge.

18.9 What should Centres do if the Centre Name or a Candidate Name is reported incorrectly on results?

You should immediately inform Cambridge in writing of any errors in a Centre or candidate names on *Statements of Results*, so that the required amendment can be made before certificates are issued.

An administrative fee of £30 is payable on requests for name amendments received after the following dates:

- 15 September for the June examination series;
- 15 February for the November examination series.

Part 18: Results

18.10 How can Centres arrange for copies of results to be sent to other institutions?

Cambridge cannot provide *Statements of Results* directly to candidates or any other parties apart from the Centres. However, upon receipt of a Certifying Statement application from a candidate, Cambridge will issue a *Certifying Statement of Provisional Results* to another party. Detailed information of applications for Certifying Statements of Results can be found in Part 22 of this *Administrative Guide*.

Part 19: Enquiries about Examination Results

Key Points

- Cambridge offers a number of enquiries about examination results services for which an administrative fee will be charged.
- Where an enquiry leads to a change in syllabus grade, no enquiry fee will be charged.

Important Dates

Centres are required to submit requests for *Enquiries about Examination Results* by the following dates:

May/June series – 30 September
October/November – 26 February

19.1 What is an Enquiry about Results?

Cambridge carries out extensive quality checks prior to results being issued. However, an enquiry about examination results service is available to Centres in case it is felt that additional investigation into the result of one or more specific candidates is appropriate.

19.2 How to request an Enquiry about Examination Results

All applications for an Enquiry about Examination Results must be made using INT FORM E which is available to download from the 'Support Materials' section of CIE Direct. The forms are interactive, so they can be completed on a computer and emailed to Cambridge.

These completed forms should be endorsed by the Head of the Centre and submitted to Cambridge by the deadlines stated above. In the case of an attached Centre, the forms should be submitted via the Parent Organisation. If the INT FORM E is not properly completed, there will be a delay to processing the enquiry.

Once the INT FORM E is processed at Cambridge, an acknowledgement letter will be sent to the Centre/ Parent Organisation confirming the enquiry requested. If an acknowledgement letter is not received it could mean that the request has not been received by Cambridge and that the enquiry may not have been processed.

Therefore, it is essential that Centres contact Cambridge if an acknowledgement letter is not received within two weeks of submitting the enquiry.

Please note that the process of destroying candidate scripts begins shortly after the submission dates for Enquiries about Examination Results have passed. If an enquiry is received after the submission date, the request cannot be accepted as the scripts will have been destroyed.

Part 19: Enquiries about Examination Results

Key Rules

- Cambridge will not consider any requests for enquiries about examination results from individual candidates or their parents. All enquiries about examination results must be endorsed by the Head of Centre.
- Only one enquiry about examination results will be allowed for each candidate's result in the externally assessed components of a syllabus. Centres may, in addition, request 'Service 5' (re-moderation of coursework and report) in that syllabus.
- Different services may be requested for different candidates' results in a syllabus.
- Requests may be made for the same or different services for the same candidate in different syllabuses.
- If making an enquiry by component you must ensure that all components to be reviewed are listed on the INT Form E as Cambridge is unable to accept additional component enquiries for the same candidate/syllabus at a later date. Please also note that all components selected for the same candidate/syllabus **must be** for the same service.

19.3 What Enquiries about Examination Results services are available?

On request from a Centre, Cambridge will provide free of charge, an explanation of any report of "NO RESULT" or "PENDING". The usual reason for Cambridge to report the outcome "NO RESULT" is that all components of an assessment do not appear to have been completed. If you have relevant documentary evidence, for example an attendance register or coursework mark sheet, to show that the candidate has completed all components; you should send copies of the evidence with your request.

There are two options available when submitting enquiries about results: **Enquiry by Syllabus** or **Enquiry by Component**.

- **Enquiry by syllabus** will be a review of all externally assessed components for the syllabus.

Components do **not** need to be specified on the INT Form E for this service. You are only able to submit one enquiry per candidate per syllabus.

Note: Enquiry by syllabus is not available for a 'Service 5' enquiry.

- **Enquiry by component** will be a review of externally assessed components as specified by the Centre. All components to be reviewed must be listed on the INT Form E as Cambridge is unable to accept additional component enquiries for the same candidate in the same syllabus at a later date. Please also note that all components selected for the same candidate and syllabus **must be** for the same service.

Cambridge provides the following enquiries about examination results services.

Service 1 (Clerical re-check)

This is a re-check of all procedures leading to the issue of a result. This service checks that:

- all parts of the script have been marked
- the marks have been totalled correctly
- the marks have been recorded correctly
- any adjustments have been properly applied
- the grade thresholds have been properly applied
- the application of any Special Consideration (where applicable) has been applied properly. Please indicate on your application if Special Consideration was requested at the time of the examination.

Service 1S (Clerical check and return of photocopy of marked script)

As 'Service 1' but includes the return of a copy of the script. This service is only available for GCE AS and A Level syllabuses. It is not available to Centres who make their entries through Ministries of Education.

Service 2 (Review of marking)

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components (excluding multiple-choice question papers). This service will also include the clerical re-checks detailed in 'Service 1'.

Part 19: Enquiries about Examination Results

Service 2S (Review of marking with return of scripts)

As 'Service 2' but includes the return of a copy of the script. This service is only available for GCE AS and A Level syllabuses. It is not available to Centres who make their entries through Ministries of Education.

Service 3 (Review of marking and report)

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly and a detailed report on an individual candidate's performance. The service is available for externally assessed components (excluding multiple-choice question papers). This service will also include the clerical re-checks detailed in 'Service 1'.

Service 4 (Review of marking and report on a group of candidates)

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly and a detailed report on the performance of a group of no fewer than five and no more than fifteen candidates for a given examination. The service is available for externally assessed components (excluding multiple-choice question papers). This service will also include the clerical re-checks detailed in 'Service 1'. **Note:** All candidates in the group must have taken the same combination of components.

Service 5 (Re-moderation of coursework with report)

A re-moderation of the Centre's coursework marks for a component, and a report on the assessment of the candidates' coursework.

Service 6 (Recalculation of AICE or ICE Diploma)

A clerical check of the calculation of the AICE or ICE Diploma result.

Service 7 (Review of marking, report and return of photocopy of marked script)

This is the same service as 'Service 3' but in addition Cambridge will return a copy of the candidate's marked scripts for the components requested. This service is not available to Centres that make their entries via Ministries of Education.

Service 8 (Review of marking, report and return of photocopy of marked scripts for a group of candidates)

This is the same service as 'Service 4' but in addition Cambridge will return a copy of the marked scripts for the candidates included in the group. This service is not available to Centres that make their entries via

Ministries of Education.

Note: All candidates in the group must have taken the same combination of components.

Service 9 (Report on the work of a group of candidates)

This report is for the information of teachers only. The service can only be requested at component level and does not involve any review of marking. The group must include no fewer than 5 and no more than 15 candidates for a given examination.

19.4 Enquiries about Examination Results fees

The fees charged for each Enquiry about Examination Results service are listed on the INT FORM E.

A fee is charged for each enquiry about examination results service offered by Cambridge with the exception of "NO RESULT" and "PENDING" explanations which will be provided without charge.

Cambridge will invoice the Head of Centre for the Result Enquiry fees after the closing date for enquiries about examination results. In cases where a grade change has resulted from the enquiry, no enquiry fee will be charged.

Key Rule

- Cheques and bank drafts must not be sent with the completed INT FORM E.

19.5 How long does it take to process Enquiries about Examination Results?

Enquiries will be dealt with by Cambridge strictly in the order in which they are received. Cambridge will not be able to guarantee the date by which work will be completed. Every effort will be made to report the outcome of the review of the marking or re-moderation as rapidly as possible and, wherever practicable, within 30 days of the receipt of the enquiry.

Part 19: Enquiries about Examination Results

Key Rule

- For candidates wishing to retake in the next examination series, Cambridge cannot guarantee that the outcome of an enquiry on results can be issued in sufficient time to inform the preparation of candidates for the retake examination.

Key Rule

- Where an enquiry for an individual candidate (Services 1, 2, 3 and 7) leads to a change in syllabus grade, an enquiry fee will not be charged.
- Where an enquiry for a group of candidates (Services 4, 5 and 8) leads to one or more changes to candidates grades, the whole fee or a proportion of it as appropriate will not be charged.

19.6 Outcomes of Enquiries about Examination Results

Cambridge will provide written notification of the outcome of the enquiries about examination results to the Head of Centre. Where an enquiry leads to a syllabus grade change, Cambridge will issue a revised *Statement of Results*. If certificates have already been issued to Centres, the original certificate must be returned before a revised replacement can be issued. All certificates which are to be replaced should be returned to Cambridge for the attention of the Result Enquiries Unit.

Cambridge will also provide formal written confirmation of any syllabus grade change to any university or other institution at the request of the Head of Centre/Parent Organisation.

Where an enquiry does not lead to a change in the candidate's syllabus grade Cambridge will not reissue a Statement of Results or certificate based on a change to a candidate's component grade.

Where an enquiry leads to a reduction in a candidate's mark and that mark is carried forward to a subsequent examination series, it will be the reduced mark that Cambridge uses to calculate the candidate's grade in the subsequent examination series.

If the outcome of an enquiry about examination results brings into question the accuracy of the results for other candidates in that syllabus, the outcome of the original enquiry about examination results will be notified to the Head of Centre/Parent Organisation. Cambridge will then extend the enquiry about examination results to include any other candidates who may have been affected. The Head of Centre/Parent Organisation will be notified of the further investigation and the outcome.

19.7 Appeals

If, having received the outcome of an enquiry about examination results, a Head of Centre wishes to appeal against that outcome, the Head of Centre may submit an appeal to the Cambridge Appeals Committee. Appeals must be submitted, in writing, within 28 days of the date of the notification of the decision.

The appeal will focus on whether Cambridge:

- i. used procedures which were consistent with Cambridge's Code of Practice;
- ii. Cambridge applied its procedures properly and fairly in arriving at its judgements.

The appeal must state in what way or ways the Centre believes not to have been the case. The consideration of an appeal does not normally involve the further re-marking of the candidate's work.

The appeal process consists of two stages:

- Stage 1: The appeal will initially be considered by a senior member of Cambridge's staff, who will notify the Centre in writing within 21 days of Cambridge's receipt of the appeal whether the appeal is to be upheld.
- Stage 2: If the appeal is not upheld at Stage 1, the Head of Centre/Parent Organisation may make a further appeal to Stage 2. They must do so in writing within 14 days of the date of the outcome of the Stage 1 appeal. Stage 2 involves the presentation of the case to the Cambridge Appeals Committee. Cambridge will inform the Head of Centre/Parent Organisation of the outcome within 28 days of the date of receiving the Stage 2 appeal.

Part 19: Enquiries about Examination Results

The charge will be £70.00 for a Stage 1 Appeal and a further £70.00 for a Stage 2 Appeal. The charge will be per enquiry, not per candidate.

The outcome of an appeal is regarded as final and Cambridge will not enter into further correspondence with Heads of Centres/Parent Organisations after notification of the outcome of that Appeal.

Part 20: Certificates

Key Point

Certificates provide confirmation of candidates results.

Important Dates

Certificates will be despatched to Centres by the dates shown below.

IGCSE and GCE O, AS and A Level

May/June series – 30 September – mid October

October/November – 26 February – mid March

Checkpoint

Certificates are not issued for Checkpoint.

20.1 General Information

A certificate is and remains the property of Cambridge and is issued on the following conditions:

- Any alteration or defacement to a certificate renders it invalid.
- A certificate must be returned to Cambridge upon request.
- The certificate should be kept in a safe place.
- Cambridge will not issue a copy of a certificate.
- A candidate who has lost a certificate may apply for a Certifying Statement of Results (see Section 23).

Certificates are despatched to Centres by courier unless Cambridge is instructed otherwise. As candidate's marks and subject grades may be lowered by the outcome of an enquiry about results. Cambridge is unable to despatch certificates until after the deadline for the submission of enquiries. Certificates will be despatched as soon as this deadline has passed. Certificates for candidates for who an enquiries are still in progress will be withheld until the outcome of the enquiry is known. If you have not received your despatch of certificates by the dates listed above, you should contact Cambridge Customer Services for further advice.

You should check that you have received a certificate for every qualifying candidate against the enclosed

Certificate Register. You should inform Cambridge immediately of any discrepancies.

A fee will be charged for the reissue of any certificates after the following dates:

- 30 November for May and June examinations.
- 30 April for October and November examinations.

You are responsible forwarding certificates candidates as soon as possible. If you are unable to hand certificates to candidates personally you must get an acknowledgement of receipt for each certificate you send.

You must keep certificates in a safe place until they are distributed to candidates. Unclaimed certificates should be kept under secure conditions for a minimum period of twelve months from the date of issue. After that period, you should return unclaimed certificates to Cambridge along with a list of the certificates being returned. A copy of the list should also be kept by the Centre. Under no circumstances should you destroy unclaimed certificates.

Part 20: Certificates

20.2 What Certificates are issued for each Cambridge qualification?

Certificates are issued for the Cambridge General Qualifications list below.

IGCSE

IGCSE results in individual subjects are indicated by the grades A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g). Grade A*(a*) is awarded to those candidates showing highest ability in a subject and grade G(g) for a minimum satisfactory performance. Performances below the standard of grade G(g) are not recorded on certificates.

Candidates awarded grades A*(a*), A(a), B(b) or C(c) have reached standards at least equivalent to those required for the award of grades A*(a*), A(a), B(b) or C(c) in the GCE Ordinary Level and grades A*(a*), A(a), B(b) or C(c) in the General Certificate of Secondary Education examinations.

For some language syllabuses, oral endorsements are recorded on the certificate indicated by grades 1(ONE) through to 5(FIVE). Grade 1(ONE) is awarded to those candidates showing highest ability in the oral and grade 5 (FIVE) for a minimum satisfactory performance.

International Certificate of Education (ICE)

ICE certificates show the level achieved in the ICE group award. The following levels are possible.

- **DISTINCTION** is awarded if a candidate obtains grade A(a) or above in five subjects and grade C(c) or above in two further subjects.
- **MERIT** is awarded if a candidate obtains grade C(c) or above in five subjects and grade F(f) or above in two further subjects.
- **PASS** is awarded if a candidate obtains grade G(g) or above in seven subjects.

An IGCSE certificate will be awarded to failing ICE candidates who obtain a minimum of at least one grade G(g) in a syllabus.

Candidates who achieve ICE in one series will receive separate IGCSE and ICE certificates.

Candidates who achieve ICE over two series will receive a certificate for the individual subjects taken at the end of the first series and separate IGCSE and ICE

certificates at the end of the second series.

General Certificate of Education (GCE)

One certificate is awarded for all levels of the GCE.

GCE Advanced Level – grades A*(a*), A(a), B(b), C(c), D(d), or E(e) indicate a pass at Advanced Level, grade A*(a*) being the highest and grade E(e) the lowest.

GCE Advanced Subsidiary Level – grades a(a), b(b), c(c), d(d), or e(e) indicate the standard reached, grade a(a) being the highest and grade e(e) the lowest.

GCE Ordinary Level – grades A*(a*), A(a), B(b), C(c), D(d), or E(e) indicate the standard reached, grade A*(a*) being the highest and grade E(e) the lowest.

The text 'Advanced Level', 'Advanced Subsidiary' or 'Ordinary Level' prefixing the grade awarded indicates the level at which the grade was awarded for the subject. Under some circumstances where a candidate is entered for Advanced Level but does not achieve a grade E(e) or above, Cambridge will award an Advanced Subsidiary Level grade a(a) to e(e) in the subject.

Performance in AS and A Level language syllabus speaking components is shown as 'With Distinction in Speaking', 'With Merit in Speaking' or 'With Pass in Speaking'.

AICE Diploma

Candidates who satisfy the AICE Diploma award rules will generally be awarded two certificates.

1. An AICE Diploma certificate reports the following information:
 - The level achieved in AICE Diploma group award:
 - Distinction
 - Merit
 - Pass.
 - The AICE Diploma points score:
 - candidates scoring 320 points and above are awarded a Distinction
 - candidates scoring 220–319 points are awarded a Merit
 - candidates scoring 120–219 points are awarded a Pass.

Part 20: Certificates

2. A GCE certificate (see above) which reports the grades achieved in GCE Advanced Subsidiary and Advanced Level syllabuses.

Candidates who achieve grade E(e) or better in an AICE Half Credit syllabus will also receive a separate AICE Half Credit certificate. The grades reported on this certificate are A(a), B(b), C(c), D(d) or E(e).

Key Rules

- Syllabus grades for all examination types are reported on certificates as an upper case letter followed by the corresponding lower case letter in brackets, e.g. B(b). This format is used as a security feature to prevent grades being altered by hand.
- The only exception to this rule is GCE Advanced Subsidiary Level, where a lower case letter is reported which is then repeated in brackets, e.g. b(b). The reason for this is to distinguish Advanced Subsidiary Level grades from Advanced Level grades as they are reported on the same certificate.

20.3 What should Centres do if the Centre Name or a Candidate Name is reported incorrectly on a Certificate?

You should check candidate details including the spelling of names when certificates are received. You should report any inaccuracies to Cambridge immediately upon discovery and return any incorrect certificate to Cambridge for amendment. A fee is charged for issuing a replacement certificate due to incorrect candidate and/or Centre details.

A certificate will only be replaced within 18 months of the date of issue of the original certificate.

Requests for replacement **Checkpoint** Statements of Achievement, must be sent to Cambridge within six months from the date received by the Centre, replacements will not be issued after this time.

A fee of £28.00 will be charged for the replacement of a certificate or Checkpoint Statement of Achievement, plus an additional £25.00 for courier delivery.

20.4 Can Certificate information be amended at the request of a Centre or Candidate?

Cambridge will not consider any requests to change certificate information that was correct at the time of issue. Certificates are issued in the name of the candidate at the time the award is made. Replacement certificates will not be provided to accommodate a subsequent change of name.

A separate certificate is issued for each examination series. Cambridge cannot combine grades obtained in different examination series onto one certificate.

Cambridge will not consider requests from a Centre or a candidate for selected grades to be deleted from a certificate.

20.5 Damaged or lost Certificates

Cambridge at its absolute discretion reserves the right to issue replacement certificates to candidates upon satisfactory proof of identity. This service is available only within 18 months of the date of issue of the original certificate. Thereafter, a Certifying Statement will be issued to candidates (see Section B Part 24). The damaged certificate must be returned to Cambridge before any replacement certificate will be provided. A fee of £30 per certificate will be charged for requests for missing certificates. An additional fee of £27 will be charged for despatch by courier.

Replacement certificates will not be issued to candidates who have lost their certificates. A candidate who has lost a Cambridge certificate should apply for a Certifying Statement of Results. An electronic copy of the Certifying Statement Application Form can be downloaded from the 'Support Materials' section of CIE Direct. A fee is charged for issuing Certifying Statements of Results.

Part 21: Reports on the Examination

Key Point

Reports on the Examination are produced after each examination series and provide feedback for teachers on how candidates performed in the examination.

Important Dates

- Reports on the examination for the June series are published in the following October.
- Reports on the examination for the November series are published in the following April.

21.1 What are Reports on the Examination?

The Principal Examiners and Moderators write reports on the examination once the marking and moderation for an examination series has been completed. A report is written for each component and is intended to give information on how candidates performed in general. Reports will normally include:

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

Reports on the examination are published in the following subject areas:

GCE

- Art and Design
- Biological and Environmental Sciences
- Business Subjects
- Chemistry
- Combined Science
- Computer Studies
- Design and Technology
- Economics

- English
- Geography
- History
- Home Economics
- Languages other than English
- Mathematics
- Music
- Pakistan Studies, Islamiyat and Urdu
- Physical Education
- Physics
- Religious Studies
- Social Sciences
- Technical Subjects
- Thinking Skills.

IGCSE

- Creative, Technical and Vocational Subjects
- Humanities and Social Sciences
- Languages
- Mathematics
- Sciences.

AICE(Half Credit)

All subjects.

Part 21: Reports on the Examination

21.2 How are Reports on the Examination provided?

Reports on the examination are made available to Centres in two ways:

- despatched to Centres on CD-ROM. This is the standard method of delivery to all Cambridge Centres
- on the Teacher Support website.

CD-ROMs will be provided free of charge to a maximum number that is determined by the size of the Centre's entry. You can purchase additional copies by completing a Publications Order Form, available on Cambridge's website at www.cie.org.uk.

Part 22: Certifying Statements, Priority Results Information and Verification of Results

Key Points

- A Certifying Statement is an official document issued by Cambridge which shows the grades obtained by a candidate in a given examination series. Certifying Statements will be accepted by educational institutions and places of employment as a legitimate record of results.
- Where a candidate is applying for admission to a number of educational institutions or places of employment, a request can be made for a Certifying Statement to be sent to each institution on the day results are published.
- Cambridge offers a results verification service for applications to educational institutions or places of employment.

22.1 What is a Certifying Statement?

A Certifying Statement is an official document issued by Cambridge which shows the grades obtained by a candidate in a given examination series. The Certifying Statement is fully endorsed by the Vice Chancellor of the University of Cambridge.

They are usually requested in the following circumstances:

- as a replacement for a lost certificate;
- as a replacement for a damaged certificate;
- as proof to an educational institution or employer of the applicant's results.

All grades are shown on a Certifying Statement, except ungraded, no result, pending or to be issued results.

22.2 How to apply for a Certifying Statement

Applications for Certifying Statements may be made at any time. A copy of the application form can be downloaded from the 'Support Materials' section of CIE Direct. It is also available on the Cambridge website or by contacting Cambridge Customer Services.

The form must be completed in full and submitted along with the correct payment and some form of identification, such as a photocopy of a passport, birth certificate or driving licence.

It is possible to request several Certifying Statements on the one application form.

Please ensure that the following details are completed on the Certifying Statement Application Form:

- current name
- full name at the time of the examination
- date of birth
- current address
- daytime contact details
- examination level
- year of the examination
- month of the examination
- centre number
- candidate number
- number of copies required
- name of school
- addresses to which the Certifying Statements need to be sent.

Please also ensure that you enclose the following information with the application form

- proof of identity must be submitted with all applications
- correct payment.

The application form cannot be submitted by fax or email, unless you are paying by credit card, as it must be accompanied by payment and proof of identity.

Part 22: Certifying Statements, Priority Results Information and Verification of Results

22.3 Certifying Statement Fees

A separate Certifying Statement will be produced for each examination series and a fee is required for each one. It is possible to request several Certifying Statements on the one application form but a fee is charged per Certifying Statement.

For each Certifying Statement a search fee of £30.00 is charged. For each extra copy of a Certifying Statement, a fee of £6.50 is charged.

An additional fee of £27.00 is charged for each address that the Certifying Statement is to be sent to if it is to be sent by courier.

Payment must accompany the application form and can be made by credit card (other than American Express™), cheque, postal order or international money order for the correct amount in pounds sterling drawn on a British bank. These must be crossed and made payable to 'University of Cambridge Local Examinations Syndicate'.

In cases where a result cannot be traced, Cambridge regrets that it is unable to refund the search fee but will refund any fees paid for courier despatch.

22.4 How long does it take for a Certifying Statement to be issued?

Requests for *Certifying Statements* will be dealt with within six weeks of receipt of correctly completed applications.

For security reasons, Cambridge cannot communicate results by fax or telephone.

22.5 Priority Results Information

Cambridge appreciates that many students have deadlines for submission of results to educational institutions around the world, which are often very close to Cambridge's result issue dates. Therefore, candidates can request that a Provisional Statement of Results be sent to their chosen educational institutions on the day that results are published.

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

Applications should be made by completing the Priority Results Information Application Form and sending the correct payment and appropriate identification. A copy of the application form can be downloaded from the 'Support Materials' section of CIE Direct.

All applications for Priority Results information must be received at Cambridge by:

- May/June examination series – 24 July
- October/November examination series – 18 December.

It is not possible for Cambridge to process late requests for this service.

A copy of the Provisional Statement of Results will not be sent to the candidate as they will receive their results in the usual way from the Centre where they registered for the examinations.

If a candidate wants a Provisional Statement of Results sent to their home address, they must include written authorisation from the Centre where they registered for the examinations with their application form.

Cambridge will not accept requests for Provisional Statement of Results direct from a third party unless the candidate gives written permission to Cambridge that the third party is allowed to apply on their behalf. Formal identification will be required in these cases.

22.6 Verification of Results

A candidate or institution that requires verification of results issued by Cambridge may apply by completing the Results Verification Application Form and sending in the certificate they want verified. Applications may be made at any time. This form can be downloaded from the 'Support Materials' section of CIE Direct.

A fee of £13.00 per certificate per candidate will be charged for this service.

Definition of Terms

A2	Follows on from AS to give a full A Level
Access Arrangements	Access Arrangements are made to allow candidates with disabilities to gain access to the examination and to demonstrate their attainment in the best possible examination conditions
ADIP	Advanced International Certificate of Education Diploma
AICE Diploma	Advanced International Certificate of Education Diploma
AICE(HC)	AICE Half Credit
A Level	Advanced Level
AS	Advanced Subsidiary Level
Assessment	Means of assessing a candidate's knowledge of a particular subject
Attendance Register	Forms to be used in the examination room to record the presence of each candidate
CAMEO	Cambridge Examinations Organiser; for Centres to submit entries, forecast grades and internally assessed marks online
Candidate	An individual sitting an examination
Centre	An institution/organisation approved and registered with Cambridge for the entry of candidates to Cambridge qualifications and for the conduct of the assessments for these qualifications. The term Centre refers to Cambridge International Centres, Cambridge International Associate Partner Centres or Cambridge International Fellowship Centres
Centre Name	The name of your institution/organisation
Centre Number	The five digit alpha numeric code allocated to your institution/organisation (e.g.: XX123)
Certifying Statement	An official document issued by Cambridge which shows the grades obtained by a candidate in a given series
Checkpoint	Tests available in English, Mathematics and Science, specially designed for students who are beginning courses leading to IGCSE or O Level exams in these subjects. The test are designed to identify which parts of the subject they are good at and which parts they need to make extra efforts in
CIE	University of Cambridge International Examinations. CIE is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of University of Cambridge Local Examinations Syndicate (UCLES), which is itself a department of the University of Cambridge.
CIE Direct	CIE Direct is the online tool for exams officers used to manage exams entries and carry out other administrative tasks.
Component Number	The number allocated to each paper of a syllabus
Coursework	Any component specified by a Cambridge syllabus that is assessed in the Centre by the Centre's teachers or other local teachers and moderated by Cambridge.
Early Information	A Certifying Statement can be requested to be sent to educational institutions on the day that results are published

Definition of Terms

Enquiries about Examination Results	A review of the marking of a candidate's examination script(s) or a remoderation of a Centre's coursework
Estimated Entries	Estimated entries are an approximation of the number of candidates that will be entering for particular syllabus options in a given examination series
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 examinations
Forecast Grade	The grade a teacher expects a candidate to achieve for the syllabus
Full Centre Supervision	Candidates must be kept under Full Centre Supervision, or examination conditions at the 'key time' for an examination as specified for the applicable morning or afternoon examination session on the FINAL examination timetable.
Group Award	International Certificate of Education and the AICE Diploma are group awards available to candidates taking a stated combination of IGCSE or GCE AS & A Level and AICE(HC) syllabuses and achieving a required standard
ICE	International Certificate of Education
IGCSE	International Certificate of Secondary Education
Internally Assessed Mark	A mark awarded by the Centre for any coursework component
Invigilator	A suitably qualified and experienced person approved by the Head of Centre, responsible for the conduct of a particular examination session in the presence of the candidates
Key Time	The time stipulated on the final examination timetable at which all candidates must be under Full Centre Supervision.
Malpractice	An action that occurs which may threaten the integrity of Cambridge examinations
Marks	The score given by an examiner as a reflection of the candidate's efforts
Moderation	The standardisation of marking across all Centres to ensure, for a particular syllabus, that all candidates have been judged against the same standards
MS1	Form used to record coursework marks
MS4	Form used by candidates to answer multiple choice questions
O Level	Ordinary Level
Option Codes	The code given to specify available combinations of components within each syllabus
Qualification	A group of assessments for which awards are given recognising a consistent level of academic achievement, e.g. GCE O Level, IGCSE
Script	One candidate's response to a whole question paper or component. Usually written on paper in one or more booklets or multiple sheets.
Special Consideration	Centres may apply to Cambridge for Special Consideration to be given to candidates who have sat the examination(s) under adverse conditions, affected by illness, death in the family or other circumstances
Statement of Entry	A document produced for each candidate giving details of the candidate and the syllabus entry options they have entered

Definition of Terms

Statement of Results	A document produced for each candidate giving details of all syllabuses entered by the candidate and the syllabus grades they have been awarded in each case
Syllabus Number	The four digit number allocated to each subject
Teacher Support Coordinator	The designated person at a centre who is responsible for creating and maintaining users of the Teacher Support Website.
Timetable Deviation	Timetable Deviations can be applied for when, for various reasons, candidates are unable to take papers in the timetabled sessions
UCAS	University and Colleges Admissions Service for candidates applying to UK Universities
UCLES	University of Cambridge Local Examinations Syndicate
Verification of Results	Cambridge offers a service of verifying results issued by Cambridge for a candidate or other institution

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