



## Key dates and activities for March 2024 series

### Monthly calendar

This calendar shows the dates we send you information and the dates we need to receive information from you. You can download the relevant administrative forms by clicking on the form name.

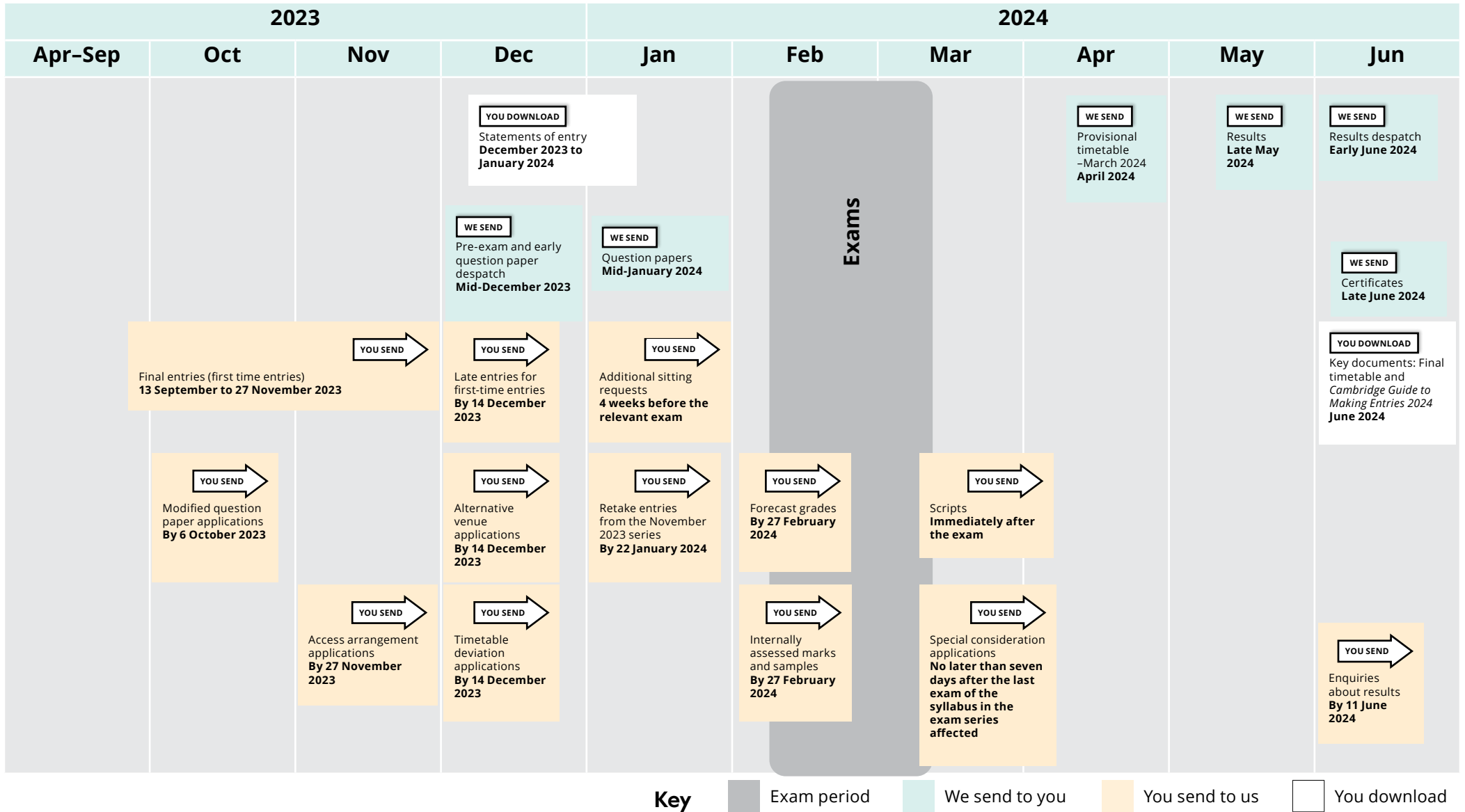
#### Key

- A We send** materials to Cambridge Associates who then send them to their Associate Centres according to local arrangements. Cambridge Associates need to agree dates for when they will exchange information with their Associate Centres.
- We send** (the date we send materials or information to you) or you download (the date you can download information online).
- You send** (the date by which information or materials you send must reach us).
- Other information** (for example late entry fee start dates).



#### Month Navigator

# Overview of the March exam series



## Key dates and activities for the March 2023 series – monthly calendar

### June 2023

Date	Activity
<b>You download</b>	
9 onwards	Key documents: Final timetable and <i>Cambridge Guide to Making Entries</i> available on <a href="#">Direct</a> .
<b>◀ We send</b>	
10	March series eNews.
Late June	Certificates for the March 2023 series.

### July 2023

Date	Activity
<b>◀ We send</b>	
10	March series eNews.
<b>You download</b>	
10	Key documents: <i>Cambridge Handbook Supplement (March 2024 series)</i> , monthly calendar and key dates.

### August 2023

Date	Activity
<b>◀ We send</b>	
10	March series eNews.

### September 2023

Date	Activity
<b>◀ We send</b>	
10	March series eNews.
<b>You send ▶</b>	
13	Entries for the March 2024 series open on <a href="#">Direct</a> .

### Other activities to think about in September

- We only despatch modified question papers if you have submitted a final entry for the relevant candidate, syllabus and component. We recommend you submit entries for these candidates before requesting modified papers. It is important to make your requests on time so your modified papers arrive in time for the exam.
- The deadline for access arrangement applications is 27 November 2023. We will not accept any applications after this date.

## Key dates and activities for the March 2024 series – monthly calendar (continued)

### October 2023

Date	Activity
<b>You send</b> ▶	
6	Deadline for requesting modified question papers ( <i>Preparation – Form 3</i> ). Please make sure you have made final entries for these candidates before you submit your applications.
<b>◀ We send</b>	
10	March series eNews.

### Other activities to think about in October

To allow for early materials to be sent, you must make final entries for the following components by 27 November 2023. If you do not, we may not be able to send you the early materials in time for the exams:

- Cambridge IGCSE Biology (0610/52)
- Cambridge IGCSE Chemistry (0620/52)
- Cambridge IGCSE Combined Science (0653/52)
- Cambridge IGCSE English as a Second Language (0510/32)
- Cambridge IGCSE French – Foreign Language (0520/03)
- Cambridge IGCSE Information & Communication Technology (0417/21 and 0417/31)
- Cambridge IGCSE Physics (0625/52)
- Cambridge IGCSE Sciences – Co-ordinated (Double) (0654/52)
- Cambridge IGCSE Spanish – Foreign Language (0530/03)
- Cambridge International AS & A Level Biology (9700/33)
- Cambridge International AS & A Level Chemistry (9701/33)
- Cambridge International AS & A Level Information Technology (9626/02 and 9626/04)
- Cambridge International AS & A Level Physics (9702/33).

Early materials for Cambridge IGCSE Art & Design (0400/02) and Cambridge International AS & A Level Art & Design (9479/02) are available on the [School Support Hub](#).

## Key dates and activities for the March 2024 series – monthly calendar (continued)

### November 2023

Date	Activity
<b>◀ We send</b>	
1	Early exam and pre-release materials for some syllabuses are available. Find out when the materials for the syllabuses your candidates have entries for are available at <a href="http://www.cambridgeinternational.org/march">www.cambridgeinternational.org/march</a>
10	March series eNews.
<b>You send ▶</b>	
27	Final entries deadline for first-time entries. We will charge late entry fees for first-time entries and changes to entries that we receive after this date.
28	Start of late entry fees for first-time entries (28 November to 14 December).
<b>You download</b>	
29	Statements of entry will be available from the 'My Messages' section of <a href="#">Direct</a> .

### Other activities to think about in November

- The final entries deadline for first-time entries is 27 November 2023. Please submit your entries to us at least two weeks before this date so you have time to check your entries and make any changes.
- Statements of entry will be available to download from the 'My Messages' section of [Direct](#) after you have submitted your final entries. Give them to your candidates, including private candidates, so they can check their entry details.
- We will charge late entry fees for first-time entries and entry changes we receive after 27 November 2023. You can only submit retake entries for candidates entered in the November 2023 series until 22 January 2024 without late entry fees.

## Key dates and activities for the March 2024 series – monthly calendar (continued)

### December 2023

Date	Activity
◀ We send	
10	March series eNews.
Mid-December	Printed early question papers despatched based on your final entries.
You send ▶	
14	Deadline for us to receive timetable deviation applications ( <i>Preparation – Form 2</i> ).
	Deadline for us to receive alternative venue requests ( <i>Entries – Form 5</i> )
	Late entries deadline for first-time entries. See section 2 of the <i>Cambridge Handbook</i> for our late entry regulations.

### Other activities to think about in December

- We will charge late entry fees for first-time entries and entry changes we receive after 27 November 2023. You can only submit retake entries for candidates entered in the November 2023 series until 22 January 2024 without late entry fees.
- Statements of entry will be available to download from [Direct](#) within 48 hours of submitting your entries. We will not send printed statements of entry.
- Please store any early question paper materials and instructions you receive securely until the relevant exam. Do not open the question paper packets. Check that you have all the materials you need. Tell us about any problems using:
  - *Before the exams – Form 2* if you are missing any of the packets on the despatch note
  - *Before the exams – Form 3* if any question paper packets have been damaged or opened in transit.
- Our Cambridge office, including Customer Services, will be closed on 25 and 26 December 2023 and 1 January 2024. From 27 to 29 December, our offices will be closed for the seasonal holiday; however, our Customer Services team will still be available 24 hours a day, six days each week.

### Important information



To receive exam materials, you must pay any outstanding duties, including customs duty, local taxes and courier handling charges. See the *Cambridge Handbook* for details. We will not provide you with question papers electronically if your materials are held in customs because you have not paid these duties. You must also comply with any local administrative requirements.

## Key dates and activities for the March 2024 series – monthly calendar (continued)

### January 2024

Date	Activity
<b>◀ We send</b>	
10	March series eNews.
10	November 2023 results for Cambridge International AS & A Levels available to download from <a href="#">Direct</a> .
Mid-January	Printed question papers despatched based on your final entries.
18	November 2023 results for Cambridge IGCSEs available to download from <a href="#">Direct</a> .
<b>You send ▶</b>	
21	Deadline for applying for access arrangements (March 2024 series only)
22	Deadline for retake entries from the November 2023 series.
29	Start of speaking test window for Cambridge IGCSE languages (29 January to 10 February).
<b>◀ We send</b>	
Late January	Pre-exam despatch (exam stationery, administrative documents, despatch labels, script packets, attendance registers, multiple-choice answer sheets and bar-coded labels for timetabled exams).

### Other activities to think about in January

- Remind teachers that we need to receive your forecast grades and internally assessed marks and samples by 27 February 2024.
- Remind teachers that Cambridge IGCSE Art & Design Component 2 (0400/02) and Cambridge International AS & A Level Art & Design Component 2 (9479/02) should be complete. We also need to receive all work for Cambridge IGCSE Art & Design Component 1 (0400/01) and Cambridge International AS & A Level Art & Design Components 1 and 3 (9479/01, 03) by 27 February 2024.
- Start your general preparation for the March series. Make sure that all invigilators are appointed and trained, all exam venues are arranged and candidates know the dates, times and venues of their exams.
- The deadline for applying for access arrangements has been extended to 21 January 2024 for the March 2024 series only.
- The deadline for retake candidate entries from the November 2023 series is 22 January 2024. November 2023 results are released on 10 January 2024 for Cambridge International AS & A Levels and 18 January 2024 for Cambridge IGCSEs.
- Please store any early question paper materials and instructions you receive securely until the relevant exam. Do not open the question paper packets. Check that you have all the materials you need. Tell us about any problems using:
  - *Before the exams – Form 2* if you are missing any of the packets on the despatch note
  - *Before the exams – Form 3* if any question paper packets have been damaged or opened in transit or if you have damaged or opened the question paper packets when opening the despatch.

If you have not received these materials by 25 January 2024 contact us immediately.
- Please note, for the following syllabuses, the above does not apply; you should pass the question papers to the candidates as soon as you receive them:
  - Cambridge IGCSE Art & Design (0400/02)
  - Cambridge International AS & A Level Art & Design (9479/02).
- Apply for additional sittings at least four weeks before the relevant exam, using *Preparation – Form 8*.

## Key dates and activities for the March 2024 series – monthly calendar (continued)

### February 2024

Date	Activity
7	Start of exam period (7 February to 7 March).
<b>We send</b>	
10	March series eNews.
<b>You send</b>	
27	Deadline for us to receive forecast grades. You must submit them online through <a href="#">Direct</a> .
	Deadline for completion of Cambridge IGCSE Art & Design (0400/02) and Cambridge International AS & A Level Art & Design (9479/02). You should submit the work as soon as candidates have completed it.
	Deadline for us to receive examined coursework. Use our samples database to check submission requirements for specific components ( <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a> ).
	Deadline for us to receive internally assessed marks. You must submit them online through <a href="#">Direct</a> .
	Deadline for us to receive internally assessed samples. Use our samples database to check the requirements for specific components ( <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a> ).
	Deadline for electronic submission of examined coursework for Cambridge International AS & A Level Global Perspectives & Research (9239/02, 03, 04).

### Other activities to think about in February

- Make sure each piece of work in your internally assessed sample is clearly identified with your centre number, the candidate number, the syllabus and component. You must use the 'Coursework identification labels' we send in the pre-exam despatch. You can also download additional labels from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) (*Coursework and moderation – Label 3*). For Cambridge IGCSE Art & Design (0400) and Cambridge International AS & A Level Art & Design (9479), there are specific labels which you should use. They will be sent in your pre-exam despatch and you can download additional labels from the samples database.
- When they are not in use you must store test cards and Teachers' Notes booklets for speaking tests in a secure place until the end of the speaking test window.
- By the end of January, you will receive your Cambridge pre-exam despatch and question papers. Store question papers securely until the relevant exam. Do not open the question paper packets. Check you have all the question papers you need. Tell us about any problems using:
  - *Before the exams – Form 2* if you are missing any of the packets on the despatch note
  - *Before the exams – Form 3* if any question paper packets have been damaged or opened in transit.
- Check that you have the correct stationery before each exam. For components where candidates need additional materials, use our list to check which materials we provide and which materials you provide. The list is available at [www.cambridgeinternational.org/march](http://www.cambridgeinternational.org/march)
- The Head of Centre must report any suspected malpractice to us on the same day or no later than 12:00, local time, the following working day, using the relevant malpractice forms.



## Key dates and activities for the March 2024 series – monthly calendar (continued)

### Other activities to think about in February (continued)

#### Cambridge ICT and IT practical tests

You have a one-day window to conduct Cambridge ICT and IT practical tests. If this will cause logistical difficulties in your centre, you can apply for additional sittings by following the instructions in section 1 of the *Cambridge Handbook*. The source files for each practical exam will be available to download three days before the exam from

**Digital File Despatch** for Cambridge International AS & A Level Information Technology (9626) and Cambridge IGCSE ICT (0417). You will receive instructions for accessing the area in the *Cambridge Exams Officer March Series eNewsletter*.

**A** Data files for Cambridge Associates will be available five days before the exam to allow time to distribute the files to Associate Centres. Candidates must not have access to test material or data files except during their test. Detailed instructions about running Cambridge ICT and IT practical tests will be sent in the *Cambridge Exams Officer March Series eNewsletter*.

Candidates **must not** have access to the internet and/or email during the practical tests for Cambridge IGCSE ICT (0417) and Cambridge International AS & A Level Information Technology (9626).

#### Return of coursework

Please tell us if you would like us to return your coursework samples. If you do not want us to return the work, you do not need to do anything. We do not charge for the return of work, except for Art & Design. To make a request, complete *Coursework and moderation – Form 6* or, for Art & Design, complete *Coursework and moderation – Form 5*. These forms are available from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) and on the samples database: [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples). You must submit the relevant form with your coursework, by the deadline published on the samples database.

Please note, if your return is subject to customs clearance you may be required to appoint a local broker. This could be your own broker or the carrier's brokerage service (if offered) to assist in the clearance of the shipment. Depending on the import regulations for your country, additional documentation such as import licences may be required. It is the receiver's responsibility to arrange clearance and provide any additional documentation.

### March 2024

Date	Activity
◀ We send	
7	End of exam period.
10	March series eNews.
You send ▶	
	Special consideration applications no later than seven days after the last exam of the syllabus in the exam series affected.

### Other activities to think about in March

- Send your scripts to us as soon as you can after each exam or at least twice a week. Check the contents of the script packet against the bar-coded label to make sure they match. The script packet must contain a script for each candidate who is ticked as present on the attendance register, and the scripts should be in candidate number order with the attendance register on top.
- Collect all unused question papers at the end of the exam and store them securely in your secure area until at least 24 hours have passed after the end of the exam or the Key Time, whichever is later. After 24 hours, you can return papers to candidates/centre staff. Please note that these regulations do not apply to Art & Design syllabuses. For Cambridge IGCSE ICT (0417) the question papers the candidates have used must be returned with the candidate's work. Any unused question papers must be kept in secure conditions until 48 hours after the exam date.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.
- From now until the release of results, we may contact you with questions about your scripts or candidate attendance at any of your exams. Make sure you, or another member of staff, are available to answer these urgent queries. If we cannot resolve the problem we may have to issue 'NO RESULT' or 'PENDING' outcomes. If you need to update your contact details please email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) immediately.

## Key dates and activities for the March 2024 series – monthly calendar (continued)

### April 2024

Date	Activity
◀ We send	
6	Provisional timetable for March 2025 series.
10	March series eNews.
You send ▶	
30	Deadline to apply for priority results ( <i>Results and certificates – Form 9</i> ).

### Other activities to think about in April

- You have four weeks from the date we publish the provisional timetable to let us know if you have any major concerns. Email any comments to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) with 'March series provisional timetable' and your centre number in the subject line.

### May 2024

Date	Activity
◀ We send	
10	March series eNews.
23	Results available on <a href="#">Direct</a> .

### Other activities to think about in May

- You can issue results to candidates as soon as they are available on [Direct](#).
- Make sure centre and candidate details are correct on electronic results documentation ready for the certificates we will send you next month. There is an administrative fee for any request to change details received after 16 June 2024.

## Key dates and activities for the March 2024 series – monthly calendar (continued)

### June 2024

Date	Activity
<b>◀ We send</b>	
Early June	Results despatch.
<b>You send ▶</b>	
6	Deadline for submitting requests for the return of coursework.
<b>◀ We send</b>	
10	March series eNews.
<b>You download</b>	
10	Key documents: June 2025 timetable and <i>Cambridge Guide to Making Entries</i> .
<b>You send ▶</b>	
11	Deadline for us to receive enquiries about results for the March 2024 series.
16	After this date, we charge for any requests to change candidate or centre details on certificates.
<b>◀ We send</b>	
Late June	Certificates for the March 2024 series.

### Other activities to think about in June

- If you have not received your results despatch by early June email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) immediately.
- Check your certificates carefully, making sure that you have received all the certificates you need and that all names are spelled correctly. We can only replace March 2024 certificates until 31 January 2026. After 16 June 2024 we charge a fee for any requests to change details on certificates. If you have not received your certificates by mid-July email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)