

Emergency bar-coded labels (UK)

Bar-coded labels identify the contents of the script packets you return to us. We send you bar-coded labels in the Cambridge pre-exam despatch. You will receive different labels depending on your location and syllabus. If your Centre is in England, we send:

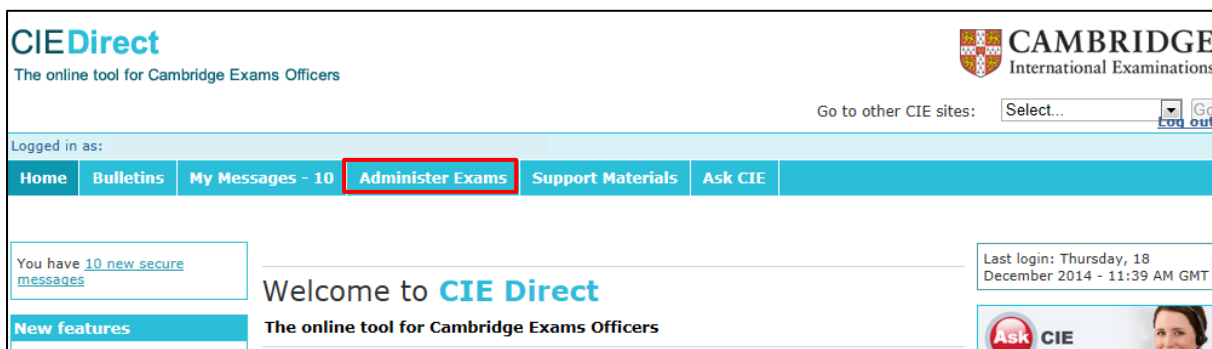
- yellow bar-coded labels to return scripts for accredited Cambridge IGCSE® syllabuses and Cambridge Pre-U
- Cambridge bar-coded labels to return scripts for non-accredited Cambridge IGCSE syllabuses, Cambridge O Level and Cambridge International AS & A Level syllabuses
- white bar-coded labels for a small number of components, including coursework components.

If your Centre is not in England, you will receive white bar-coded labels to return all your scripts to us.

If your yellow or Cambridge bar-coded labels do not arrive in time or are lost or damaged, you can generate emergency labels through CIE Direct. You can only create emergency labels for the yellow and Cambridge bar-coded labels. This service is only available up to three days before the exam.

How to generate an emergency label

1. Log into [CIE Direct](#) and go to the 'Administer Exams' tab.



CIEDirect
The online tool for Cambridge Exams Officers

Go to other CIE sites:

Logged in as:

[Home](#) [Bulletins](#) [My Messages - 10](#) **[Administer Exams](#)** [Support Materials](#) [Ask CIE](#)

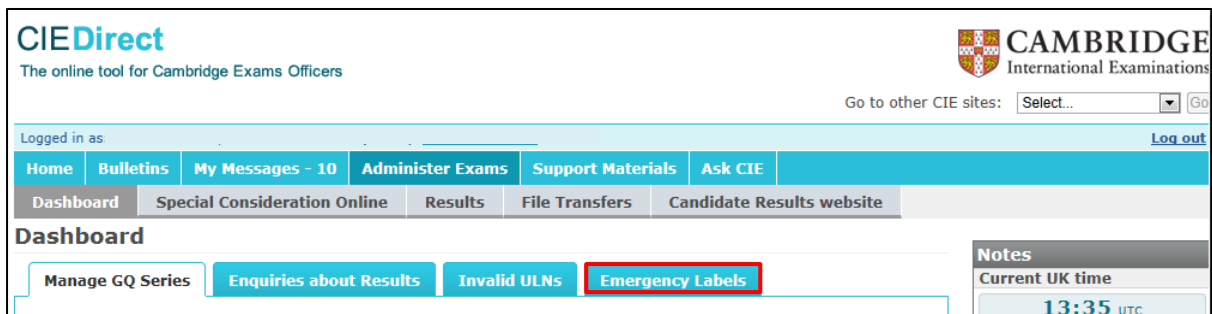
You have [10 new secure messages](#)

Welcome to **CIE Direct**
The online tool for Cambridge Exams Officers

Last login: Thursday, 18 December 2014 - 11:39 AM GMT

[New features](#) [Ask CIE](#)

2. Click on the 'Emergency Labels' tab.



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Go to other CIE sites:

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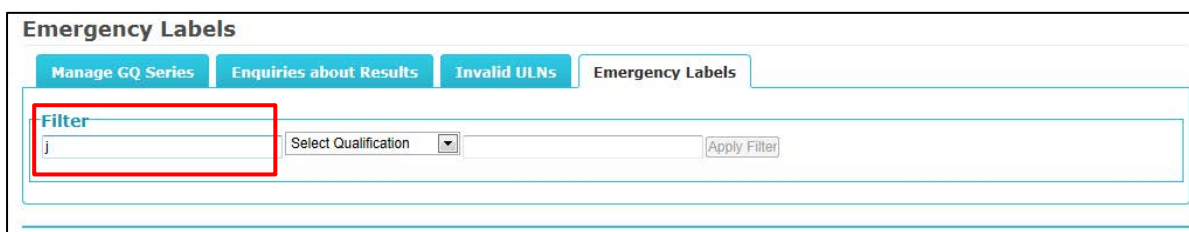
[Dashboard](#) [Special Consideration Online](#) [Results](#) [File Transfers](#) [Candidate Results website](#)

Dashboard

[Manage GQ Series](#) [Enquiries about Results](#) [Invalid ULNs](#) **[Emergency Labels](#)**

Notes
Current UK time
13:35 UTC

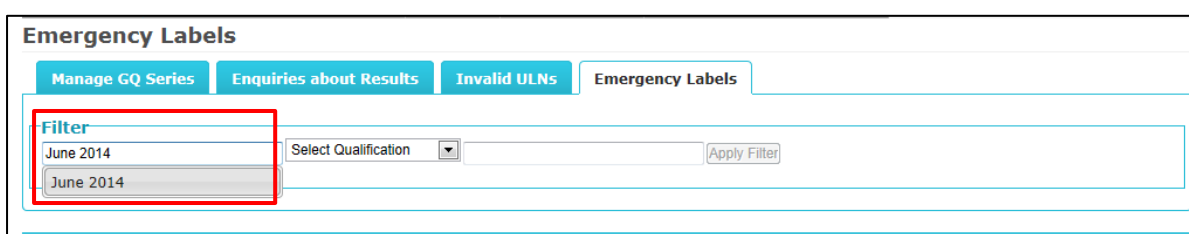
- In the 'Series' box, enter 'J' for the June series and 'N' for the November series. A red loading message will appear in the top right hand corner of the page and the system will populate the box with 'June 2015' or 'November 2015'. You may need to wait a few minutes for the boxes to populate.



Emergency Labels

Manage GQ Series Enquiries about Results Invalid ULNs **Emergency Labels**

Filter: j Select Qualification: IGCSE Assessment: Apply Filter

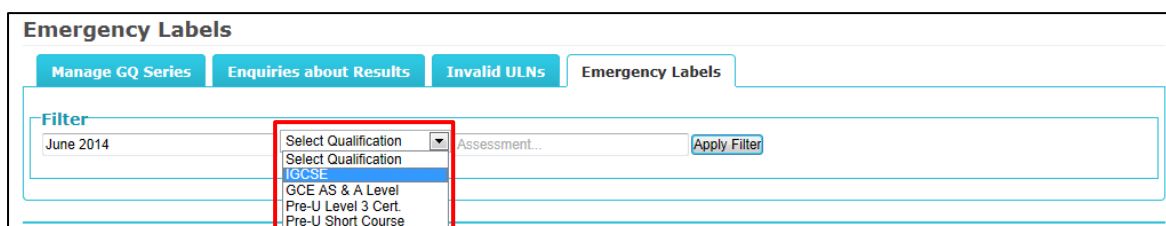


Emergency Labels

Manage GQ Series Enquiries about Results Invalid ULNs **Emergency Labels**

Filter: June 2014 Select Qualification: IGCSE Assessment: Apply Filter

- Select the qualification for which you require a label from the drop down menu.



Emergency Labels

Manage GQ Series Enquiries about Results Invalid ULNs **Emergency Labels**

Filter: June 2014 Select Qualification: IGCSE Assessment: Apply Filter

- Enter the syllabus code in the 'Assessment' box and click 'Apply Filter.' Alternatively, click 'Apply Filter' straightaway and all components for which you have made entries will appear.



Emergency Labels

Manage GQ Series Enquiries about Results Invalid ULNs **Emergency Labels**

Filter: June 2014 Select Qualification: IGCSE Assessment: 0 Apply Filter

History (0470)
Literature (English) (0486)
First Language English (Oral Endorsement) (0500)
Foreign Language French (0520)
Foreign Language Spanish (0530)
Foreign Language Italian (0535)

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6. Click 'Request Labels' next to the component for which you need a label.

Emergency Labels

Manage GQ Series Enquiries about Results Invalid ULNs **Emergency Labels**


Filter
 June 2014 IGCSE [Apply Filter](#)

Items per page: 10 | 25 | 50 | 100 | 500

Qualification	Assessment	Component Code	Component Name	Status	Last Updated	Label Type	
IGCSE	Foreign Language Spanish (0530)	42	Continuous Writing 42			Other	Request Labels
IGCSE	Foreign Language French (0520)	41	Continuous Writing 41			Other	Request Labels
IGCSE	First Language English (Oral Endorsement) (0500)	31	Directed Writing & Composition 31			Other	Request Labels
IGCSE	Literature (English) (0486)	31	Unseen 31			Other	Request Labels
IGCSE	History (0470)	22	Paper 22			Yellow	Request Labels

7. Click 'Ok'.

CIEDirect
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Request Labels
 Are you sure you wish to request labels for this component?
 IGCSE Foreign Language Spanish (0530) "Continuous Writing 42"

[OK](#) [Cancel](#)

8. The status column will show 'Processing labels'.


Emergency Labels

☒ **Emergency Labels**
 An emergency label has been requested.

Manage GQ Series Enquiries about Results Invalid ULNs **Emergency Labels**

Filter
 June 2014 IGCSE Assessment... [Apply Filter](#)

Items per page: 10 | 25 | 50 | 100 | 500

Qualification	Assessment	Component Code	Component Name	Status	Last Updated	Label Type	
IGCSE	Foreign Language Spanish (0530)	42	Continuous Writing 42	 Processing labels	Wed 18 Mar 2015 01:42	Other	
IGCSE	Foreign Language French (0520)	41	Continuous Writing 41			Other	Request Labels

9. To access the labels, click 'Apply filter.' A PDF file containing the label will be available for you to download and print. The original label we sent you will now be void so if you find the original, please destroy it. If the labels take longer than 15 minutes to generate please email info@cie.org.uk with your Centre Number in the subject line or call 01223 553554.

Emergency Labels

Manage GQ Series Enquiries about Results Invalid ULNs **Emergency Labels**

Filter
 June 2014 IGCSE Assessment... [Apply Filter](#)

Items per page: 10 | 25 | 50 | 100 | 500

Qualification	Assessment	Component Code	Component Name	Status	Last Updated	Label Type	
IGCSE	Foreign Language Spanish (0530)	42	Continuous Writing 42	Available	Wed 18 Mar 2015 01:50	Other	Download
IGCSE	Foreign Language French (0520)	41	Continuous Writing 41			Other	Request Labels

How do I pack my scripts?

Check each script against the attendance register making sure there is a script for every candidate marked as present and any candidate who did not attend the exam is marked as absent. Pack the scripts with the attendance register on top of the script packet. The scripts must be in the order they appear on the attendance register. Do not include any other documents or scripts from other components in your script packet.

You must pack no more than 60 scripts in each packet. If you have more than one bar-coded label for an exam, pack the scripts in separate packets so they match the 'candidate number range' printed on the labels. The attendance register should be split to match the scripts in each packet. Attach the relevant bar-coded label to the script packet.

How do I return my scripts?

There are different methods for returning your scripts depending on your location, the syllabus and the bar-coded label. For full instructions, visit www.cie.org.uk/scriptreturn.

If you have any questions about emergency labels or any problems creating them through CIE Direct please email info@cie.org.uk with your Centre number in the subject line or call 01223 553554.