



# Key dates and activities for 2023

## Monthly calendar (UK)

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 send them to their Associate Centres. Cambridge Associates need to agree dates when they will exchange information with their Associate Centres.
- We send** (the date we despatch materials or information to you)
- You send** (the date by which information or materials you send must reach us)
- Other information** (for example, late entry fee start dates)

Select a month:

January

February

March

April

May

June

July

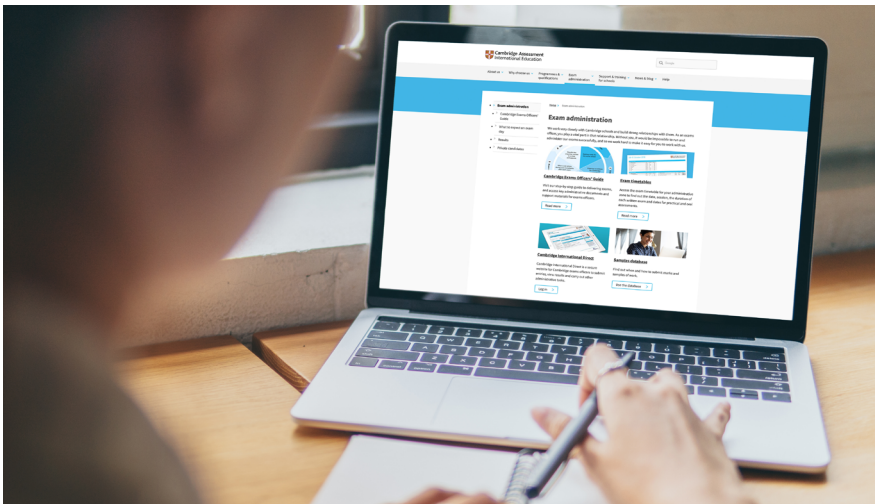
August

September

October

November

December



### Important reminder for schools teaching Cambridge Pre-U

In November 2019 we announced that we will be withdrawing Cambridge Pre-U. The last exams for the majority of subjects\* will be in June 2023, with a resit available in June 2024. **This is a reminder that you should not have started teaching Cambridge Pre-U syllabuses to new students in September 2022.**

\* Please check individual syllabuses for details of availability.

January	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</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/prerelease">www.cambridgeinternational.org/prerelease</a>	
21	Application deadline for modified question papers ( <i>Preparation – Form 3</i> ) and final entries deadline for candidates requiring modified papers. We only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.	
<b>November series</b>		
10	<b>November 2022</b> results for Cambridge International AS & A Level available to download from <a href="#">Direct</a> or <a href="#">A2C</a> .	
18	<b>November 2022</b> results for other qualifications available to download from <a href="#">Direct</a> or <a href="#">A2C</a> .	
Mid-January	<b>November 2022</b> series results despatch for Cambridge International AS & A Level.	
Mid- to late January	<b>November 2022</b> series results despatch for other qualifications.	

## Other activities to think about in January

### November 2022 series

- You can issue results to candidates as soon as they are available.
- If you have not received your results despatch by mid-February 2023 contact our Customer Services team.
- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in March. There is an administrative fee for any requests to amend details received after 26 February 2023.

### June 2023 series

- The final entries deadline for all qualifications is 21 February 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 amendments before the deadline.
- The final entries and application deadline for candidates requiring modified question papers is 21 January 2023. We will not be able to accept applications after this date. Please submit your entries before this date, preferably at least two weeks before so that you have time to check your entries and make any amendments before the deadline. We would prefer that you submit your applications for modified question papers before the deadline, even if you are not sure your candidate(s) will need them. We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.
- In early September 2022, we made June 2023 pre-release material available for:
  - Cambridge IGCSE Drama (0411/11, 12, 13)
  - Cambridge IGCSE (9–1) Drama (0994/12).

This material is available on the School Support Hub. We also make it available to you on Digital File Despatch based on your **final entries**. Share it with the relevant teachers in your centre so candidates and teachers can prepare for the exams.

February	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
1	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
Mid-February	Early question papers and instructions based on your <b>estimated</b> entries. If you did not submit estimated entries by the deadline of 10 October 2022 we will not despatch your early question papers and instructions until we have received your final entries.	
	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
	Printed instructions for science practicals based on final entries.	
21	Final entries deadline. We will charge late entry fees for entries and amendments received after this date.	
	Deadline for telling us about access arrangements ( <a href="#">Preparation – Form 1</a> ).	
22	Start of late entry fees (22 February to 17 April).	
28	From late February and throughout March, entries confirmation packs.	
November series		
26	Deadline for letting us know if any details are incorrect on <b>November 2022</b> results documentation without charge.	
	Deadline for submitting enquiries about results for the <b>November 2022</b> series.	
	Deadline for submitting <a href="#">Coursework and Moderation – Form 5</a> and <a href="#">Coursework and Moderation – Form 6</a> .	

## Other activities to think about in February

### November 2022 series

- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in March. There is an administrative fee for any requests to amend details received after 26 February 2023.
- Submit all your enquiries about results by 26 February 2023. We will not accept requests received after this date. We will invoice you for any enquiries about results that do not lead to a syllabus grade change.

### June 2023 series

- We will send your entries confirmation pack within two weeks of receiving your entries. If you have not received your pack two weeks after you have submitted your entries contact us. You can download your statements of entry from [Direct](#) within 48 hours of submitting your entries. Check them carefully and let us know if any of the information is incorrect.
- We will charge late entry fees for any entries and entry amendments we receive after 21 February 2023.
- Make sure you submit all your entries by 21 February 2023 for the following exams which take place before the main timetabled exam series:
  - Cambridge IGCSE ICT (0417/21, 22, 31, 32)
  - Cambridge IGCSE (9–1) ICT (0983/02, 03)
  - Cambridge International AS & A Level Information Technology (9626/02, 04).

If you do not submit all your entries by 21 February 2023 for these components we may not be able to send you the materials you need to conduct the exams.
- The deadline for telling us about access arrangements you plan to use is 21 February 2023.

- Securely store any early question papers and instructions you receive until the relevant exam. Check that you have all the materials you need for these exams. Contact us immediately 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
  - [Exam Day – Form 11](#) if any question paper packets are opened in error.

Store the packets securely and do not open them. If you have not received these materials one week before the timetabled exam, contact us immediately.

For the following syllabus, you should pass the question papers to the candidates as soon as you have accessed them from Digital File Despatch or the School Support Hub:

- Cambridge IGCSE (9–1) Art & Design (0989/02).
- Start preparing for June series exams that take place before the main timetable period. Make sure all invigilators are appointed and trained, all exam venues are arranged and candidates know the dates, times and venues of their exams.

### November 2023 series

- In February you can download pre-release materials from the School Support Hub for:
  - Cambridge IGCSE Drama (0411/11, 12, 13)
  - Cambridge IGCSE (9–1) Drama (0994/12).

March	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
1	Start of Cambridge IGCSE speaking test and practical exam period (see June 2023 final timetable for full details of test windows for each component).	
	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
2	Start of <b>June</b> series exam period for Cambridge Pre-U Music, Performing (9800/02) (2 March to 15 May 2023).	
14	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
15	Start of Cambridge Pre-U speaking test period for the <b>June</b> series (15 March to 15 May).	
Mid-March	Pre-exam despatch (exam stationery, administrative documents, address labels, script packets, attendance registers, multiple-choice answer sheets, and bar-coded labels for internally assessed and non-timetabled components).	
31	<b>June 2023</b> series deadline for us to receive examined coursework for Cambridge Pre-U Art History, Personal Investigation (9799/04).	
<b>November series</b>		
11	Deadline for copy of script requests for the <b>November 2022</b> series.	
Mid-March	Certificates for the <b>November 2022</b> series.	
Late March	<i>Cambridge Guide to Making Entries</i> for the <b>November 2023</b> series available from <a href="#">Direct</a> .	
	Final timetable for the <b>November 2023</b> series available from <a href="#">Direct</a> .	

## Other activities to think about in March

### November 2022 series

- Check carefully to make sure you have received all the certificates you expect and that all names are spelled correctly. After 26 February 2023, we charge an administrative fee for any requests to amend details on certificates. We can only replace November 2022 certificates until 30 September 2023.

### June 2023 series

- Make sure all invigilators are appointed and trained, all exam venues are arranged, and candidates know the dates, times and venues of their exams.
- Remind teachers that you need to submit marks and samples for internally assessed components by the dates published in the samples database ([www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)) and forecast grades for all syllabuses by 30 April 2023. The deadlines for internally assessed marks are the latest possible dates for us to receive the marks. We encourage you to submit the marks as early as possible to maximise the amount of time available for the sample selection and moderation process. Your samples need to reach us by the dates in the samples database. Do not wait to despatch them at the same time as your scripts for timetabled exams.
- Check the contents of your pre-exam despatch and let us know without delay if anything is missing.
- We will send your bar-coded labels for timetabled exams at the end of April.
- When you download your statements of entry from [Direct](#) check them carefully and let us know if any of the information is incorrect.
- The data files for each ICT practical test will be available to download three days before the test from the Digital File Despatch area of our website.
  - **A** Data files for Cambridge Associates will be available five days before the test to allow time to distribute the files to Associate Centres. We will provide detailed instructions about running these tests in the *Cambridge Exams Officer eNewsletter*.

April	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
Start of the month	Deadlines for receiving internally assessed marks and samples for Cambridge IGCSE, Cambridge O Level, Cambridge International AS & A Level and Cambridge Pre-U components. Check the syllabus deadlines for coursework and non-coursework tests using the samples database: <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a>	
Early April	Question papers. These are based on your final entries. Question paper despatches will be made on a regular basis for any late entries or entry amendments you have made.	
1	Start of speaking test exam period for Cambridge International AS & A Level languages (1 April to 1 June).	
Mid-April	<b>June</b> series pre-exam despatch for Cambridge Pre-U (exam stationery, administrative documents, address labels, script packets and attendance registers).	
17	Late entries deadline. See sections 2.3 and 2.4 of the <i>Cambridge Handbook</i> for our late entry regulations.	
28	Bar-coded labels for timetabled components only.	
30	Deadline for forecast grades. You can submit them through <a href="#">Direct</a> or A2C. Deadline for receiving samples of work for Cambridge Pre-U Global Perspectives & Research (9777/04).	
	<ul style="list-style-type: none"> <li>• Submission of Cambridge IGCSE (9–1) Art &amp; Design (0989/01)</li> <li>• Completion of Cambridge IGCSE (9–1) Art &amp; Design (0989/02).</li> </ul>	
	Deadline for receiving samples for all Cambridge IGCSE speaking tests in languages other than English.	
Late April	Start of timetabled exam period for Cambridge IGCSE and Cambridge International AS & A Level.	
<b>November series</b>		
Early April	Estimated Entry Forms for the <b>November 2023</b> series available from the 'Support Materials' section of <a href="#">Direct</a> . To be returned by 10 May 2023.	



## Other activities to think about in April

Our Cambridge office is closed from 7 to 10 April 2023.

### June 2023 series

- 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 can use the 'Coursework identification labels' we send in your pre-exam despatch. You can also download them from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) (*Coursework and Moderation – Label 3*).
- For Art & Design syllabuses, use this identification label:
  - Cambridge IGCSE Art & Design (0400) and Cambridge IGCSE (9–1) Art & Design (0989) – 1a.
- Keep Test Cards and Teachers' Notes for speaking tests in a secure place until the end of the speaking test window shown in the timetable.
- We begin despatching question papers in March. Check you have all the question paper packets you need. Contact us immediately 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
  - [Exam Day – Form 11](#) if any question paper packets are opened in error.

Store the packets securely and do not open them. If you have not received these materials 48 hours before the exam or by 27 April 2023 at the latest, contact us immediately.

- Check that you have enough exam stationery. Details of the items you need for each exam are in the additional exam materials list, available at

### [www.cambridgeinternational.org/beforetheexams](http://www.cambridgeinternational.org/beforetheexams)

- You have a one-day window to conduct practical tests for:
  - Cambridge IGCSE ICT (0417)
  - Cambridge IGCSE (9–1) ICT (0983)
  - Cambridge International AS & A Level Information Technology (9626)
  - Cambridge International AS & A Level Computer Science (9618).

Please see the June 2023 timetable for details. The data files for each practical test will be available to download three days before the test from the Digital File Despatch area of our website.

**A** Data files for Cambridge Associates will be available five days before the test to allow time to distribute the files to Associate Centres. We will provide detailed instructions about running these tests in the *Cambridge Exams Officer eNewsletter*.

- Collect and keep all unused question papers, answer booklets and any other confidential exam material in a secure place until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if the Head of Centre agrees. You can return Cambridge Pre-U question papers to candidates straight after the exam if the Head of Centre agrees. You must return question papers for Cambridge IGCSE ICT practical tests with your candidates' work. See section 5.3.2 of the *Cambridge Handbook*.
- Send your scripts to us as soon as each exam has finished. Check the contents of the script packet against the bar-coded script packet 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. Do not include any other documents in your script packets.

May	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
Start of the month	Deadlines for receiving internally assessed marks and samples for Cambridge International AS & A Level Global Perspectives & Research and Cambridge Pre-U. Check the syllabus deadlines for coursework and non-coursework tests using the samples database: <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a>	
Early May	Start of the June 2023 timetabled exam period for Cambridge Pre-U.	
Mid-May	End of Cambridge Pre-U speaking test period for the June series.	
31	<b>June 2023</b> deadline for completion of Cambridge Pre-U Art & Design (9837/03).	
	Provisional timetable for the <b>June 2024</b> series available from <a href="#">Direct</a> .	
	Comments about the provisional timetable can be emailed to us for four weeks after the timetable is made available.	
<b>November series</b>		
10	Deadline for completed Estimated Entry Forms for <b>November 2023</b> . We use estimated entries to despatch pre-release materials and question papers for exams that take place before the main exam period.	
Mid-May	Entries open for the <b>November 2023</b> series.	

## Other activities to think about in May

### June 2023 series

- Collect and keep all unused question papers, answer booklets and any other confidential exam material in a secure place until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if the Head of Centre agrees. You can return Cambridge Pre-U question papers to candidates straight after the exam if the Head of Centre agrees. You must return question papers for Cambridge IGCSE ICT practical tests with your candidates' work. See section 5.3.2 of the *Cambridge Handbook*.
- Send your scripts to us as soon as each exam has finished. Check the contents of the script packet against the bar-coded script packet 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. Do not include any other documents in your script packets.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.

### November 2023 series

- If you plan to make entries for candidates requiring modified papers or access arrangements please start preparing now to meet the July deadlines.

June	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
Start of the month	Deadlines for receiving internally assessed marks and samples for Cambridge International AS & A Level speaking tests. Check the syllabus deadlines for coursework and non-coursework tests using the samples database: <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a>	
Mid-June	End of timetabled exam period.	
	Special consideration applications within seven days of the last exam of the syllabus affected.	
November series		
1 June	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	

## Other activities to think about in June

### June 2023 series

- Collect and keep all unused question papers, answer booklets and any other confidential exam material in a secure place until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staffs if the Head of Centre agrees. You can return Cambridge Pre-U question papers to candidates straight after the exam if the Head of Centre agrees. You must return question papers for Cambridge IGCSE ICT practical tests with your candidates' work. See section 5.3.2 of the *Cambridge Handbook*.
- Send your scripts to us as soon as each exam has finished. Check the contents of the script packet against the bar-coded script packet 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. Do not include any other documents in your script packets.
- Centre visits for the moderation of Cambridge Pre-U Art & Design 9837/01 and 02, and the exam for 9837/03 take place in June. Do not send us scripts for these components.
- 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 the exams of particular candidates. Check your emails regularly and make sure you, or another member of staff, are available to answer any urgent queries. If we cannot contact you or resolve the problem before results are released we may have to issue 'NO RESULT' or 'PENDING' outcomes. If your contact details have changed please let us know immediately.

### November 2023 series

- The final entries and application deadline for candidates requiring modified question papers is 1 July 2023. We will not be able to accept entries or applications after this date. Please submit your entries before this date, preferably at least two weeks before so that you have time to check your entries and make any amendments before the deadline. We would prefer that you submit your applications for modified question papers before the deadline, even if you are not sure your candidate(s) will need them. We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.
- If you plan to make entries for the November 2023 series it is a good idea to start planning now to meet the September deadline.
- Early exam and pre-release materials for some syllabuses are available from 1 June. Find out when the materials for the syllabuses your candidates have entries for are available at [www.cambridgeinternational.org/prerelease](http://www.cambridgeinternational.org/prerelease)

July	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
November series		
1	Application deadline for modified question papers ( <a href="#">Preparation – Form 3</a> ) and final entries deadline for candidates requiring modified papers. We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.	
	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
Mid-July	Early confidential materials, including question papers and instructions based on your <b>estimated</b> entries. If you did not submit estimated entries by the deadline of 10 May 2023 we will not despatch your early question papers and instructions until we have received your <b>final</b> entries.	
Mid-July onwards	Confidential instructions for science practical exams based on the final entries we have received. Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
21	Deadline for telling us about access arrangements ( <a href="#">Preparation – Form 1</a> ).	
End of July onwards	Entries confirmation packs based on your <b>final</b> entries.	

## Other activities to think about in July

### June 2023 series

- From now until the release of results, we may contact you with questions about the exams of particular candidates. Check your emails regularly and make sure you, or another member of staff, are available to answer any urgent queries. If we cannot contact you or resolve the problem before results are released we may have to issue 'NO RESULT' or 'PENDING' outcomes. If your contact details have changed please let us know immediately.

### November 2023 series

- The final entries deadline is 21 September 2023. Plan to submit your entries at least two weeks before this date to allow time to make any entry amendments before the deadline.
- The deadline for telling us about access arrangements you plan to use is 21 July 2023.

August	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
10	<b>June 2023</b> series results for Cambridge International AS & A Level and Cambridge IPQ available to download from <a href="#">Direct</a> and <a href="#">A2C</a> .	
16	<b>June 2023</b> series results for Cambridge IGCSE, Cambridge O Level and Cambridge Pre-U available to download from <a href="#">Direct</a> and <a href="#">A2C</a> .*	
23	Deadline for submitting priority service enquiries about results and copy of scripts requests to support enquiries about results.	
Late August	<b>June 2023</b> series results despatch.	
<b>November series</b>		
1	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	

## Other activities to think about in August

### June 2023 series

- \* Results for Cambridge Pre-U will be released on Wednesday 16 August 2023 at 00:01 BST/UTC+1. You can release these results to your candidates on Thursday 17 August at 08:00 BST/UTC+1.
- If you have not received your results despatch by early September 2023 contact our Customer Services team.
- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in October. There is an administrative fee for any requests to amend details received after 26 September 2023.

### November 2023 series

- The final entries deadline is 21 September 2023. We will charge late entry fees for any entries or entry amendments we receive after this date.

September	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
Mid-September	Estimated Entry Forms for the <b>June 2024</b> series available from the 'Support Materials' section of <a href="#">Direct</a> . To be returned by 10 October 2023.	
20	Deadline for submitting enquiries about results for the <b>June 2023</b> series.	
	Deadline for submitting <a href="#">Coursework and Moderation – Form 5</a> and <a href="#">Coursework and Moderation – Form 6</a> .	
26	Deadline for letting us know if any details are incorrect on <b>June 2023</b> results documentation without charge.	
November series		
1	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
Mid-September	Question papers based on your final entries. Question paper despatches will be made on a regular basis for any late entries or amendments you have made.	
15	Start of Cambridge IGCSE speaking test and practical exam period (see <b>November 2023</b> final timetable for full details of test windows for each component). Start of speaking test window for Cambridge IGCSE and O Level languages other than English.	
21	Final entries deadline. We will charge late entry fees for entries and amendments received after this date.	
	Late entries deadline. See sections 2.3 and 2.4 of the <i>Cambridge Handbook</i> for our late entry regulations.	

## Other activities to think about in September

### June 2023 series

- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in October. There is an administrative fee for any requests to amend details received after 26 September 2023.
- Submit all your enquiries about results by 20 September 2023. We will not accept requests received after this date. We will invoice you for any enquiries about results that do not lead to a syllabus grade change.

### November 2023 series

- We will send your entries confirmation pack within two weeks of receiving your entries. If you have not received your pack two weeks after you have submitted your entries contact us. The pack includes printed statements of entry. Check them carefully and let us know if any of the information is incorrect.
- 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.
- Remind teachers that you need to submit marks and samples for internally assessed components by the dates published in the online samples database at: [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples) and forecast grades for all syllabuses by 31 October 2023. Your samples need to reach us by the dates in the samples database. Do not wait to despatch them at the same time as your scripts for timetabled exams.
- Securely store any early question papers and instructions you receive until the relevant exam. Check that you have all the materials you need for these exams. Contact us immediately 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
  - [Exam Day – Form 11](#) if any question paper packets are opened in error.
- Store the packets securely and do not open them. If you have not received these materials by 1 October 2023 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 IGCSE (9–1) Art & Design (0989/02)
  - Cambridge International AS & A Level Art & Design (9479/02)
  - Cambridge International AS & A Level Digital Media & Design (9481/02).

### Exam series in 2024

- Please complete and submit *Preparation – Form 5* if you are planning to enter candidates for any additional qualifications in the June or November 2024 series. This way we can make sure that all your despatches contain the right information. You should submit the form no later than four weeks before the final entries deadline for the relevant series.



October	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
10	Deadline for completed Estimated Entry Forms for the <b>June 2024</b> series. We use estimated entries to despatch early confidential materials, including pre-release materials and question papers, for exams that take place before the main exam period.	
Early October	<b>June 2024</b> series deadline for Cambridge Pre-U Visiting Examiner Arrangement Forms for modern language speaking tests.	
14	Deadline for submitting copy of script requests for the <b>June 2023</b> series.	
Mid-October	<b>June 2023</b> certificates sent to centres.	
31	<i>Cambridge Guide to Making Entries</i> for the <b>June 2024</b> series.	
	Final timetable for the <b>June 2024</b> series available from <a href="#">Direct</a> .	
<b>November series</b>		
Start of the month	Deadlines for receiving internally assessed marks and samples for all Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level components.  Check the syllabus deadlines for coursework and non-coursework tests using the samples database: <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a>	
1	Start of speaking test window for Cambridge International AS & A Level languages other than English (1 to 24 October), with samples to arrive by 31 October 2023.	
2	Start of timetabled exam period (early October to mid-November).	
Early October	Pre-exam despatch (exam stationery, administrative documents, address labels, script packets, bar-coded labels, attendance registers and multiple-choice answer sheets).	
31	Deadline for forecast grades. You can submit them through <a href="#">Direct</a> or A2C.	
	<ul style="list-style-type: none"> <li>• Submission of Cambridge IGCSE (9–1) Art &amp; Design (0989/01)</li> <li>• Completion of Cambridge IGCSE (9–1) Art &amp; Design (0989/02).</li> </ul>	
	Deadline for receiving samples for all Cambridge IGCSE speaking tests in languages other than English.	
1 to 31	Provisional timetable for the November 2024 series available from <a href="#">Direct</a> .	
	Comments about the provisional timetable can be emailed to us for four weeks after the timetable is made available.	
	Window for electronic submission of examined coursework for Cambridge International AS & A Level Global Perspectives & Research (9239/02, 03).	

## Other activities to think about in October

### June 2023 series

- Check carefully to make sure you have received all the certificates you expect and that all names are spelled correctly. After 20 September 2023, we charge an administrative fee for any requests to amend details on certificates. We can only replace June 2023 certificates until 30 April 2024.

### November 2023 series

- 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 can use the 'Coursework identification labels' we send in your pre-exam despatch. You can also download them from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) (*Coursework and Moderation – Label 3*).
- For Art & Design syllabuses, use this identification label:
  - Cambridge IGCSE (0400) and Cambridge IGCSE (9–1) (0989) – Label 1a.
- Check that you have enough exam stationery. Details of the items you need for each exam are in the additional exam materials list, available at [www.cambridgeinternational.org/beforetheexams](http://www.cambridgeinternational.org/beforetheexams)
- You have a one-day window to conduct practical tests for:
  - Cambridge IGCSE ICT (0417)
  - Cambridge IGCSE (9–1) ICT (0983/02, 03)
  - Cambridge International AS & A Level Information Technology (9626).

Please see the November 2023 timetable for details. The data files for each practical test will be available to download three days before the test from the Digital File Despatch area of our website.

**A** Data files for Cambridge Associates will be available five days before the test to allow time to distribute the files to Associate Centres. We will provide detailed instructions about running these tests in the *Cambridge Exams Officer eNewsletter*.

- Collect and keep all unused question papers, answer booklets and any other confidential exam material in a secure place until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if the Head of Centre agrees. You must return question papers for Cambridge IGCSE ICT practical tests with your candidates' work. For more information please see section 5.3.2 of the *Cambridge Handbook*.
- Keep Test Cards and Teachers' Notes for speaking tests in a secure place until the end of the speaking test window shown in the timetable.
- Send your scripts to us as soon as each exam has finished. Check the contents of the script packet against the bar-coded script packet 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. Do not include any other documents in your script packets.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.

November	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
Mid-November	MIS basedata for the <b>June 2024</b> series available from the 'Support Materials' section of <a href="#">Direct</a> . Entries open for the <b>June 2024</b> series.	
November series		
Mid-November	End of timetabled exam period.	
	Special consideration applications within seven days of the last exam of the syllabus affected.	

## Other activities to think about in November

### November 2023 series

- Collect and keep all unused question papers, answer booklets and any other confidential exam material in a secure place until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if the Head of Centre agrees. You must return question papers for Cambridge IGCSE ICT practical tests with your candidates' work. See section 5.3.2 of the *Cambridge Handbook*.
- Send your scripts to us as soon as each exam has finished. Check the contents of the script packet against the bar-coded script packet 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 must be in candidate number order with the attendance register on top. Do not include any other documents in your script packets.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.

December	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
Early December	Early exam and pre-release materials for some 2024 syllabuses available. Find out when the materials for the syllabuses your candidates have entries for are available at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	

## Other activities to think about in December

### November 2023 series

- From now until the release of results, we may contact you with questions about the exams of particular candidates. Check your emails regularly and make sure you, or another member of staff, are available to answer any urgent queries. If we cannot contact you or resolve the problem before results are released we may have to issue 'NO RESULT' or 'PENDING' outcomes. If your contact details have changed please let us know immediately.
- If you plan to make entries for the June 2024 series please start planning now to meet the January deadline for candidates requiring modified question papers, and the February deadline for all other entries.



### Important information

Our phone lines will be closed during the Christmas break from 16:00 on 22 December and reopen at 00:01 on 2 January 2024.

Our Customer Services team will be available on 27, 28 and 29 December to answer any email enquiries.