Your pre-exam despatch contains most of the materials you will need for the November exam series: exam stationery, key administrative documents, despatch labels and script packets. By September, you will also receive a despatch containing your confidential question papers.

What is the pre-exam despatch?
This despatch contains most of the materials you will need for the November 2020 series, including exam stationery, key administrative documents, despatch labels and script packets. Question papers will be despatched separately.

What materials are provided in this despatch and what do I do with them?
The despatch contains a number of different items depending on the syllabuses and components you have made entries for. The ‘At a glance table’ over the page lists all the items, along with a brief description of how to use them and an indication of the number of copies you should have.

What do I do now?
• Carefully check the contents of the despatch. If you are missing any items or need more copies please contact us as soon as possible. Remember, the materials in your despatch are based on your final entries. You will receive materials you need for any late entry amendments separately.
• Submit your forecast grades using Cambridge International Direct or A2C by 31 October 2020. For the November 2020 series, you can only submit forecast grades and internally assessed marks using Direct. This means your pre-exam despatch will not include any forecast grade forms or internal assessment mark sheets.
• You need to send us marks and samples for your internally assessed components. Visit our samples database at www.cambridgeinternational.org/samples to check the sampling arrangements and deadlines for specific components. Once you have done this:
  – Submit your marks through Direct or A2C by the dates shown in the samples database.
  – Label each piece of work included in your sample using the enclosed identification labels.
  – Place the samples for each internally assessed component in separate script return packets. Each packet should also include a copy of your internally assessed marks for that component and your completed forms (available from the samples database). Attach the correct bar-coded label to each packet.
  – Place your packets in an outer package. You can place packets for different internally assessed components in the same outer package. Stick the enclosed address labels to each outer package.
  – Send your samples using a method that provides a tracking facility (e.g. a courier) by the dates shown in the samples database. Keep a record of your courier details.
• Before the start of the exam period, display the ‘Notice to Candidates’ and ‘Candidate Warning’ posters outside and inside your exam rooms.
• All the other materials are for use in the exam room. Make sure you store them safely until the day of the exam and that your invigilators know what each item is for.

Extra guidance
You can view our ‘Selecting, packing and submitting coursework samples’ video on our website at www.cambridgeinternational.org/teacherassessment
At a glance table – all you need to know about the pre-exam despatch

Your despatch contains all the items in the white rows. The items in blue rows relate to specific components only. You will have these items if you made entries for these components in the November 2020 series.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description/number of copies</th>
<th>What do I need to do with it?</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials for submitting internally assessed samples and scripts</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Multiple-Choice Answer Sheets (MS4)</td>
<td>Form used by candidates to answer multiple-choice questions</td>
<td>Store safely and distribute before the exam starts. Multiple-Choice Answer sheets should only be used for the exams listed on them. This information is also found on the Additional Materials list.</td>
<td></td>
</tr>
<tr>
<td>Identification labels</td>
<td>Sheets of labels for identifying individual pieces of internally assessed work included in your samples. Two sheets per Centre.</td>
<td>Complete the labels and attach them to each piece of work in the sample. Brush with water to make adhesive. If necessary, you can download additional labels at <a href="http://www.cambridgeinternational.org/teacherassessment">www.cambridgeinternational.org/teacherassessment</a></td>
<td></td>
</tr>
<tr>
<td>Cambridge IGCSE® Art &amp; Design: coursework identification labels</td>
<td>Sheets of labels to attach to individual pieces of Cambridge IGCSE Art &amp; Design coursework. One sheet per candidate.</td>
<td>Complete the labels and attach them to each piece of work in the coursework sample. Brush with water to make adhesive. If necessary, you can download additional labels at <a href="http://www.cambridgeinternational.org/teacherassessment">www.cambridgeinternational.org/teacherassessment</a></td>
<td></td>
</tr>
<tr>
<td>Bar-coded labels for the return of internally assessed samples and scripts for non-timetabled components</td>
<td>Bar-coded labels for tracking internally assessed samples and scripts for non-timetabled components at every stage of the process. One label per internally assessed component and one for each non-timetabled component.</td>
<td>Attach the correct label to each packet of internally assessed samples or each packet of scripts for non-timetabled components.</td>
<td></td>
</tr>
<tr>
<td>Bar-coded labels for the return of scripts for timetabled components, including yellow labels and Cambridge labels</td>
<td>Bar-coded labels for tracking scripts at every stage of the process. One label for every 60 candidates in each component.</td>
<td>Attach the correct label to each packet of scripts. You will receive one label for every 60 candidates in each component. If you have more than 60 candidate scripts, pack the first 60 scripts in one packet with the first label and the second 60 scripts in another packet with the second label. Split the attendance register so it matches the scripts in each packet. Visit <a href="http://www.cambridgeinternational.org/scriptreturn">www.cambridgeinternational.org/scriptreturn</a> for further guidance.</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description/number of copies</td>
<td>What do I need to do with it?</td>
<td>Example</td>
</tr>
<tr>
<td>------------------------------------------------</td>
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<tr>
<td>Script return packets</td>
<td>Script return packets for returning scripts or internally assessed samples. There is one size of bag for all components. One packet per timetabled exam.</td>
<td>Pack the scripts or internally assessed samples for the component into the right sized packet (scripts and samples for different components must be packed separately). Enclose the correct attendance register if applicable. Complete the information on the front of the packet and attach the correct bar-coded label.</td>
<td><img src="https://example.com/script-return-packets.jpg" alt="Example" /></td>
</tr>
<tr>
<td>Address labels for the return of internally assessed samples</td>
<td>Sheets of address labels for sending internally assessed samples to us for moderation. Two sheets of labels per Centre.</td>
<td>Attach to the outer packaging containing your packets of internally assessed samples.</td>
<td><img src="https://example.com/address-labels.jpg" alt="Example" /></td>
</tr>
<tr>
<td>Script return labels</td>
<td>Labels for returning scripts. Four sheets per Centre.</td>
<td>Attach to the outer packaging containing your packets of scripts.</td>
<td><img src="https://example.com/script-return-labels.jpg" alt="Example" /></td>
</tr>
<tr>
<td><strong>General materials for use in the exam room</strong></td>
<td></td>
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</tr>
<tr>
<td>‘Notice to Candidates’ and ‘Candidate Warning’ (A2 posters)</td>
<td>Posters outlining Cambridge exam regulations for candidates. Two copies of each poster per Centre.</td>
<td>Before the exam period starts, make sure you display a copy of both posters outside and inside all exam rooms. You can download additional copies from our website at <a href="http://www.cambridgeinternational.org/examday">www.cambridgeinternational.org/examday</a></td>
<td><img src="https://example.com/notice-to-candidates.jpg" alt="Example" /></td>
</tr>
<tr>
<td>Attendance registers</td>
<td>The attendance register is a formal record of all the candidates registered to take each exam. One per component.</td>
<td>Before the exam starts, use the attendance register to record whether the candidates listed are present or absent. Return the top copy with the scripts in the script return packet. Keep the bottom copy for your own records. If necessary, you can download additional attendance registers at <a href="http://www.cambridgeinternational.org/forms">www.cambridgeinternational.org/forms</a> (Exam Day – Form 1).</td>
<td><img src="https://example.com/attendance-register.jpg" alt="Example" /></td>
</tr>
<tr>
<td><strong>Component specific materials for use in the exam room</strong></td>
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</tr>
<tr>
<td>Chemistry data booklet (Cambridge International AS &amp; A Level)</td>
<td>A reference guide for candidates containing important formulae and tables. One book per candidate for specific exams.</td>
<td>Hand copies to candidates. They can use annotated booklets up until the exam. For the exam you must issue new, unmarked copies. The components that require the data booklet are detailed in the additional exam materials list (see next page).</td>
<td><img src="https://example.com/data-booklet.jpg" alt="Example" /></td>
</tr>
<tr>
<td>Formulae and statistics tables</td>
<td>Reference guides for candidates taking mathematics or statistics containing important formulae and tables. One table per candidate for specific exams.</td>
<td>Hand relevant copies to candidates. They can use annotated booklets up until the exam. For the exam you must issue new, unmarked copies. The components that require the tables are detailed in the additional exam materials list (see next page).</td>
<td><img src="https://example.com/formulae-statistics-tables.jpg" alt="Example" /></td>
</tr>
<tr>
<td>Continuation booklets</td>
<td>For components where answer booklets are inserted in the question paper.</td>
<td>Make available in the exam room. Hand out to candidates who need them. The components that require candidates to write on an answer booklet are detailed in the additional exam materials list (see next page).</td>
<td><img src="https://example.com/continuation-booklets.jpg" alt="Example" /></td>
</tr>
</tbody>
</table>
Additional exam materials list

For components where candidates need additional materials, use our list to find out:

- which additional materials you need to provide
- which exam materials we provide
- whether the candidates should answer directly on the question paper, on multiple-choice answer sheets or on an answer booklet provided as an insert in the question paper.

The additional exam materials list is accessible online whenever you need it. You can use it to:

- search for information relating to the exams you are managing
- print off the information you need so you have a record in the exam room
- share the list with any staff members who might need access.

How to use the additional materials list

Step 1. Visit www.cambridgeinternational.org/november and download the list from the bottom of the page.

Step 2. Search for the component codes using the bookmarks.

Step 3. Click on the ‘additional information’ bookmark to view our regulations for dictionaries and calculators, the standard materials candidates need for every exam and items not included in the list.

Step 4. Print the relevant pages of the list.

Important information

Check whether you have all the necessary materials for each exam. Make invigilators aware of the information and have a copy of your print-out available in the exam room.

Samples database

Candidates’ work that is internally marked by teachers in your school needs to be moderated by us. Use our database to check the requirements for specific components, including:

- the deadline for submitting the sample
- the deadline for submitting internally assessed marks
- who selects the sample
- how to select the sample
- the method for submitting the samples, for example whether they should be submitted in hard copy or digital format
- the forms you need to complete and send back with your samples.

How to use the database

Step 1. Visit www.cambridgeinternational.org/samples

Step 2. Click ‘Use the Cambridge samples database’

Step 3. Select your country / territory from the drop down menu. Enter up to five syllabus numbers and click ‘Search’.

We have produced a video which explains how to use the samples database. You can find this at www.cambridgeinternational.org/teacherassessment

Learn more! If you have any questions about administering our exams, please visit the ‘Help’ section of our website at www.cambridgeinternational.org/help