

Packing and despatching samples

Video transcript

For each component you need to send us all the coursework that contributed to the final mark for the candidates in the sample.

To pack your coursework samples, you must attach coursework identification labels to each sample of coursework. These labels are sent to you in your pre-exam despatch and are on our website.

Remember to put a copy of the internally assessed marks report from CIE Direct in with your samples. Include the forms listed in 'forms to include with your sample column' on the samples database.

Pack the samples for different components into different packets and fasten them securely.

Remember to use separate CDs, DVDs or USB sticks to record different components, and submit written coursework in a way that is clearly separated by candidate.

Pack breakable items carefully, so they do not get damaged in transit. Contact us for advice before you send any fragile or unusually large items.

Select the right bar-coded label.

The component name and number on the label must match the component name and number on the samples in the packet. Attach the bar-coded label to the front of the packet.

If you are missing any stationery, you can:

- use your own envelopes as long as they are secure and clearly labelled
- create your own despatch labels. Write the following information on the envelopes if you are missing any bar-coded labels:
 - centre number
 - syllabus and component of samples enclosed
 - number of samples enclosed.

Now pack your coursework sample packets into an outer envelope and seal securely.

Attach the despatch label to the front of the outer package. You can pack more than one coursework sample packet into the outer envelope. Depending on the number of packets, you may need to pack them into a bigger parcel or box. If you use more than one outer package, please indicate on the front of the package how many you are sending, for example, 'one of two', 'two of two'.

Send your samples to us by the published dates in the samples database.

Use a method that provides a tracking facility. Keep a record of your tracking number, so you can check on the progress of your parcel. Please complete our script return form for each despatch so we can track your despatch as well.

See Phase 3: Teacher assessment on our website and in the Cambridge Handbook for more information.