Agenda

- Icebreaker
- Questions
- Improvements
- Networking

- Welcome
- Resources
- Feedback
- Close
Who are we?
Resources
The Cambridge Exams Cycle

1. Preparation
   - Getting ready for the series ahead

2. Entries
   - Entering candidates for Cambridge examinations
   - Internal assessment, submitting samples and marks

3. Teacher assessment

4. Before the exams
   - Preparing for the exam day: rooms, invigilators and storing confidential materials

5. Exam day
   - What to do before, during and immediately after each exam

6. Results and certificates
   - Results day, enquiries, access to scripts and appeals
What support is available?

- Exams officers
- Handbook and administrative guide
- Videos
- Online training
- How to guides and factsheets
- Dedicated area of the website
- eNewsletters
Resources we send you
We list the contents at the start of each phase so you can find the information you need quickly.

We use the icon to highlight regulations you must follow.

This icon indicates that extra support materials are available.

The icon highlights new or updated information so you know what has changed from last year.
Resources you can find

www.cie.org.uk/examsofficers
Customer Services

- Team of experienced staff dedicated to providing quick and accurate responses to your queries:
  - info@cie.org.uk
  - +44 (0)1223 553554
Questions?
Feedback on current resources
Developments for 2017
Networking
Learn more!
Getting in touch with Cambridge is easy

Email us at
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