What is the pre-exam despatch?
This despatch contains most of the materials you will need for the June 2019 series, including exam stationery, key administrative documents, despatch labels and script packets. You will receive two other despatches for the June 2019 series: one containing confidential question papers and the other containing bar-coded labels for timetabled components. These despatches will arrive with you by the end of April 2019.

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 or retake entries separately.
• Submit your forecast grades using CIE Direct or A2C by the deadline in the >Cambridge Handbook. If you cannot submit them electronically please complete the enclosed Internal Assessment Mark Sheets (MS1) and return them using the envelope provided.
• You need to send us marks and samples for your internally assessed components. Visit our samples database (www.cambridgeinternational.org/samples) to check the requirements for specific components. Once you have done this:
  – Submit your marks through CIE Direct by the dates shown in the samples database. If you cannot submit them electronically, complete the enclosed Internal Assessment Mark Sheets (MS1) and return them using the envelope provided.
  – 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 ‘Packing and despatching samples’ video 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 June 2019 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>Administrative forms you need to complete and return to Cambridge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal assessment mark sheets (MS1)</td>
<td>A sheet to record internally assessed marks. One set per internally assessed component.</td>
<td>If you do not submit internally assessed marks through CIE Direct, pass this sheet on to the relevant teachers to complete. Instructions are on the back of the form. If any of your candidates are not listed, fill in ‘Teacher Assessment - Form 4’ for each syllabus affected. This form is available at <a href="http://www.cambridgeinternational.org/forms">www.cambridgeinternational.org/forms</a></td>
<td></td>
</tr>
<tr>
<td>Return envelope for forecast grade forms and internal assessment mark sheets</td>
<td>Envelopes for the return of internally assessed marks and forecast grades. Two per centre.</td>
<td>If you do not submit internally assessed marks or forecast grades through CIE Direct, use this envelope to return the forms to Cambridge. They must arrive no later than the deadline in the &gt;Cambridge Handbook</td>
<td></td>
</tr>
<tr>
<td>Materials for submitting internally assessed samples and scripts</td>
<td></td>
<td></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>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>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></td>
</tr>
<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></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></td>
</tr>
</tbody>
</table>

Pre-exam despatch guide for Cambridge Pre-U – June 2019
### General materials for use in the exam room

<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>‘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="image" alt="WARNING" /></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="image" alt="Attendance Register" /></td>
</tr>
</tbody>
</table>

### Component specific materials for use in the exam room

<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>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 these tables are detailed in the additional exam materials list (see overleaf).</td>
<td><img src="image" alt="Formulae and Statistics Tables" /></td>
</tr>
<tr>
<td>Answer booklets</td>
<td>For components where the candidate does not answer on the question paper and where the answer booklet is not supplied with the question paper. Check our additional exam materials list to find out which components this applies to. If your centre has only made entries for Cambridge Pre-U this series, your answer booklets will be included in this despatch. If your centre has made entries for other qualifications this series, the answer booklets will be sent in the Cambridge pre-exam despatch for those qualifications.</td>
<td>Hand copies to candidates in the exam room.</td>
<td><img src="image" alt="Answer Booklets" /></td>
</tr>
<tr>
<td>Continuation booklets</td>
<td>For components where answer booklets are inserted in the question paper. 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></td>
<td></td>
</tr>
<tr>
<td>Chemistry data booklet (Cambridge International Pre-U)</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="image" alt="Chemistry Data Booklet" /></td>
</tr>
</tbody>
</table>

### Important information: Cambridge Pre-U listening exams

The information below refers to the following syllabuses:

- 9778 Mandarin Chinese (Principal Course)
- 9780 German (Principal Course)
- 9782 Russian (Principal Course)
- 9779 French (Principal Course)
- 9781 Spanish (Principal Course)
- 9783 Italian (Principal Course)

When conducting Pre-U Listening exams in the above syllabuses, you can at your own risk convert the listening CDs to mp3 files if this is more convenient for you and your exam candidates. We cannot take responsibility for any errors resulting from converting the CDs to mp3 files.
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 link to the list with any staff members who might need access.

How to use the materials list

Step 1. Download the list from our website at: www.cambridgeinternational.org/beforetheexams

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’.

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