



## Return of moderated coursework (not including Art & Design)

Read the guidance notes at the end of this form before you fill it in.

<b>Centre number</b>						<b>Centre name</b>	
<b>Exam series</b>					<b>Contact name</b>		

### Important

Do not use this form to request the return of work for Art & Design. Use *Coursework and moderation – Form 5* instead.

Syllabus code <small>e.g. 0600</small>	Component code <small>e.g. 01, 02</small>

<b>Head of Centre (name)</b>		<b>Date (DD/MM/YY)</b>	
<b>Centre contact (name)</b>		<b>Date (DD/MM/YY)</b>	

### Important information

The deadlines for submitting this form are:

- March series – **6 June**
- June series – **20 September**
- November series – **26 February**

**If you do not submit the form by the deadline specified, we cannot guarantee we will return your work.** You should keep copies of all the audio and/or visual recordings that you send to us for moderation. **We will not return these to you.**

**Instructions about how to send this form to us are on the next page.**

## Guidance notes

### Completing this form

Use this form to request the return of moderated coursework (except for Art & Design). This form should **not** be used for requesting the return of Art & Design work. Submit **Coursework and moderation – Form 5** if you would like us to return Art & Design work.

This is an interactive PDF. To complete it on screen, we recommend you use Adobe Reader 9 or later, or Adobe Acrobat. You can download Adobe Reader at [www.adobe.com/products/reader.html](http://www.adobe.com/products/reader.html) for free. If you use an earlier version of Adobe Reader, your data will not be saved.

### Returning this form

Include a copy of this form in the sample packet when you submit your sample of moderated coursework to us.

If you do not include your form with your sample, you must submit this form to our Customer Services Team at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) by the following deadlines:

- March series – **6 June**
- June series – **20 September**
- November series – **26 February**

If you are an Associate School and work with us through a Cambridge Associate please submit this form directly to them.

**If you do not submit the form by the deadline, we cannot guarantee we will be able to return your work.**

### Return of work

We will return work that is **not subject to an enquiry about results** between June–August (March series), between September–November (June series) and between March–May (November series). You should keep copies of all the audio and/or visual recordings that you send to us for moderation, therefore, **we will not return these to you.**

### If you have requested an enquiry about results

Even if you have completed this form, **we will not return work** that is part of an enquiry about results until the end of the enquiries about results appeals period. More information on appeals is available in the 'Appeals Regulations and Guidance' section of the Cambridge Handbook.

Although we carefully handle and pack all work, we cannot accept responsibility for any work lost or damaged in transit.

### Retained work

In accordance with the Cambridge International Code of Practice, we reserve the right to retain work for educational purposes.