



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

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

Centre number	<input type="text"/>
Centre name	<input type="text"/>
Exam series	<input type="text"/>
Contact name	<input type="text"/>

### Important information

Do not use this form to ask us to return work for Art & Design. Use Coursework and moderation – Form 5 instead.

Syllabus code e.g. 0500	Component code e.g.03
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Name (Head of Centre)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Name (centre contact)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>

### Important information

The deadlines for submitting this form are:

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

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

## Guidance notes

### Completing this form

Use this form to ask us to return moderated coursework (except Art & Design). If you would like us to return Art & Design work, complete and return Coursework and moderation – Form 5.

### Returning this form

Send us a copy of this form in the sample packet when you submit your sample of moderated coursework to us. If you do not include a copy with your sample, email the form to us by the deadlines above. We will not be able to return coursework if you ask us after these deadlines.

Return this form to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). Include your centre number and 'Coursework and moderation: Form 6 Return of moderated coursework (not including Art & Design)' in the email subject line. Save a copy of the form for your own records. If you are an Associate Centre and work with us through a Cambridge Associate, please submit this form directly to them.

### 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 must clear the returned shipment through customs and pay any applicable local fees.

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. Find more information 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.

We reserve the right to keep work for educational purposes. We clearly state this in the Cambridge Code of Practice.

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