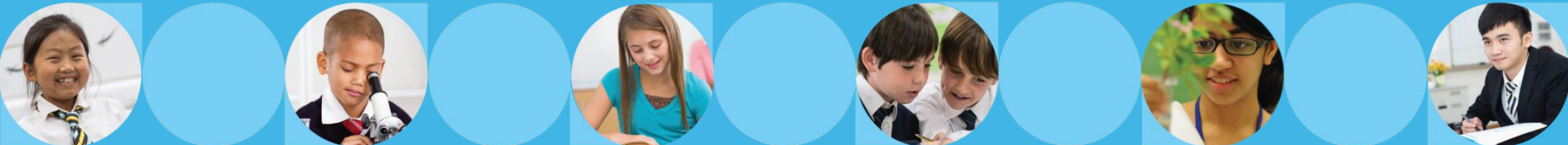
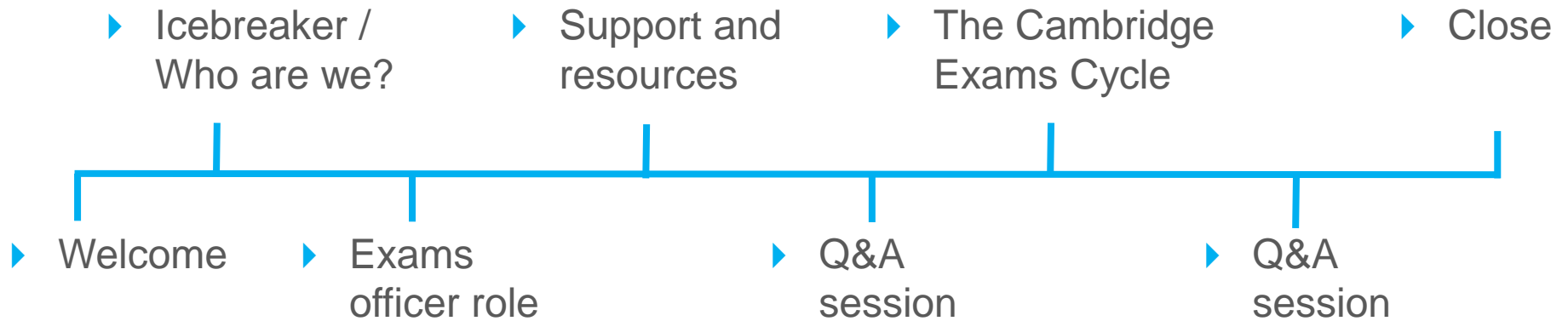


Administering Cambridge exams

Joseph Mbugua
Manager, East Africa
30 March 2019



Agenda

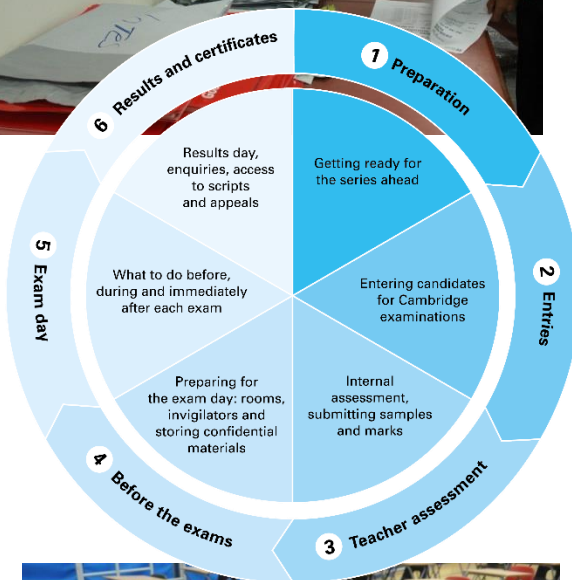


Who are we?



- ▶ Cambridge Assessment International Education is an international exam board and an educational services provider. We prepare school students for life, helping them develop an informed curiosity and a lasting passion for learning.
- ▶ Our educational offering is in the area of curriculum, teaching, learning and assessment.
- ▶ We believe education works best when curriculum, teaching, learning and assessment are closely aligned

International Exam Board



WARNING

NO unauthorised materials in the exam room. For example:

- NO** mobile phones
- NO** smartwatches
- NO** technology with communication or storage
- NO** unauthorised notes or revision materials

If you have unauthorised materials you could be

DISQUALIFIED

This poster must be displayed both inside and outside each exam room and be visible to all candidates

Cambridge Assessment International Education

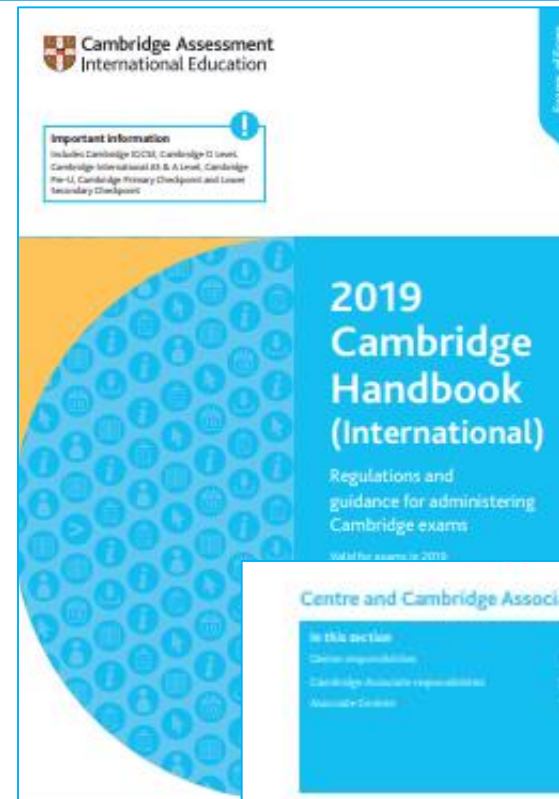
The exams officer role



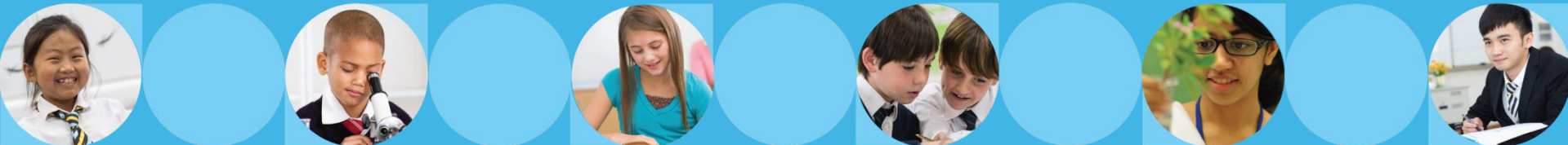
- ▶ The person appointed by the Head of Centre to act on behalf of the centre, with specific responsibility for the effective and secure administration of our exams.
- ▶ Without the exams officer, it would be impossible to make sure that candidates all over the world have a fair, consistent and positive exam experience.
- ▶ Can also be doing other roles within the centre.

The exams officers' responsibilities

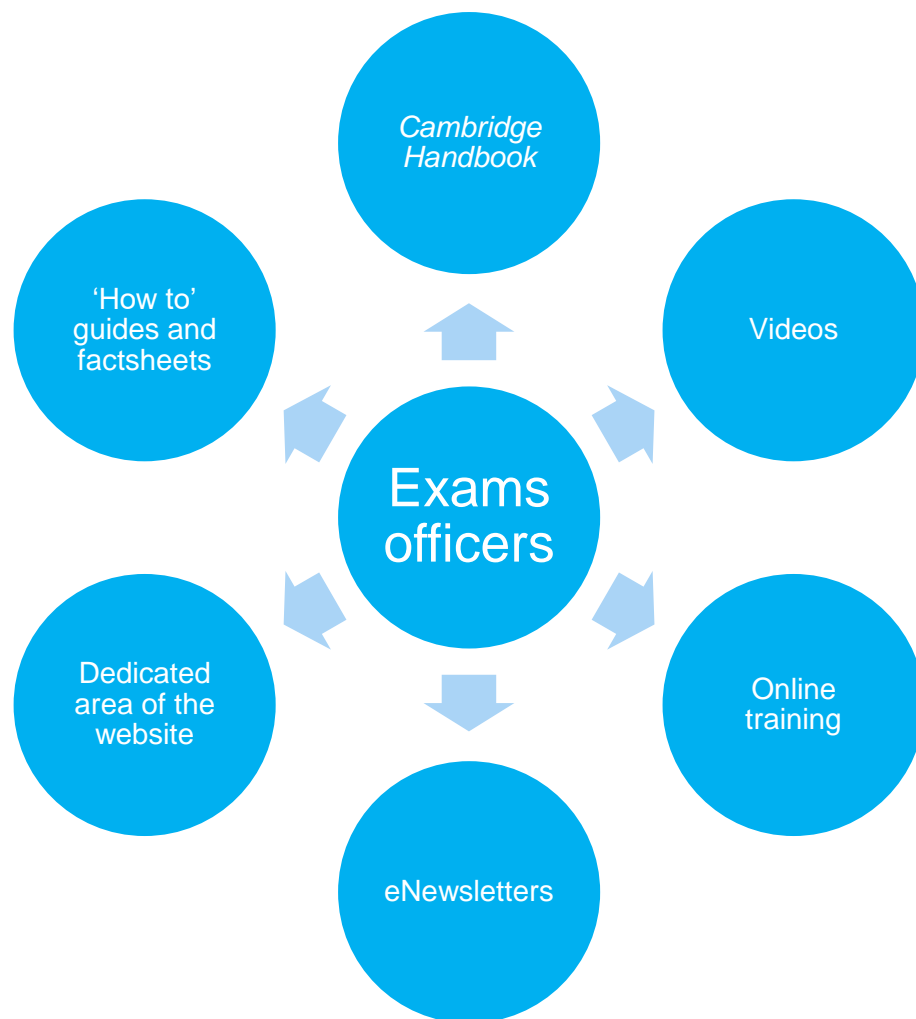
- ▶ The exams officer responsibilities are outlined in the 'Centre and Cambridge Associate responsibilities' section of the *Cambridge Handbook*. This is part of the contract we have with our centres.
- ▶ Single point of contact between Cambridge International and our centres.



Support and resources



What support is available?



Resources we send you


 Cambridge Assessment International Education

Exams officers



Getting started

A guide to exam administration

 Cambridge Assessment International Education

Pre-exam despatch guide June 2019

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 timetable 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 by 31 May 2019. If you cannot submit them electronically please complete the enclosed Forecast grade forms (F1) and return them using the envelope provided.

Extra guidance

You can view our "Selecting, packing and submitting coursework samples" video on our website at www.cambridgeinternational.org/teacherassessment

- You need to send us marks and samples for your internally assessed components. Visit our samples database (www.cambridgeinternational.org/samples) for the requirements for specific components.


- Submit your marks through CIE shown in the samples database electronically, complete Assessment Mark Sheets (MS1) the envelope provided.

- Label each piece of work with the enclosed identification label.
- Place the samples for each entry in separate script return packets include a copy of your internal component and your complete the samples database. Attach to each packet.

- Place your packets in an outer packets for different internally in the same outer package. Stick labels to each outer package.

- Send your samples using a method facility (e.g. a courier) by the date shown in the samples database. Keep a record of your submission.

- Before the start of the exam period 'Notice to Candidates' and 'Candidates' posters outside and inside your school.
- All the other materials are for your use. Make sure you store them safely and that your invigilators know where they are.

 Cambridge Assessment International Education

Exams officers

Important information
Includes Cambridge IGCSE, Cambridge O Level, Cambridge International AS & A Level, Cambridge Pre-U, Cambridge Primary Checkpoint and Lower Secondary Checkpoint

2019 Cambridge Handbook (International)

Regulations and guidance for administering Cambridge exams

Valid for exams in 2019

 Cambridge Assessment International Education



Cambridge Exams Officer eNews

January 2019

Dear Colleague

Welcome to this year's first edition of eNews.

This month we focus on results for the November 2018 series and making entries for the June 2019 series.

The *Cambridge Handbook* for 2019 is available to download from our website:

[Download the 2019 Cambridge Handbook](#)



 Cambridge Assessment International Education

Resources you can find

Key dates and activities for 2019 Monthly calendar (International)

This calendar shows the dates we send you information and the dates we receive information from you. You can download the relevant administrative form by clicking on the form name.

Key

- We send materials to Cambridge Associates who send them to their Associate Centres. Cambridge Associates need to agree dates when they will exchange information with their Associate Centres.
- We send (the date by which information or materials you send must reach us)
- You send (the date by which information or materials you send must reach us)
- Other information (for example, late entry fee start dates).

Select a month:

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December



Key dates and activities for 2019 - Monthly calendar (International)

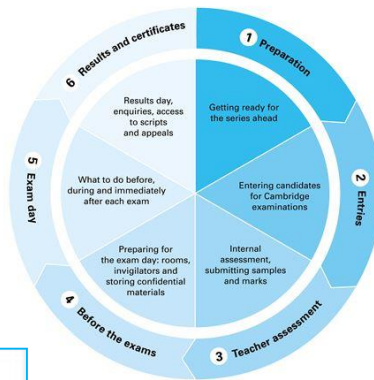
- Exams officers
 - Cambridge Exams Officers' Guide
 - Phase 1 - Preparation
 - Phase 2 - Entries
 - Phase 3 - Teacher assessment
 - Phase 4 - Before the exams
 - Phase 5 - Exam day
 - Phase 6 - Results and certificates
 - Administrative forms
 - Support and training
 - eNewsletter

Home > Cambridge for... > Exams officers > Cambridge Exams Officers' Guide

Cambridge Exams Officers' Guide

The Cambridge Exams Officers' Guide is a step-by-step guide to delivering Cambridge exams at your school. Different activities need to take place to successfully deliver an exam. We have used the Cambridge Exams Cycle (pictured below) to structure information about these activities.

Click on a phase within the cycle to learn more about the activities that take place.



Key dates for June 2019 series (International)

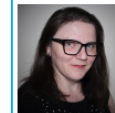
Key dates for Cambridge IGCSE, O Level, International AS & A Level and Pre-U

Entries	10 October	Estimated entries deadline
Preparation	31 October	Final timetable and Cambridge Guide to Making Entries available on CIE Direct
Entries	21 January	Deadline for ordering modified papers and applying for non-delegated access arrangements
Preparation	21 February	Final entries deadline
Before the exams	31 March	Deadline for notifying us of centre-delegated access arrangements
Entries	March-April	Exam stationery sent
Before the exams	Early April	Question papers sent
Entries	17 April	Late entries deadline
Exam day	29 April	Start of timetabled exam period
Before the exams	30 April	Deadline for forecast grades
Exam day	14 June	End of timetabled exam period
Results and certificates	Mid June - end July	Marking and grading period
	13 August (05:00 UTC/GMT)	Results released for all qualifications except Cambridge Pre-U
	14 August (23:01 UTC/GMT)	Results released for Cambridge Pre-U syllabuses (released to candidates on 15 August)
	20 September	Deadline for enquiries about results
	Mid October	Certificates despatched

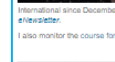
For more information go to www.cambridgeinternational.org/examsofficersguide

Getting to know the Cambridge Exams Cycle

Welcome to the course



Welcome to the 'Getting to know the Cambridge Exams Cycle' course. My name is Alexandra Alonso. I am the Training Coordinator for exams officers. I have been working for Cambridge Assessment International Education since 2012. I monitor the course forum for any questions you ask and find the answer for you from our teams of experts.



My name is Sarah Prior. I am the Communications Manager for exams officers. I have been working for Cambridge International since December 2016 and am responsible for sending out all the communications you receive and the Cambridge Exams Officer eNewsletter. I also monitor the course forum to support Alex.



My name is Amy Cook. I am also the Training Coordinator for exams officers. I have been working for Cambridge International since May 2016.

Course structure and aims

This course is the place to find all the information on administering Cambridge exams. We have gathered information from the Cambridge handbook and our public website, including visas, fact sheets, administrative forms, checklists and guides that you need to successfully prepare for and run our exams.

The course is split into modules which detail our main processes and regulations. Each module comes with material to read and download, plus a reflection exercise to help you check that your centre is following the correct procedures. Some modules come with a quiz to make sure you understand our main regulations. Each module is colour coded to match the phase of Cambridge Exams Cycle it relates to. We use the Cambridge Exams Cycle to group our processes. This is because we run several exam series each year, so exams officers may be managing processes for different series at the same time. Our support and communications are structured around six phases to help exams officers keep track of what they need to do and when.

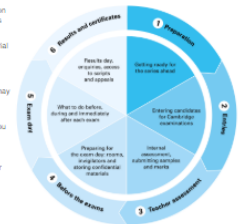
You can access the course whenever you need to. There is no time limit and you can access it as many times as you need. There is also a forum in this course for you to ask any questions you have about the training modules.

You will need audio to watch the videos in this course.

To access the certificate in this course, you must pass the consolidation quiz. This quiz tests your knowledge on our key regulations and provides formative feedback for any wrong answers.

The aims of this course are to:

- help you feel more confident preparing and running exams
- give you all the information you need for preparing and running exams
- give you an opportunity to ask questions about administering our exams.



CIE Direct and other support sites

CIE Direct

- ▶ Complete key administrative tasks
- ▶ Access time-zoned support materials, such as the *Cambridge Guide to Making Entries*
- ▶ View fees lists
- ▶ <https://direct.cie.org.uk>

CIEDirect
The online tool for Cambridge Exams Officers

Cambridge International Examinations

Log in

Username:

Password: [Forgotten your password?](#)

Log in

Welcome to CIE Direct

CIE Direct is a website for Cambridge exams officers to submit entries, view results and exchange information with Cambridge securely. It can only be used by approved Centres.

All use is subject to the Terms and Conditions.

© Cambridge International Examinations

Cambridge Primary

Online support for Cambridge Primary teachers

⚠ You must update your existing Cambridge Primary login to access this new website

Get started >

Email address

Password

Log in

Remember me

[Forgotten password?](#)

School Support Hub

School Support Hub

Cambridge Primary and Lower Secondary support sites



Welcome to the School Support Hub

Log in to connect with our global community of teachers and access high-quality teaching and learning resources.

Email address

Please enter a valid email address

Password

Log in >

[Forgotten password?](#)

[Need help logging in?](#)

Cambridge Lower Secondary

Online support for Cambridge Lower Secondary teachers

⚠ You must update your existing Cambridge Lower Secondary login to access this new website

Get started >

Email address

Password

Log in

Remember me


[Forgotten password?](#)


- ▶ Login details given by Cambridge

Help from Cambridge










What can we help you with?

[Contact us](#)
Call +44 1223 553554, or [Contact us](#).

Search 

FAQs and Important Announcements 

[What counts as a retake entry?](#) [How are results reported?](#)
[When will June 2017 results be released?](#)

Administering exams 	Becoming a Cambridge School 	Parents and students 	Recognition and acceptance 	Training and events 	Websites 
Publications and copyright 	Notifications 	Reporting suspected malpractice 			



Customer Services

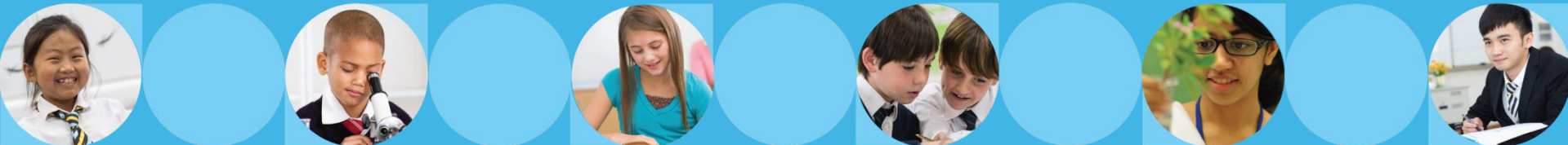
- ▶ Our team of experienced staff dedicated to providing quick and accurate responses to your queries:
 - ▶ info@cambridgeinternational.org
 - ▶ +44 1223 553554
- ▶ Now available 24 hours a day, six days a week
- ▶ Working days are Sunday to Friday



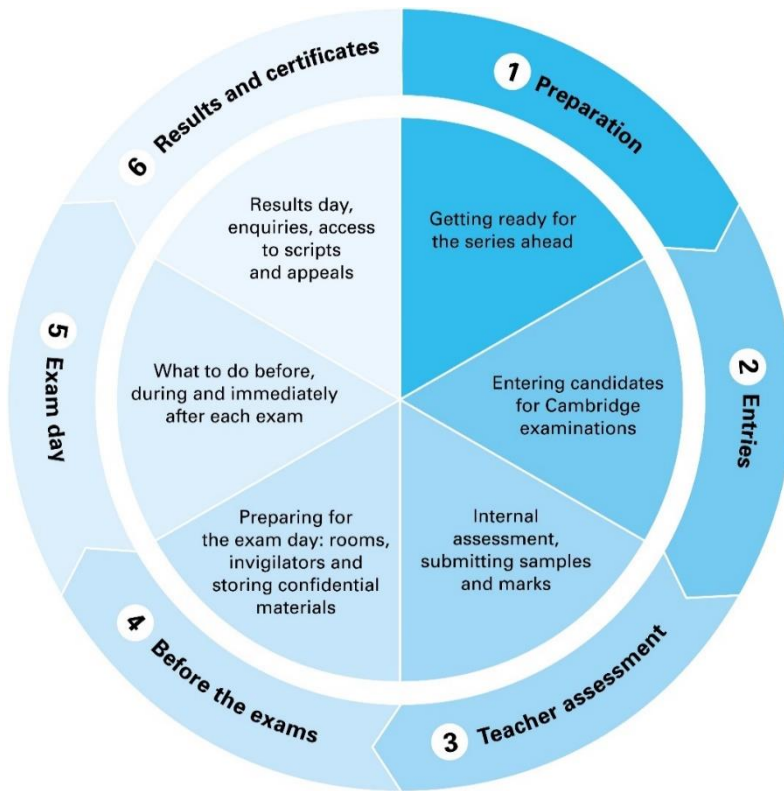
Questions



The Cambridge Exams Cycle

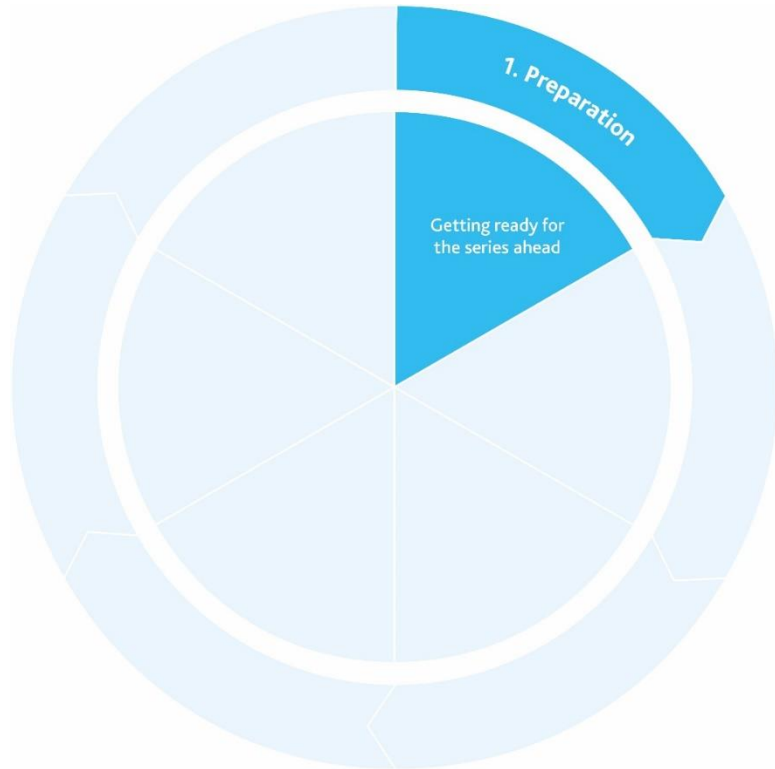


Cambridge Exams Cycle overview



- ▶ Many different activities need to take place to successfully deliver an exam.
- ▶ To help exams officers manage their workload, we group the different tasks and activities into six different phases. We call this the ‘Cambridge Exams Cycle’.

Phase 1: Preparation

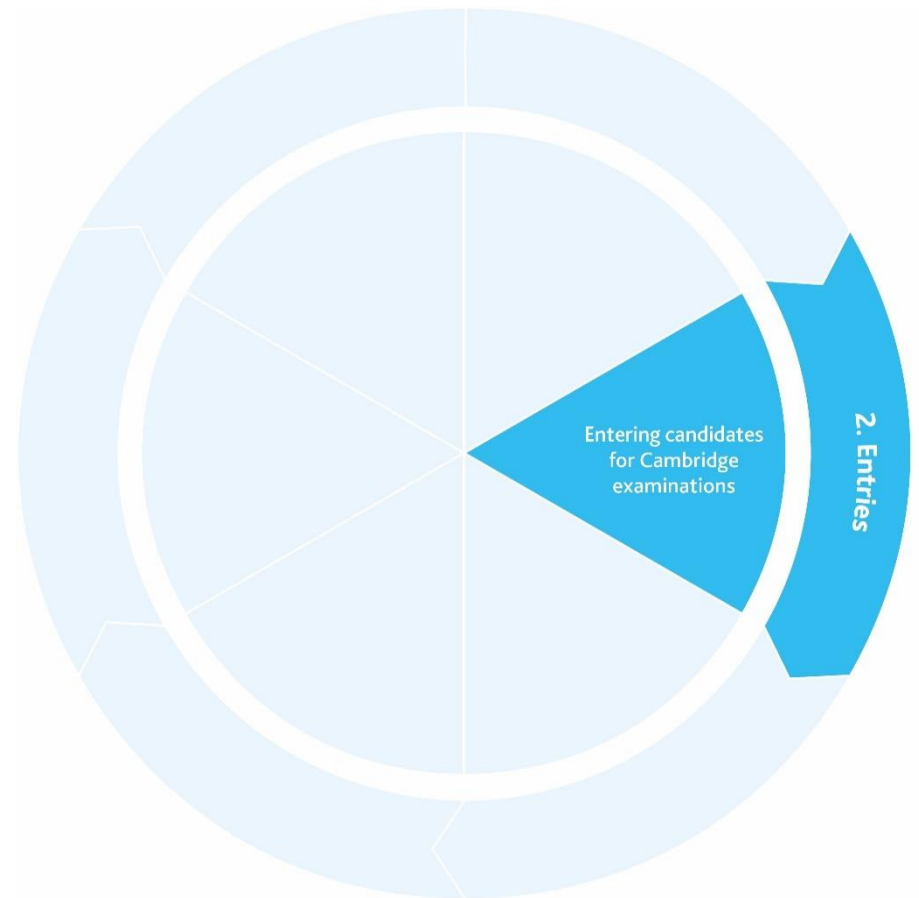


- ▶ Exams officer prepare for the exam series ahead by:
 - ▶ understanding the key dates and activities for the series
 - ▶ drafting the exams timetable
 - ▶ working with teachers to identify candidates who may need extra support during their exams.

www.cambridgeinternational.org/preparation

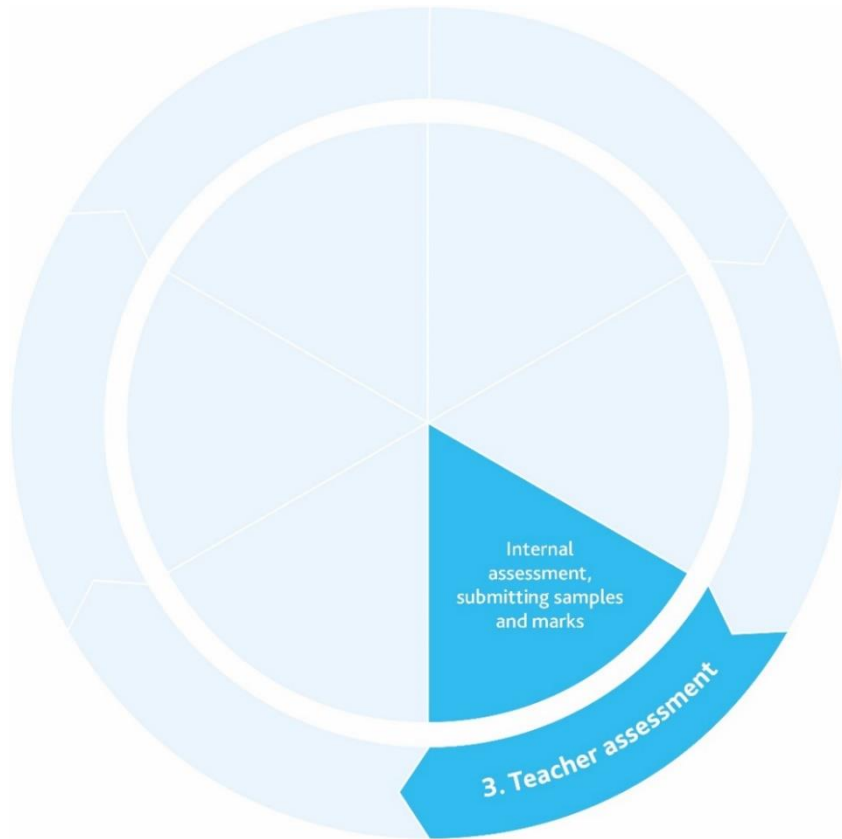
Phase 2: Entries

- ▶ Entries is all about letting Cambridge know which exams each candidate will be taking – this process is known as ‘making entries’.
- ▶ During this phase exams officers will:
 - ▶ submit ‘estimated entries’
 - ▶ work out final entries
 - ▶ submit final entries using CIE Direct
 - ▶ confirm entries and make amendments
 - ▶ make entries for group awards



www.cambridgeinternational.org/entries

Phase 3: Teacher assessment

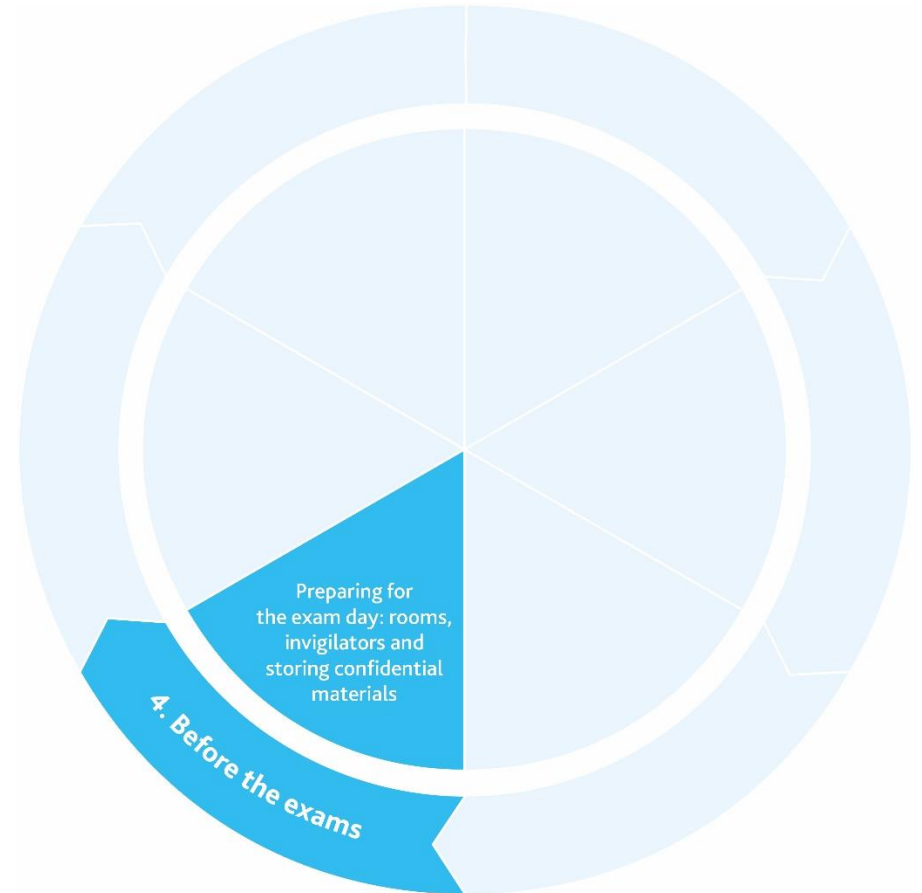


- ▶ The main administrative activities during this phase are:
 - ▶ submitting marks
 - ▶ selecting and sending samples.
- ▶ Using the samples database, exams officers can find out:
 - ▶ when and how to submit marks and candidates' work
 - ▶ which forms to complete and return with the candidates' work.

www.cambridgeinternational.org/teacherassessment

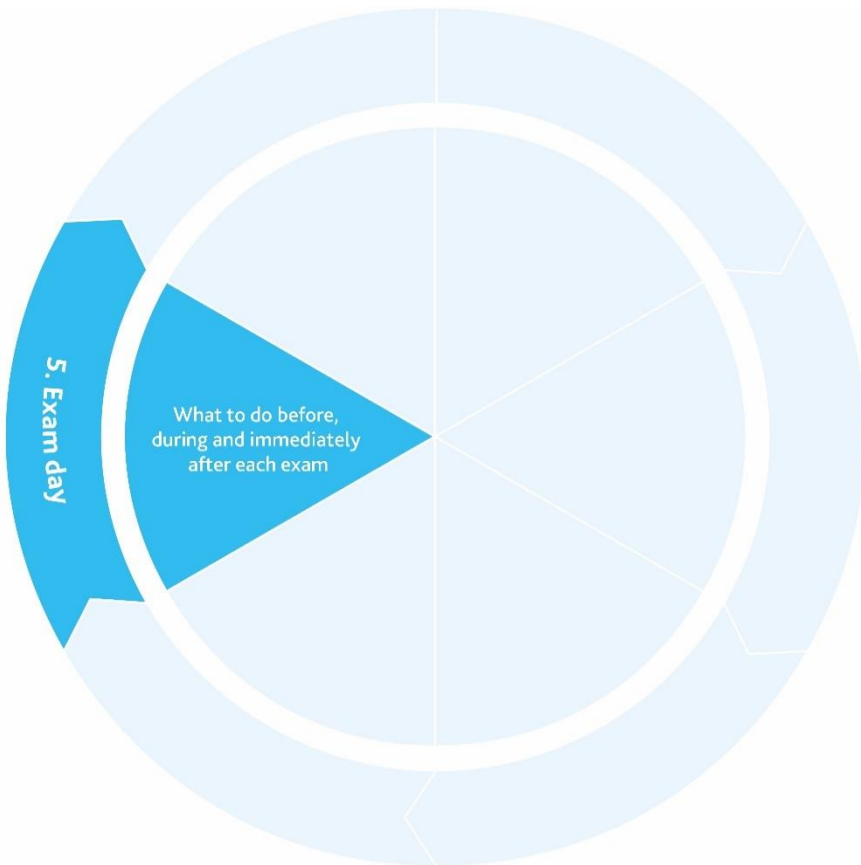
Phase 4: Before the exams

- ▶ This phase is all about getting ready for the exams.
- ▶ Examples of activities that take place during this phase:
 - ▶ receiving and storing confidential materials
 - ▶ preparing the exam rooms
 - ▶ training invigilators



www.cambridgeinternational.org/beforetheexams

Phase 5: Exam day

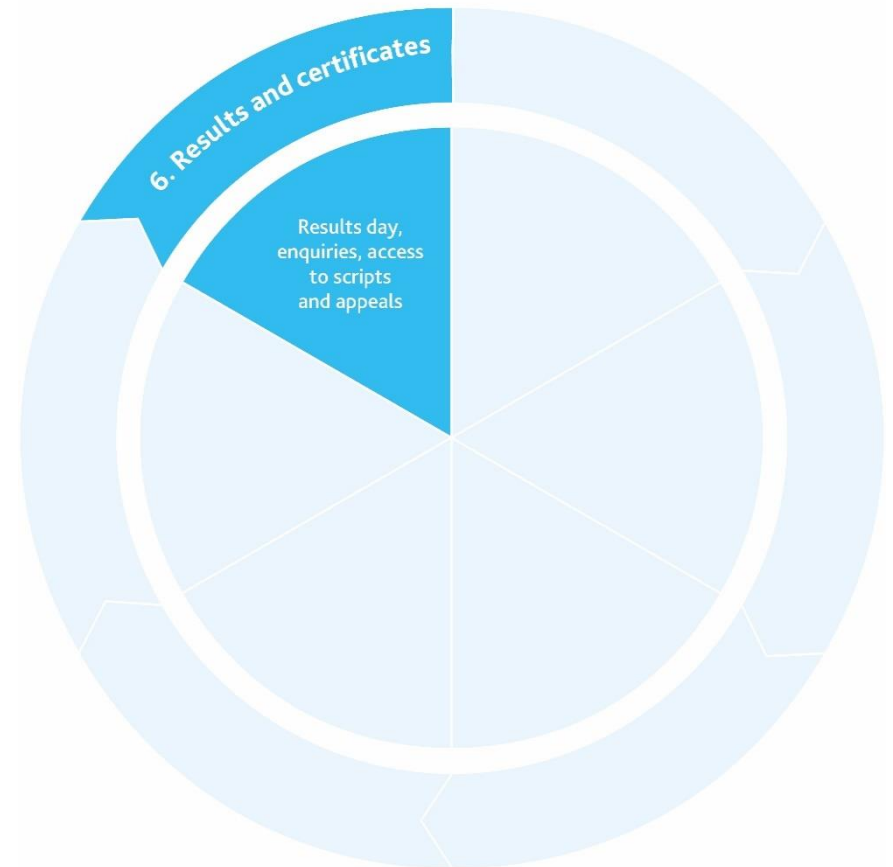


- ▶ This is when candidates sit their exams.
- ▶ Examples of activities taking place during this phase are:
 - ▶ running exams
 - ▶ dealing with potential malpractice
 - ▶ dealing with security inspections
 - ▶ packing and despatching scripts

www.cambridgeinternational.org/examday

Phase 6: Results and certificates

- ▶ This is the final phase of the Cambridge Exams Cycle.
- ▶ The activities exams officers may need to carry out include:
 - ▶ preparing for results release
 - ▶ giving candidates access to their results through our candidate results service via CIE Direct
 - ▶ submitting enquiries about results
 - ▶ receiving and sending out certificates to candidates.



www.cambridgeinternational.org/resultsandcertificates

Questions





Cambridge Assessment
International Education

Learn more!

Getting in touch with Cambridge is easy

Email info@cambridgeinternational.org
or telephone +44 1223 553554

