



## Key dates and activities for March 2021 series

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This calendar shows the dates we send you information and the dates we need to receive information from you. You can download the relevant administrative forms 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 we send materials or information to you)
- 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:

June 2020

July 2020

August 2020

September 2020

October 2020

November 2020

December 2020

January 2021

February 2021

March 2021

April 2021

May 2021

June 2021



## June 2020

Date	You send	We send
10	March series eNews.	
10	Available to download: final timetable and <i>Cambridge Guide to Making Entries</i> .	
Late June	Certificates for the March 2020 series.	

## July 2020

Date	You send	We send
10	March series eNews.	
10	Available to download: <i>Cambridge Administrative Guide for the March series</i> .	
17	Deadline for estimated entries. You submit these online at <a href="http://www.cambridgeinternational.org/march">www.cambridgeinternational.org/march</a>	
31	Deadline for Outline Proposal Forms. You email these to us. Follow the instructions on the form.	

### Other activities to think about in July 2020

- You must submit estimated entries for all new syllabuses and components you plan to make entries for. This is a regulation for the March series to help us plan the number of question papers we produce.

## August 2020

Date	You send	We send
10	March series eNews.	

## September 2020

Date	You send	We send
10	March series eNews.	
13	Entries for the March 2021 series open on <a href="#">Direct</a> .	

### Other activities to think about in September 2020

- We will only accept applications for modified question papers if you have already submitted a final entry for the relevant candidate, syllabus and component.
- The final entries and application deadline for candidates who need modified question papers is 6 October 2020. We cannot accept entries or applications after this date. You must submit your entries before this date so you do not disadvantage your candidates. Ideally do this at least two weeks before the deadline so you have time to check your entries and make any changes.

## October 2020


Date	You send	We send
6	Deadline for us to receive applications for modified question papers ( <i>Preparation – Form 3</i> ). Make sure you have made final entries for these candidates before you submit your applications.	
10	March series eNews.	

### Other activities to think about in October 2020


So we can send you early materials, you must make final entries for the following components by 27 November 2020. If you do not, we may not be able to send you the early materials in time for the exams:

- Cambridge IGCSE Biology (0610/52)
- Cambridge IGCSE Chemistry (0620/52)
- Cambridge IGCSE Combined Science (0653/52)
- Cambridge IGCSE English as a Second Language (0510/05)
- Cambridge IGCSE French – Foreign Language (0520/03)
- Cambridge IGCSE Information & Communication Technology (0417/21 and 0417/31)
- Cambridge IGCSE Physics (0625/52)
- Cambridge International AS & A Level Biology (9700/33 and 9700/34)
- Cambridge International AS & A Level Chemistry (9701/33 and 9701/34)
- Cambridge International AS & A Level Information Technology (9626/02 and 9626/04)
- Cambridge International AS & A Level Physics (9702/33 and 9702/34).

## November 2020

Date	You send	We send
1	Early exam and pre-release materials for some syllabuses are available. Find out when your materials are available at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
10	March series eNews.	
27	Deadline for applying for access arrangements.	
27	Final entries deadline for first-time entries. We charge late entry fees for first-time entries and changes we receive after this date.  Statements of entry are available from the 'My Messages' section of  Direct.	
28	Start of late entry fees for first-time entries (28 November to 14 December).	

### Other activities to think about in November 2020

- The final entries deadline for first-time entries is 27 November 2020. Submit your entries to us at least two weeks before this date so you have time to check your entries and make any changes.
- Statements of entry will be available to download from the 'My Messages' section of  Direct after you have submitted your final entries. Give them to your candidates, including private candidates, so they can check their entry details. Submit any changes by 27 November to avoid late entry fees.
- We will charge late entry fees for first-time entries and entry changes we receive after 27 November 2020. You can only submit retake entries for candidates entered in the November 2020 series until 22 January 2021 without late entry fees.

## December 2020

Date	You send	We send
10	March series eNews.	
Mid Dec	We send printed early question papers based on your final entries.	
14	Deadline for us to receive timetable deviation applications ( <i>Preparation – Form 2</i> ).	
	Late entries deadline for first-time entries. See section 2 of the <a href="#">&gt;Cambridge Handbook</a> for our late entry regulations.	
	Deadline to ask for an alternative venue.	

### Other activities to think about in December 2020

- We charge late entry fees for first-time entries and entry changes we receive after 27 November 2020. You can only submit retake entries for candidates entered in the November 2020 series until 22 January 2021 without late entry fees.
- Statements of entry are available to download from [Direct](#) within 48 hours of submitting your entries. We do not send printed statements of entry.
- Store any early question paper materials and instructions you receive securely until the relevant exam. Do not open the question paper packets. Check that you have all the materials you need. Tell us about any problems using:
  - *Before the exams – Form 2* if you are missing any of the packets on the despatch note
  - *Before the exams – Form 3* if any question paper packets have been damaged or opened in transit.
- Our Cambridge office, including Customer Services, will be closed on 25 and 26 December 2020 and 1 January 2021. From 27 to 31 December, our offices will be closed for the seasonal holiday; however, our Customer Services team will still be available 24 hours a day.

# January 2021

Date	You send	We send
10		March series eNews.
11		November 2020 results for Cambridge International AS & A Levels available to download from <a href="#">Direct</a> .
18		Printed question papers despatched based on your final entries.
19		November 2020 results for Cambridge IGCSEs available to download from <a href="#">Direct</a> .
22		Deadline for retake entries from the November 2020 series.
29		Start of speaking test window for Cambridge IGCSE languages (29 January–20 February).
Late January		Pre-exam despatch (exam stationery, administrative documents, despatch labels, script packets, attendance registers and bar-coded labels for timetabled exams).

## Other activities to think about in January 2021

- Remind teachers that we need to receive your forecast grades, internally assessed marks and samples by 24 February 2021.
- Start your general preparation for the March series. Make sure that all invigilators are appointed and trained, and all exam venues are arranged. Candidates should know the dates, times and venues of their exams.
- The deadline for retake entries from the November 2020 series is 22 January 2021. November 2020 results are released on 11 January 2021 for Cambridge International AS & A Levels and 19 January 2021 for Cambridge IGCSEs.
- Store any early question paper materials and instructions you receive securely until the relevant exam. Do not open the question paper packets. Check that you have all the materials you need. Tell us about any problems using:
  - *Before the exams – Form 2* if you are missing any of the packets on the despatch note
  - *Before the exams – Form 3* if any question paper packets have been damaged or opened in transit.

## February 2021

Date	You send	We send
8	Start of exam period (8 February–12 March).	
10	March series eNews.	
24	Deadline for completion of Cambridge IGCSE Art & Design (0400/02) and Cambridge International AS & A Level Art & Design (9479/02). You should submit the work as soon as candidates have completed it.	
	Deadline for us to receive examined coursework for Cambridge IGCSE Art & Design (0400/01) and Cambridge International AS & A Level Art & Design (9479/01 and 9479/03).	
	Deadline for us to receive forecast grades and internally assessed marks. You must submit them online through <a href="#">Direct</a> .	
	Deadline for us to receive internally assessed samples. Use our samples database to check the requirements for specific components ( <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a> ).	

### Other activities to think about in February 2021

- Make sure each piece of work in your internally assessed sample is clearly identified with your centre number, the candidate number, the syllabus and component. You must use the 'Coursework identification labels' we send in the pre-exam despatch. You can also download extra labels from [www.cambridgeinternational.org/march-forms](http://www.cambridgeinternational.org/march-forms) (*Coursework and moderation – Label 3*).
- When they are not being used, you must store Test Cards and Teachers' Notes booklets for speaking tests in a secure place until the end of the speaking test window.
- By the end of January you will receive your Cambridge pre-exam despatch and question papers. Store question papers securely until the relevant exam. Do not open the question paper packets. Check you have all the question papers you need. Tell us about any problems using:
  - *Before the exams – Form 2* if you are missing any of the packets on the despatch note
  - *Before the exams – Form 3* if any question paper packets have been damaged or opened in transit.

If you have not received these materials by 25 January 2021 contact us immediately.

- Check that you have the correct stationery before each exam. For components where candidates need extra materials, use our list to check which materials we provide and which materials you provide. The list is available at [www.cambridgeinternational.org/march](http://www.cambridgeinternational.org/march)
- Your Head of Centre must report any suspected malpractice to us on the same day or no later than 12:00, local time, the following working day, using the relevant malpractice forms.
- You have a one-day window to conduct Cambridge ICT and IT practical tests. If this will cause logistical problems in your centre, you should apply for extra sittings at least four weeks before the exam by following the instructions

in section 1 of the [Cambridge Handbook](#). The source files for each practical exam will be available to download three days before the exam from the Digital File Despatch area of our website for Cambridge International AS & A Level Information Technology (9626) and Cambridge IGCSE ICT (0417). We will give instructions for accessing the area and about running Cambridge ICT and IT practical tests in the *Cambridge Exams Officer March Series eNewsletter*. Candidates must not have access to test material or data files except during their test.

- **A** Data files for Cambridge Associates will be available five days before the exam to allow time to distribute the files to Associate Centres.

### Internet and email during Cambridge ICT and IT practical tests

Candidates **must not** have access to the internet and/or email during the practical tests for Cambridge IGCSE ICT (0417) and Cambridge International AS & A Level Information Technology (9626).

### Return of coursework

Tell us if you would like us to return your coursework samples. If you do not want us to return the work, you do not need to do anything. We do not charge for the return of work, except for Art & Design. To make a request complete *Coursework and moderation – Form 6*, or, for Art & Design, complete *Coursework and moderation – Form 5*.

These forms are available from our website on this page: [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) and on the samples database [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples). You must submit the relevant form with your coursework, by the deadline published on the samples database.

## March 2021

Date	You send	We send
10	March series eNews.	
12	End of exam period.	
	If you want to apply for special consideration do this within seven days of the last exam of the syllabus affected.	

### Other activities to think about in March 2021

- Send your scripts to us as soon as you can after each exam, or at least twice a week. Check the contents of the script packet against the bar-coded label to make sure they match. The script packet must contain a script for each candidate who is ticked as present on the attendance register. The scripts should be in candidate number order with the attendance register on top.
- Collect all unused question papers at the end of the exam and store them securely in your secure area until at least 24 hours have passed after the end of the exam or the Key Time, whichever is later. After 24 hours, you can return papers to candidates/centre staff. For Cambridge IGCSE ICT (0417) the question papers the candidates have used must be returned with the candidate's work. Any unused question papers must be kept in secure conditions until 48 hours after the exam date.
- If you want to apply for special consideration do this within seven days of the last exam of the syllabus affected.
- From now until we release results, we may contact you with questions about your scripts or candidate attendance at any of your exams. Make sure you, or another member of staff, are available to answer these urgent queries. If we cannot resolve the problem we may have to issue 'NO RESULT' or 'PENDING' outcomes. If you need to update your contact details please email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) immediately.

## April 2021

Date	You send	We send
8	Provisional timetable for March 2022 series.	
10	March series eNews.	

### Other activities to think about in April 2021

- You have four weeks from the date we publish the provisional timetable to let us know if you have any major concerns. Email any comments to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) with 'March series provisional timetable' and your centre number in the subject line.

## May 2021

Date	You send	We send
10	March series eNews.	
25	Provisional results available on <a href="#">Direct</a> .	
Late May	Provisional results despatch.	

### Other activities to think about in May 2021

- You can give candidates their provisional results as soon as they are available on [Direct](#).
- Make sure centre and candidate details are correct on electronic results documents, ready for the certificates we will send you next month. There is an administrative fee if you ask us to change any details after 11 June 2021.

## June 2021

Date	You send	We send
10	March series eNews.	
	Available to download: final timetable and <i>Cambridge Guide to Making Entries</i> .	
11	Deadline for us to receive enquiries about results for the March 2021 series. Deadline for submitting requests for the return of coursework.	
	Deadline for any requests to change centre or candidate details on certificates. The fees are in our fees list, which is available from the 'My Messages' section of <a href="#">Direct</a> .	
Late June	Certificates for the March 2021 series.	

### Other activities to think about in June 2021

- If you have not received your provisional results despatch by early June email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) immediately.
- Check your certificates carefully, making sure you have received all the certificates you need and that all names are spelt correctly. We can only replace March 2021 certificates until 31 January 2023. After 11 June 2021 we charge a fee if you ask us to change details on certificates. See sections 6.15 and 6.16 of the *Cambridge Administrative Guide for the March Series*. If you have not received your certificates by mid July, please email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)