

# Packing and dispatching Art & Design work

## Video transcript

We mark most Art & Design components. Please be extra careful when packing candidates' work to send to us.

Candidates can produce work in any media, and of any size. If any of the work is Three-dimensional, fragile, or larger than approximately A2 do not send it to us. Instead please photograph the work, then print and mount it on an A2 sheet.

Make sure painted work is completely dry, and work in chalk, pastels or charcoal is fixed.

All work must be on A2 sheets of paper or card, and packed flat.

Don't fold or roll the candidate's work.

We send you Art & Design identification labels in the pre-exam despatch.

Make sure the correct label is placed on the top right-hand corner of the work, and that the candidate's name, number and centre number is clearly written on the label.

Tie together loose sheets in the left-hand corner with string or a treasury tag and make sure an identification label is on each sheet. The label with the final outcome information should be on the top sheet for each candidate.

Don't forget to include the attendance register and pack the scripts in candidate order. If you want us to return the work to you after the exam series, include a copy of 'Coursework and Moderation - Form 5'. Use the A2 packet we send you to pack the work. These envelopes make it clear that the work is 'examination material'.

Select the correct bar-coded label. The component name and number must match the component name and number on the work in the packet.

Attach the bar-coded label to the front of the packet. Complete the information on the front of the packet. Put the packet in outer packaging.

If you are missing any stationery, you can use your own packing materials as long as they are secure and clearly labelled, or create your own despatch labels. Write the following information on the envelopes if you are missing any bar-coded labels:

- centre number
- syllabus
- component code
- number of candidates' work enclosed.

Remember, do not send us all the components from one syllabus into the same packet. Send the work to us by the dates published on the samples database

Use a courier that provides a tracking facility. Keep a record of your tracking number, so you can check on the progress of your package.



Please complete our script return form for each despatch so we can track your despatch as well.

See Phase 3: Coursework and moderation on our website and in the *Cambridge Handbook* for more information.