



Regulations supplement for the June 2020 series for Heads of Centre and centre staff

It is vital for Cambridge International to make sure that all our students studying in many different countries and contexts around the world receive a fair, valid and globally recognised qualification. The process we will use to provide grades for students will be a collaborative one with schools.

The decision on grades to be awarded to candidates will be made by Cambridge International, using our own evidence combined with evidence from schools. It remains essential that the integrity of the grades is maintained. The users of qualifications will rely on the integrity of the results we issue in the same way that they would in any other exam series. These regulations set out our expectations of centre staff in maintaining the integrity of the grades we will issue. They are a supplement to, and reference, the UK and International editions of the *Cambridge Handbook 2020*.

1. Making entries

1.1 You must only make entries where you are assured that the individual has genuinely been a student studying towards the relevant syllabus.

1.2 You must only enter candidates for syllabuses if you hold evidence of their ability in each syllabus.

2. Producing predicted grades and rank orders of candidates

2.1 The professional judgements made by your teachers must be based on evidence of each candidate's performance for each syllabus that they are entered for.

2.2 You must be confident that the evidence of candidates' work upon which judgements are based is their own work. We expect teachers to be able to determine this.

2.3 If you or your teachers have any doubts about the authenticity of evidence then it must not be used in consideration of the candidate's predicted grade or the rank order of candidates.

2.4 Centre staff, including temporary/contract staff, must not, under any circumstances, discuss or share the predicted grades nor the rank orders of students with students, parents/carers or any other individuals outside the centre.

2.5 The evidence used must be kept readily available until the release of certificates in case we request it for sampling.

3. Submitting predicted grades and rank orders of candidates

3.1 The Head of Centre is accountable for assuring themselves that predicted grades and rank orders of candidates are:

- a) representative of the professional judgements made by their teachers
- b) honest, and fairly represent the grades that these candidates would have been most likely to achieve if they had taken their exams as planned
- c) submitted by the published deadline when this is announced.

3.2 You must not submit the predicted grades and rank orders of candidates if you doubt the judgements of your teachers, or the evidence upon which the judgements are based.

3.3 If you have not done so already, you must submit any declarations of interest in accordance with section 2.1.5 of the Cambridge Handbook.

4. Sampling by Cambridge International

4.1 We may sample evidence for some or all of the predicted grades and rank orders of candidates that you submit.

4.2 If we ask you for evidence, we will identify the candidates whose evidence we would like to see. You must provide the evidence within the timescales in our request. You must submit the evidence electronically. We will specify the exact method in our request.

4.3 Failure to provide evidence upon request, or within the timescales specified in the request, may mean that no results will be issued for your candidates.

5. Malpractice

5.1 Any action that breaks our regulations and potentially threatens the integrity of the results we issue may be treated as suspected malpractice in accordance with section 5.6 of



the *Cambridge Handbook*. Suspected malpractice may result in the delay of results, disqualification of candidates and/or sanctions against your centre and centre staff, including withdrawal of your centre status and termination of our Agreement with you.

5.2 It is the Head of Centre's responsibility to report suspected malpractice to Cambridge International. Details of what to do if you suspect malpractice are in section 5.6.3 of the *Cambridge Handbook*.

5.3 The following are examples of actions that we may consider malpractice. The following list of examples is non-exhaustive:

- submitting entries where the identity of the candidate has not been verified
- making fake entries, for example, for individuals that have not studied the relevant syllabus, or do not exist
- failure to make a declaration of interest when an interest exists
- attempting to unfairly influence a teacher's judgement in producing predicted grades or rank orders of candidates
- discussing or sharing predicted grades and the rank orders of candidates with candidates, their parents/guardians or any other individual outside the centre
- producing, or knowingly accepting, false evidence of candidate ability
- making judgements about predicted grades or rank orders of candidates based on evidence that you are not confident is the candidate's own work
- submitting predicted grades and rank orders of candidates that are not the professional judgements made by the candidate's teacher(s)
- failing to comply with sampling requests.

5.4 Appeals against malpractice decisions will be permitted in accordance with section 7.3 of the *Cambridge Handbook*.

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