



# Key dates and activities for 2022

## Monthly calendar (International)

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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 despatch 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:

January

February

March

April

May

June

July

August



September

October

November

December



January	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
1	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
21	Application deadline for modified question papers ( <i>Preparation – Form 3</i> ) and final entries deadline for candidates requiring modified papers. We only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.	
<b>November series</b>		
1	Early exam and pre-release materials for some syllabuses are available. Find out when the materials for the syllabuses your candidates have entries for are available at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
10	<b>November 2021</b> series results for Cambridge International AS & A Level available to download from  Direct.	
18	<b>November 2021</b> series results for other qualifications available to download from  Direct.	
Mid-late January	<b>November 2021</b> series results despatch for Cambridge International AS & A Level.	
Late January	<b>November 2021</b> series results despatch for Cambridge IGCSE™ and Cambridge O Level.	

## Other activities to think about in January

### November 2021 series

- You can issue provisional results to candidates as soon as they are available.
- If you have not received your provisional results despatch by mid February 2022 contact our Customer Services team.
- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in March. There is an administrative fee for any requests to amend details received after 26 February 2022.

### June 2022 series

- The final entries deadline for all qualifications is 21 February 2022. Please submit your entries to us at least two weeks before this date so you have time to check your entries and make any amendments before the deadline.
- The final entries and application deadline for candidates requiring modified question papers is 21 January 2021. We will not be able to accept applications after this date. Please submit your entries before this date, preferably at least two weeks before so that you have time to check your entries and make any amendments before the deadline. We would prefer that you submit your applications for modified question papers before the deadline, even if you are not sure your candidate(s) will need them. We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.
- In early September 2021 we make June 2022 pre-release material available for:
  - Cambridge IGCSE Computer Science (0478/02)
  - Cambridge IGCSE (9–1) Computer Science (0984/02)
  - Cambridge O Level Computer Science (2210/02)
  - Cambridge IGCSE Drama (0411/11, 12, 13)
  - Cambridge IGCSE (9–1) Drama (0994/12).

This material is available via the School Support Hub. We also make it available to you on Digital File Despatch based on your **final entries**. Share it with the relevant teachers in your centre so candidates and teachers can prepare for the exams.

February	You send	We send
Start of the month	Cambridge Exams Officer eNewsletter explaining all the tasks you need to complete this month.	
June series		
1	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
Early February	Early question papers and instructions based on your <b>estimated</b> entries. If you did not submit estimated entries by the deadline of 10 October 2021 we will not despatch your early question papers and instructions until we have received your final entries.	
Mid February onwards	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
	Printed instructions for science practicals based on final entries.	
21	Final entries deadline. We will charge late entry fees for entries and amendments received after this date.	
	Application deadline for access arrangements ( <i>Preparation – Form 1</i> ).	
22	Start of late entry fees (22 February to 17 April).	
29	From late February and throughout March, entries confirmation packs.	
November series		
26	Deadline for letting us know if any details are incorrect on <b>November 2021</b> results documentation without charge.	
	Deadline for submitting enquiries about results for the <b>November 2021</b> series.	
	Deadline for submitting <i>Coursework and Moderation – Form 5</i> and <i>Coursework and Moderation – Form 6</i> .	

## Other activities to think about in February

### November 2021 series

- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in March. There is an administrative fee for any requests to amend details received after 26 February 2022.
- Submit all your enquiries about results by 26 February 2022. We will not accept requests received after this date. We will invoice you for any enquiries about results that do not lead to a syllabus grade change.

### June 2022 series

- We will send your entries confirmation pack within two weeks of receiving your entries. If you have not received your pack two weeks after you have submitted your entries contact us. You can download your statements of entry from Direct within 48 hours of submitting your entries. Check them carefully and let us know if any of the information is incorrect.
- We will charge late entry fees for any entries and entry amendments we receive after 21 February 2022.
- Make sure you submit all your entries by 21 February 2022 for the following exams which take place before the main timetabled exam series:
  - Cambridge IGCSE ICT (0417/21, 22, 31, 32).
  - Cambridge IGCSE (9–1) ICT (0983/21, 22, 31, 32).
  - Cambridge International AS & A Level Information Technology (9626/02, 04).

If you do not submit all your entries by 21 February 2022 for these components we may not be able to send you the materials you need to conduct the exams.

- The application deadline for access arrangements is 21 February 2022.
- Securely store any early question papers and instructions you receive until the relevant exam. Check that you have all the materials you need for these exams. Contact us immediately 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*
  - *Exam Day – Form 11 if any question paper packets are opened in error.*

Store the packets securely and do not open them. If you have not received these materials one week before the timetabled exam, contact us immediately.

- For the following syllabuses, you should pass the question papers to the candidates as soon as you have accessed them from Digital File Despatch or the School Support Hub:
  - Cambridge IGCSE Art & Design (0400/02).
  - Cambridge IGCSE (9–1) Art & Design (0989/02).
  - Cambridge International AS & A Level Art & Design (9479/02).
  - Cambridge International AS & A Level Digital Media & Design (9481/02).
  - Cambridge O Level Art & Design (6090/02).
- Start preparing for June series exams that take place before the main timetable period. Make sure all invigilators are appointed and trained, all exam venues are arranged and candidates know the dates, times and venues of their exams.

### November 2022 series

In February you can download pre-release materials from the School Support Hub for:

- Cambridge IGCSE Computer Science (0478/02)
- Cambridge IGCSE (9–1) Computer Science (0984/02)
- Cambridge O Level Computer Science (2210/02)
- Cambridge IGCSE Drama (0411/11, 12, 13)
- Cambridge IGCSE (9–1) Drama (0994/12).


March	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
1	Start of Cambridge IGCSE oral and practical exam period (see June 2022 final timetable for full details of test windows for each component).	
Mid March	Pre-exam despatch (exam stationery, administrative documents, address labels, script packets, attendance registers, multiple-choice answer sheets, and bar-coded labels for internally assessed and non-timetabled components).	
November series		
Mid March	Certificates for the <b>November 2021</b> series.	
Late March	<i>Cambridge Guide to Making Entries</i> for the <b>November 2022</b> series available from <a href="#">Direct</a> .	
	Final timetable for the <b>November 2022</b> series available from <a href="#">Direct</a> .	

## Other activities to think about in March

### November 2021 series

- Check carefully to make sure you have received all the certificates you expect and that all names are spelled correctly. After 26 February 2022, we charge an administrative fee for any requests to amend details on certificates. We can only replace November 2021 certificates until 30 September 2023.

### June 2022 series

- Make sure all invigilators are appointed and trained, all exam venues are arranged, and candidates know the dates, times and venues of their exams.
- Remind teachers that you need to submit marks and samples for internally assessed components by the dates published in the samples database ([www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)) and forecast grades for all syllabuses by 30 April 2022. Your samples need to reach us by the dates in the samples database. Do not wait to despatch them at the same time as your scripts for timetabled exams.
- Check the contents of your pre-exam despatch and let us know without delay if anything is missing.
- We will send your bar-coded labels for timetabled exams at the end of April.
- When you download your statements of entry from  Direct check them carefully and let us know if any of the information is incorrect.
- The data files for ICT and Computer Science practical tests will be available to download three calendar days before the test from Digital File Despatch.
- **A** Data files for Cambridge Distributer Parents will be available five days before the test to allow time to distribute the files to associate centres. All other Cambridge International centres will receive the data files three days before the test. We will provide detailed instructions about running these tests in the *Cambridge Exams Officer eNewsletter*.

April	You send	We send
Start of the month	Cambridge Exams Officer eNewsletter explaining all the tasks you need to complete this month.	
	Deadlines for receiving internally assessed marks and samples for all Cambridge IGCSE, Cambridge O Level and Cambridge AS & A Level: Check the syllabus deadlines for coursework and non-coursework tests using the samples database: <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a>	
June series		
1	Start of speaking test exam period for Cambridge International AS & A Level languages (1 April to 1 June).	
Mid April	Question papers. These are based on your final entries. Question paper despatches will be made on a regular basis for any late entries or entry amendments you have made.	
17	Late entries deadline. See sections 2.3 and 2.4 of the <a href="#">Cambridge Handbook</a> for our late entry regulations.	
	Deadline for applications for timetable deviations ( <i>Preparation – Form 2</i> ).	
28	Bar-coded labels for timetabled components only.	
30	Deadline for forecast grades. You can submit them through <a href="#">Direct</a> .	
	<ul style="list-style-type: none"> <li>• submission of Cambridge IGCSE (9–1) Art &amp; Design (0989/01)</li> <li>• completion of Cambridge IGCSE (9–1) Art &amp; Design (0989/02).</li> </ul>	
June series		
Late April	Start of timetabled exam period.	
November series		
Early April	Estimated Entry Forms for the <b>November 2022</b> series available from the 'Support Materials' section of <a href="#">Direct</a> . To be returned by 10 May 2022.	



## Other activities to think about in April

Our Cambridge office is closed from 15 to 18 April 2022.

### June 2022 series

- 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 can use the 'Coursework identification labels' we send in your pre-exam despatch. You can also download them from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) (*Coursework and Moderation – Label 3*).
- Art & Design identification labels:
  - Cambridge IGCSE Art & Design (0400) and Cambridge IGCSE (9–1) Art & Design (0989) – 1a
  - Cambridge O Level Art & Design (6090) – 1b
  - Cambridge International AS & A Level Art & Design (9479) – 1c.
- Keep Test Cards and Teachers' Notes for speaking tests in a secure place until the end of the speaking test window shown in the timetable.
- In early April we will despatch your question papers. Check you have all the question paper packets you need. Contact us immediately 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.

Store the packets securely and do not open them. If you have not received these materials one week before the timetabled exam, contact us immediately.
- Check that you have enough exam stationery. Details of the items you need for each exam are in the additional exam materials database, available at [www.cambridgeinternational.org/beforetheexams](http://www.cambridgeinternational.org/beforetheexams)

- You have a one-day window to conduct practical tests for:
  - Cambridge IGCSE ICT (0417)
  - Cambridge IGCSE (9–1) ICT (0983)
  - Cambridge International AS & A Level Information Technology (9626)
  - Cambridge International AS & A Level Computer Science (9618).

Please see the June 2022 timetable for details.

The data files for each practical test will be available to download three calendar days before the test from Digital File Despatch.

- **A** Data files for Cambridge Associates will be available five days before the test to allow time to distribute the files to Associate Centres. We will provide detailed instructions about running these tests in the *Cambridge Exams Officer eNewsletter*.
- Collect and keep all question papers in a secure place for 24 hours after the exam has finished or 24 hours after the Key Time, whichever is later. After 24 hours you may return the question papers to candidates and teachers if the Head of Centre agrees. You must return question papers for Cambridge IGCSE ICT practical tests with your candidates' work. See section 5.3.2 of the [Cambridge Handbook](#).
- Send your scripts to us as soon as each exam has finished. If this is not possible you must despatch all the scripts you have at least once each week. Check the contents of the script packet against the bar-coded script packet 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, and the scripts should be in candidate number order with the attendance register on top. Do not include any other documents in your script packets.

May	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
1 to 31	Window for electronic submission of examined coursework for Cambridge International AS & A Level Global Perspectives & Research (9239/02, 03).	
31	Provisional timetable for the <b>June 2023</b> series available from <a href="#">Direct</a> .	
	Comments about the provisional timetable can be emailed to us for four weeks after the timetable is made available.	
November series		
10	Deadline for completed Estimated Entry Forms for <b>November 2022</b> . We use estimated entries to despatch pre-release materials and question papers for exams that take place before the main exam period.	
Mid May	Entries open for the <b>November 2022</b> series.	

### Other activities to think about in May

#### June 2022 series

- Send your scripts to us as soon as each exam has finished. If this is not possible, you must despatch all the scripts you have at least once each week. Check the contents of the script packet against the bar-coded script packet 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, and the scripts should be in candidate number order with the attendance register on top. Do not include any other documents in your script packets.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.

#### November 2022 series

- If you plan to make entries for candidates requiring modified papers or access arrangements please start preparing now to meet the July deadline.

June	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
7	Deadline for us to receive internally assessed marks for Cambridge International AS & A Level language speaking tests. You can submit them through <a href="#">Direct</a> .	
	Deadline for us to receive internally assessed samples for Cambridge International AS & A Level language speaking tests. The deadlines for marks and samples of coursework and non-coursework tests are in the samples database: <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a>	
Mid June	End of timetabled exam period.	
	Special consideration applications within seven days of the last exam of the syllabus affected.	
November series		
1 June	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	

## Other activities to think about in June

### June 2022 series

- Collect and keep all question papers in a secure place for 24 hours after the exam has finished or 24 hours after the Key Time, whichever is later. After 24 hours you may return the question papers to candidates and teachers if the Head of Centre agrees.
- Send your scripts to us as soon as each exam has finished. If this is not possible you must send us all the scripts you have at least once a week. Check the contents of the script packet against the bar-coded script packet 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, and the scripts should be in candidate number order with the attendance register on top. Do not include any other documents in your script packets.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.
- From now until the release of results, we may contact you with questions about the exams of particular candidates. Check your emails regularly and make sure you, or another member of staff, are available to answer any urgent queries. If we cannot contact you or resolve the problem before results are released we may have to issue 'NO RESULT' or 'PENDING' outcomes. If your contact details have changed please let us know immediately.

### November 2022 series

- The final entries and application deadline for candidates requiring modified question papers is **1 July 2022**. We will not be able to accept entries or applications after this date. Please submit your entries before this date, preferably at least two weeks before so that you have time to check your entries and make any amendments before the deadline. We would prefer that you submit your applications for modified question papers before the deadline, even if you are not sure your candidate(s) will need them. We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.
- If you plan to make entries for the November 2022 series it is a good idea to start planning now to meet the August deadline.
- Early exam and pre-release materials for some syllabuses are available from 1 June. Find out when the materials for the syllabuses your candidates have entries for are available at [www.cambridgeinternational.org/prerelease](http://www.cambridgeinternational.org/prerelease)

July	You send	We send
Start of the month	Cambridge Exams Officer eNewsletter explaining all the tasks you need to complete this month.	
<b>November series</b>		
1	Application deadline for modified question papers ( <i>Preparation – Form 3</i> ) and final entries deadline for candidates requiring modified papers. We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component.	
	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
Mid July	Early confidential materials, including question papers and instructions based on your <b>estimated</b> entries. If you did not submit estimated entries by the deadline of 10 May 2022 we will not despatch your early question papers and instructions until we have received your <b>final</b> entries.	
21	Application deadline for access arrangements ( <i>Preparation – Form 1</i> ).	
End of July onwards	Entries confirmation packs based on your <b>final</b> entries.	

## Other activities to think about in July

### June 2022 series

- From now until the release of results, we may contact you with questions about the exams of particular candidates. Check your emails regularly and make sure you, or another member of staff, are available to answer any urgent queries. If we cannot contact you or resolve the problem before results are released we may have to issue 'NO RESULT' or 'PENDING' outcomes. If your contact details have changed please let us know immediately.

### November 2022 series

- The final entries deadline for first-time candidates is 16 August 2022. Plan to submit your entries at least two weeks before this date to allow time to make any entry amendments before the deadline.
- The final entries deadline for retake entries is 21 September 2022. An entry is a retake entry if the candidate sat the same syllabus, regardless of the entry option, in the June 2022 series. For each syllabus that a candidate is retaking, you must include a previous centre number and candidate number when you make the entry and you must tick the 'retake' box next to the entry on [Direct](#). If you do not tick the 'retake' box we will charge you a late entry fee.
- The deadline for telling us about access arrangements you plan to use is 21 July 2022.

August	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
11	<b>June 2022</b> series results for Cambridge International AS & A Level and Cambridge IPQ available to download from <a href="#">Direct</a> .	
17	<b>June 2022</b> series results for Cambridge Pre-U available to download from <a href="#">Direct</a> .*	
18	<b>June 2022</b> series results for Cambridge IGCSE and Cambridge O Level available to download from <a href="#">Direct</a> .	
Late August	<b>June 2022</b> series results despatch including statements of results.	
<b>November series</b>		
1	Early exam and pre-release materials for some syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	
16	Final entries deadline (first-time entry candidates). We will charge late entry fees for entries and amendments received after this date.	
17	Start of late entry fees for first-time entries (17 August to 21 September).	

## Other activities to think about in August

### June 2022 series

- \*For all qualifications except Cambridge Pre-U you can issue results as soon as they are available on [Direct](#). You must wait until 18 August to issue Cambridge Pre-U results to candidates.
- If you have not received your provisional results despatch by early September 2022 contact our Customer Services team.
- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in October. There is an administrative fee for any requests to amend details received after 26 September 2022.

### November 2022 series

- Make sure you submit all your entries by 16 August 2022 for the following exams which take place before the main timetabled exam series:
  - Cambridge IGCSE ICT (0417/02, 03).
  - Cambridge IGCSE (9–1) ICT (0983/02, 03).
  - Cambridge International AS & A Level Information Technology (9626/02, 04).

If you do not submit all your entries by 16 August 2022 for these components we may not be able to send you the materials you need to conduct the exams.

- We will charge late entry fees for any entries and entry amendments we receive after 16 August 2022.
- The final entries deadline for retake entries is **21 September 2022**. An entry is a retake entry if the candidate sat the same syllabus, regardless of the entry option, in the June 2021 series. For each syllabus that a candidate is retaking, you must include a previous centre number and candidate number when you make the entry and you must tick the 'retake' box next to the entry on [Direct](#). If you do not tick the 'retake' box we will charge you a late entry fee.

September	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
<b>June series</b>		
Mid September	Estimated Entry Forms for the <b>June 2023</b> series available from the 'Support Materials' section of <a href="#">Direct</a> . To be returned by 10 October 2022.	
20	Deadline for submitting enquiries about results for the <b>June 2022</b> series.	
	Deadline for submitting <i>Coursework and Moderation – Form 5</i> and <i>Coursework and Moderation – Form 6</i> .	
26	Deadline for letting us know if any details are incorrect on <b>June 2022</b> results documentation without charge.	
<b>November series</b>		
Mid-late September	Pre-exam despatch (exam stationery, administrative documents, address labels, script packets and attendance registers).	
Mid September	Question papers based on your final entries. Question paper despatches will be made on a regular basis for any late entries or amendments you have made.	
15	Start of Cambridge IGCSE oral and practical exam period (see November 2022 final timetable for full details of test windows for each component).	
	Start of speaking test window for Cambridge IGCSE and O Level languages other than English	
21	Final entries deadline for retake entries from the June 2022 series only. When making the entry include the previous centre number and candidate number, and tick the retake indicator for each syllabus the candidate is retaking.	
	Late entries deadline. See sections 2.3 and 2.4 of the <a href="#">&gt;Cambridge Handbook</a> for our late entry regulations.	
30	Deadline for applications for timetable deviations ( <i>Preparation – Form 2</i> ).	
	Start of timetabled exam period (late September to mid November).	



## Other activities to think about in September

### June 2022 series

- Make sure all your candidates' names and other details are correct on results documentation ready for the certificates we send you in October. There is an administrative fee for any requests to amend details received after 20 September 2022.
- Submit all your enquiries about results by 20 September 2022. We will not accept requests received after this date. We will invoice you for any enquiries about results that do not lead to a syllabus grade change.
- Please note, for the following syllabuses, the above does not apply; you should pass the question papers to the candidates as soon as you receive them:
  - Cambridge IGCSE Art & Design (0400/02)
  - Cambridge IGCSE (9–1) Art & Design (0989/02).
  - Cambridge O Level Art & Design (6090/02, 03).
  - Cambridge International AS & A Level Art & Design (9479/02).
  - Cambridge International AS & A Level Digital Media & Design (9481/02).

### November 2022 series

- We will send your entries confirmation pack within two weeks of receiving your entries. If you have not received your pack two weeks after you have submitted your entries contact us. The pack includes printed statements of entry. Check them carefully and let us know if any of the information is incorrect.
- Make sure that all invigilators are appointed and trained, all exam venues are arranged and candidates know the dates, times and venues of their exams.
- Remind teachers that you need to submit marks and samples for internally assessed components by the dates published in the samples database ([www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)) and forecast grades for all syllabuses by 31 October 2022. Your samples need to reach us by the dates in the samples database. Do not wait to despatch them at the same time as your scripts for timetabled exams.
- Securely store any early question papers and instructions you receive until the relevant exam. Check that you have all the materials you need for these exams.

Contact us immediately 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*
- *Exam Day – Form 11 if any question paper packets are opened in error.*

Store the packets securely and do not open them. If you have not received these materials by 1 October 2022 contact us immediately.

### Exam series in 2023

- Please complete and submit *Preparation – Form 5* if you are planning to enter candidates for any additional qualifications in the June or November 2023 series. This way we can make sure that all your despatches contain the right information. You should submit the form no later than four weeks before the final entries deadline for the relevant series.
- We will invoice you in October if your centre needs to pay the annual centre registration fee.

October	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month. The October newsletter also includes a link to the <a href="#">&gt;Cambridge Handbook for 2023</a> .	
31	<a href="#">&gt;Cambridge Handbook for 2023</a> . You can access this document online at <a href="http://www.cambridgeinternational.org/examsofficersguide">www.cambridgeinternational.org/examsofficersguide</a> from the beginning of October 2022.	
<b>June series</b>		
10	Deadline for completed Estimated Entry Forms for the <b>June 2023</b> series. We use estimated entries to despatch early confidential materials, including pre-release materials and question papers, for exams that take place before the main exam period.	
Mid October	<b>June 2022</b> certificates sent to centres.	
31	<i>Cambridge Guide to Making Entries</i> for the <b>June 2023</b> series.	
	Final timetable for the <b>June 2023</b> series available from <a href="#">Direct</a> .	
<b>November series</b>		
Start of the month	Deadlines for receiving internally assessed marks and samples for Cambridge IGCSE components and Cambridge International AS & A Level speaking tests: Check the syllabus deadlines for coursework and non-coursework tests using the samples database <a href="http://www.cambridgeinternational.org/samples">www.cambridgeinternational.org/samples</a>	
1 to 31	Window for electronic submission of examined coursework for Cambridge International AS & A Level Global Perspectives & Research (9239/02, 03).	
1	Start of speaking test window for Cambridge International AS & A Level languages other than English.	
Early October	Pre-exam despatch (exam stationery, administrative documents, address labels, script packets, bar-coded labels, attendance registers and multiple-choice answer sheets).	
31	Deadline for forecast grades. You can submit them through <a href="#">Direct</a> .	
	Provisional timetable for the November 2023 series available from <a href="#">Direct</a> .	
	Comments about the provisional timetable can be emailed to us for four weeks after the timetable is made available.	

## Other activities to think about in October

### June 2022 series

- Check carefully to make sure you have received all the certificates you expect and that all names are spelled correctly. After 26 September 2022, we charge an administrative fee for any requests to amend details on certificates. We can only replace June 2022 certificates until 30 April 2024.

### November 2022 series

- 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 can use the 'Coursework identification labels' we send in your pre-exam despatch. You can also download them from [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) (*Coursework and Moderation – Label 3*).
- For Art & Design syllabuses, use these identification labels:
  - Cambridge IGCSE Art & Design (0400) and Cambridge IGCSE (9–1) Art & Design (0989) – 1a
  - Cambridge O Level Art & Design (6090) – 1b
  - Cambridge International AS & A Level Art & Design (9479) – 1c.
- Check that you have enough exam stationery. Details of the items you need for each exam are in the additional exam materials database, available at [www.cambridgeinternational.org/beforetheexams](http://www.cambridgeinternational.org/beforetheexams)
- You have a one-day window to conduct practical tests for:
  - Cambridge IGCSE ICT (0417)
  - Cambridge IGCSE (9–1) ICT (0983/02, 03)
  - Cambridge International AS & A Level Information Technology (9626)
  - Cambridge International AS & A Level Computer Science (9618).

Please see the November 2022 timetable for details. The data files for each practical test will be available to download three calendar days before the test from Digital File Despatch.

**A** Data files for Cambridge Associates will be available five calendar days before the test to allow time to distribute the files to Associate Centres. We will provide detailed instructions about running these tests in the *Cambridge Exams Officer eNewsletter*.

- Collect and keep all question papers in a secure place for 24 hours after the exam has finished or 24 hours after the Key Time, whichever is later. After 24 hours you may return the question papers to candidates and teachers if the Head of Centre agrees.
- Keep Test Cards and Teachers' Notes for speaking tests in a secure place until the end of the speaking test window shown in the timetable.
- Send your scripts to us as soon as each exam has finished. If this is not possible you must send us all the scripts you have at least once a week. Check the contents of the script packet against the bar-coded script packet 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, and the scripts should be in candidate number order with the attendance register on top. Do not include any other documents in your script packets.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.

November	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
Mid November	Entries open for the <b>June 2023</b> series.	
November series		
Mid November	End of timetabled exam period.	
	Special consideration applications within seven days of the last exam of the syllabus affected.	

## Other activities to think about in November

### November 2022 series

- Collect and keep all question papers in a secure place for 24 hours after the exam has finished or 24 hours after the Key Time, whichever is later. After 24 hours you may return the question papers to candidates and teachers if the Head of Centre agrees.
- Send your scripts to us as soon as each exam has finished. If this is not possible you must despatch all the scripts you have at least once a week. Check the contents of the script packet against the bar-coded script packet 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, and the scripts must be in candidate number order with the attendance register on top. Do not include any other documents in your script packets.
- We must receive special consideration applications within seven days of the last exam of the syllabus affected.

# December 2022

December	You send	We send
Start of the month	<i>Cambridge Exams Officer eNewsletter</i> explaining all the tasks you need to complete this month.	
June series		
Early December	Early exam and pre-release materials for some 2023 syllabuses available. Find out more at <a href="http://www.cambridgeinternational.org/prerelease">www.cambridgeinternational.org/prerelease</a>	

## Other activities to think about in December

### November 2022 series

- From now until the release of results, we may contact you with questions about the exams of particular candidates. Check your emails regularly and make sure you, or another member of staff, are available to answer any urgent queries. If we cannot contact you or resolve the problem before results are released we may have to issue 'NO RESULT' or 'PENDING' outcomes. If your contact details have changed please let us know immediately.
- If you plan to make entries for the June 2023 series please start planning now to meet the January deadline for candidates requiring modified question papers, and the February deadline for all other entries.

Our phone lines during the Christmas break will be closed from 16:00 on 23 December and reopen 00:01 3 Jan 2023. Staff will be working on 28, 29 & 30 December to answer any email enquiries.