



# Covid-19 exemption regulations supplement: November 2021 exam series For Heads of Centre and centre staff

This supplement outlines Covid-19 exemption regulations applicable for the November 2021 series. You should apply to use exemptions before the exam series if you are not able to prepare candidates for certain components because of disruption caused by Covid-19.

## 1. Introduction

We are introducing Covid-19 exemptions for certain components in the November 2021 exam series. For more information, go to: [www.cambridgeinternational.org/november-2021-exemptions](http://www.cambridgeinternational.org/november-2021-exemptions)

This regulations supplement is published in accordance with Introduction clause 7 of the Cambridge Handbook 2021 and forms part of our Agreement with you.

Components that are eligible for a Covid-19 exemption will meet either or both of the following criteria:

- The teaching and/or assessment of the component requires access to facilities and equipment that has not been possible due to Covid-19 disruption, e.g. instruments, laboratories, studios, audio visual equipment, sports facilities, specific software, specialist material.
- The teaching and/or assessment of the component requires ways of working with others, e.g. in pairs, groups or teams, which have not been possible due to Covid-19 disruption.

For some literature syllabuses, the following criteria will apply:

- The teaching and/or assessment of the component assesses distinct subject content (i.e. topics, set works or themes) from the rest of the option and it has not been possible to teach this content due to Covid-19 related disruption.

You must have fully explored ways of preparing candidates for the full assessment, and should only apply for Covid-19 exemptions when you have determined that it is not possible to undertake the full assessment.

## 2. Understanding and accepting the risks of Covid-19 exemptions

2.1. There are specific risks associated with Covid-19 exemptions which centre staff, candidates and candidates' parents/guardians must be fully aware of before you apply for them. We cannot take responsibility for inaccurate information provided by you to candidates, staff, parents and/or guardians and Cambridge International.

These are:

- a) The risk of the candidate's grade being less representative of their ability is greater if they complete a smaller percentage of the assessment.
- b) Candidates who are absent for an acceptable reason from a non-exempt component (including, for example, illness, the need to self-isolate, or a 'lockdown' on the date of the exam) may not have sufficient evidence for us to calculate and award an assessed mark for the component they were absent for. They would therefore receive 'NO RESULT'.

2.2. By applying for Covid-19 exemptions you confirm that you:

- a) are the Head of Centre, or have been delegated the equivalent authority of the Head of Centre, to make applications for Covid-19 exemptions.
- b) are only applying Covid-19 exemptions for syllabuses and components that we have published as being eligible for said exemption. See our website: [www.cambridgeinternational.org/november-2021-exemptions](http://www.cambridgeinternational.org/november-2021-exemptions)
- c) have informed the candidates and their parents/guardians of the implications of this exemption.
- d) understand the increased risk that candidates who are absent from another component for an acceptable reason, for example self-isolation, illness or a local 'lockdown', may not be issued with a syllabus grade.
- e) accept that any underperformance of candidates on the remaining assessment will have a greater effect on their syllabus grade than if they took all the assessment.

## 3. Applying for a Covid-19 exemption

3.1. You can only apply for a Covid-19 exemption for syllabuses and components that we have published at: [www.cambridgeinternational.org/november-2021-exemptions](http://www.cambridgeinternational.org/november-2021-exemptions)

3.2. You must apply using the form(s) that we provide, follow all instructions on these form(s) and return them to [covidexemptions@cambridgeinternational.org](mailto:covidexemptions@cambridgeinternational.org) by the published deadline.

3.3. Applications received after the published deadline will not be processed.

3.4. You should not provide any candidate details at this stage (see section 5).

3.5. **NEW** You must not apply for component exemptions and component adjustments for the same candidate(s) for the same component. Make sure you understand the difference between these routes before you apply. Use our interactive guide to help you identify which route to grades is the right one for your candidate(s): [www.cambridgeinternational.org/nov-2021-interactive-guide](http://www.cambridgeinternational.org/nov-2021-interactive-guide)

**A** Associate Centres should send forms to their Cambridge Associate.

### 4. How Cambridge International will process your application

4.1. When we receive your application we will first check the form is complete, specifically that:

- Your centre number is correct
- You have entered syllabuses and components, option codes, approximate number of candidates and a reason code for each syllabus and component
- You have signed and dated the form.

We will aim to provide an outcome on your application in seven working days.

If any of these details are missing, your application will be rejected and you will need to rectify and resubmit your application.

4.2. Assuming all details are entered as detailed in 4.1 above, we will check the syllabuses and components are ones which are eligible for a Covid-19 exemption.

4.3. We will record the syllabuses and components which are approved or rejected.

4.4. We will email your centre's main contact that we hold in our records to confirm the syllabuses and components which are approved or rejected.

### 5. Receiving candidate data

5.1. We will provide further details of how you will tell us which approved Covid-19 exemptions relate to specific candidates.

5.2. If you do not supply candidate level detail by the specified deadline, the exemptions cannot be applied.

We take the protection of personal data seriously and your data will be handled in accordance with the policy on Candidate Data set out in section C7 of the *Cambridge Handbook*.

### 6. Assessed marks and results

We will produce an assessed mark for the exempted component(s) and issue a syllabus grade. An assessed mark is an estimated mark based on the candidate's performance on other components in the same syllabus in the current series.

### 7. Exemptions requested in error and/or candidates taking exams for which they are exempt

7.1. **NEW** By using an exemption, candidates do not take the component. You must mark exempted candidates as 'absent' on the attendance register or on Direct for internally assessed components. You must give each candidate a written record of the exams from which they are exempt. Give this to them at the same time you give them their statement of entry. You need to give a list of candidates with exemptions to your invigilators for any exams where you have one or more candidates with exemptions. You need to keep a record of your communication with your candidates about their exemptions and the lists you give to your invigilators.

7.2. If you have asked for an exemption for a candidate in error then you must tell us immediately. By 'in error' we mean there was no intention to request the exemption for a particular entry. If you tell us about the error before the exam is taken, we will cancel the exemption.

7.3. If a candidate takes the exam for a component from which they are exempt, we will use the assessed mark (not the exam mark) unless you tell us before the exam is taken that there has been a mistake and the exemption was unintentional.

7.4. If an exemption requested in error is identified after the exam has been taken you must tell us as soon as possible. You must explain how the error occurred and why it was not identified.

**Learn more!** For more information please visit [www.cambridgeinternational.org/covid](http://www.cambridgeinternational.org/covid) or contact Customer Services on +44 (0)1223 553554 or email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)