


Cambridge Handbook (UK Supplement) 2022

This supplement outlines where regulations and guidance for administering Cambridge exams are different for UK centres. It should be used in conjunction with the *Cambridge Handbook 2022*. Where you see this icon  in the *Cambridge Handbook 2022*, you should check this supplement. You can also find out where our regulations differ from the JCQ regulations on pages 21 to 25.

Page/section	Differences
Introduction	
Page 5	<p>Cambridge Advanced</p> <p>These additional subjects are available for Cambridge Advanced in the UK:</p> <ul style="list-style-type: none"> • Cambridge Pre-U Short Course • Cambridge Pre-U Principal Subjects • Cambridge Pre-U Diploma.
Pages 5 and 7	<p>Additional important information for UK centres:</p> <p>Cambridge Assessment International Education is not a member of the Joint Council for Qualifications (JCQ), therefore some of our regulations are different from those of other UK exam boards. Please refer to pages 21 to 25 of this supplement for information about these differences.</p>
Page 9, A14	<p>The last sentence does not apply to UK centres:</p> <p>You can choose to allocate a broker to handle such imports or nominate UPS/DHL to act on your behalf, but you will be responsible for these costs.</p>
Page 9, A25	<p>A25 You must take all reasonable steps to:</p> <p>A25.1 provide information or documents relating to the assessments or your registration as a centre, that either we or Ofqual require, as soon as possible.</p> <p>A25.2 make sure that we are able to comply with those conditions, set out in Ofqual's General Conditions of Recognition that are dependent on the actions of centres.</p>
Page 10, B7	<p>B7.1 You must assist with any Ofqual-led investigations made for the purposes of Ofqual performing its functions.</p>
Page 12, D4	<p>This clause is not applicable to UK centres.</p>
Page 16, N2.2	<p>N2.2 copies of answer scripts as part of enquiries about results or access to scripts services.</p>
Page 16, N3	<p>N3 You may request the return of work for Cambridge IGCSE™ Art & Design (0400/01 and 02 and (9–1) 0989/01 and 02) and Cambridge International AS & A Level Art & Design (9479/01, 02 and 03) by completing <i>Coursework and Moderation – Form 5</i>. To request copies of answer scripts as part of enquiries about results or access to scripts services, see section 6.3.</p>

Page/section	Differences
Phase 1 – Preparation	
Page 26, 1.2	<p>1.2 Preparing your exams timetable</p> <p>To keep our exams secure we have six administrative zones. Each zone has a specific timetable and you must use the correct UK timetable for each exam series.</p> <p>The timetable shows the date, session and duration of each exam, including the range of dates for practical and oral exams. You must also follow our Key Time regulations when timetabling your exams. For timetabled exams other than Cambridge Pre-U, all candidates must be in the exam or under Full Centre Supervision at the Key Time. See the 'Key Times and Full Centre Supervision' section and section 1.2.2 for more information.</p> <p>As soon as the final timetable is available work out how many exam rooms you need and book them. Decide how you are going to make sure your candidates know where and when their exams will take place. You should also create a timetable for your centre and display it where all your candidates can see it. We recommend you use our 'Create your centre's exam timetable' template to prepare for the exam series: www.cambridgeinternational.org/timetablingexams</p>
Page 26, 1.2.2	<p>1.2.2 Timetabling exams</p> <p>(a) The timetable will show test date windows and which session timetabled exams must be taken in:</p> <ul style="list-style-type: none"> • Morning (AM) • Afternoon (PM). <p>(b) Candidates must take timetabled exams in the exam window or session shown on the final timetable.</p> <p>(c) The Key Time is a point in a timetabled session when candidates must either be in the exam or under Full Centre Supervision. The Key Times for the UK are:</p> <ul style="list-style-type: none"> • June series: 10:00 BST and 14:00 BST • November series before the clocks go back: 10:00 BST and 14:00 BST • November series after the clocks go back: 09:00 GMT and 13:00 GMT. <p>(d) The JCQ start times of 09:00 for the morning session and 13:30 for the afternoon session work with our Key Times, except if:</p> <ul style="list-style-type: none"> • it is an afternoon exam in the November series after the clocks have gone back • it is an exam during British Summer Time that is less than an hour long. <p>In both of these situations you must make sure that candidates are under Full Centre Supervision or taking their exam at the Key Time.</p> <p>(e) For Cambridge Pre-U exams in the June series, you do not need to worry about Key Times. Follow the start time of 09:00 for the morning session and 13:30 for the afternoon session on the Cambridge Pre-U timetable. You can also start the exams half an hour earlier or later than the published start times.</p>



Page/section	Differences
Page 27, 1.2.3	<p>1.2.3 Timetable deviations</p> <p>(a) If you have a timetable clash you may carry out a timetable deviation. The Head of Centre must resolve timetable clashes and make sure your proposed arrangements follow our regulations.</p> <p>(b) You must not move an exam:</p> <ul style="list-style-type: none"> • to an earlier date • so it finishes in an earlier session on the timetabled date • more than 24 hours after the Key Time of the timetabled session. <p>(c) The following are examples where you may consider a timetable deviation:</p> <ul style="list-style-type: none"> • A clash of exams in the same session where they would last more than three hours and 45 minutes in a session or more than six hours in a day. Candidates can sit exams for up to six hours in one day. The Head of Centre can allow candidates to sit exams that total more than this but you should consider the candidate's wellbeing. • A single period of Full Centre Supervision that is more than four hours long. <p>(d) The following are unacceptable reasons for a timetable deviation:</p> <ul style="list-style-type: none"> • national or public holidays • participation in national, local or school events • school closure • school holidays • weddings • work experience • field trips.
Page 28, 1.2.3.2	<p>1.2.3.2 Applying for a timetable deviation</p> <p>This does not apply to UK centres (including the Administrative forms box and Important dates box).</p>
Page 28, 1.2.3.3	<p>1.2.3.3 Our decision</p> <p>This does not apply to UK centres.</p>
Page 41, 1.3.8	<p>1.3.8 Modified question papers – different wording for section (g) for UK centres</p> <p>If a candidate can see pictures, graphs and diagrams and would benefit from a coloured copy of a question paper, you can produce a copy on appropriate coloured paper. You must tell us if you plan to do this by completing and returning <i>Preparation – Form 3</i> by the dates in section 1.3.1.</p> <p>We may need to produce some question papers on coloured paper. We will tell you which ones we need to produce and which ones you can produce.</p> <p>Your Head of Centre is responsible for making sure the security and integrity of the question paper is maintained during the production process.</p> <p>We will make a copy of the question paper available for you to download from Digital File Despatch 90 minutes before the Key Time for the exam. We only provide the question paper(s) you include on <i>Preparation – Form 3</i>, that we approved and only if the candidate has the appropriate entry. Make sure you have asked for all syllabuses and components that you need. If you amend your entries, you must tell us so that we can make the correct question paper(s) available to you on Digital File Despatch.</p> <p>We will email guidance about how to securely print question papers to you. You must follow the guidance outlined in this email.</p> <p>Alternatively, the centre is permitted to open the question paper packet not more than 90 minutes before the published Key Time (or in exceptional circumstances, with prior permission from us, before the standard centre start time) for the exam. This will enable a centre to:</p> <ul style="list-style-type: none"> • copy and enlarge the standard paper from A4 to A3 • copy the standard paper onto coloured paper • produce a question paper with single-sided print. <p style="text-align: right;"><i>(continued on next page...)</i></p>



Page/section	Differences
Page 41, 1.3.8 continued...	<p>If your centre does not have the appropriate equipment to make these modifications, please let us know as soon as possible. You must not modify the content of the question paper. For example, changing the font size. Question papers must be printed on A4 paper unless you have permission from us to make enlargements.</p> <p>You must keep signed records of the modification. These should include:</p> <ul style="list-style-type: none"> • the start time of the exam • the syllabus, component, candidate number and modification produced • the names and job titles of the two staff members who carried out the modification. <p>Record this information on your exam timetable. You may be asked to show these records to an inspector. You must keep these records until we have released certificates.</p>
Phase 2 – Entries	
Page 42, 2.1.2 (b)	(b) Private candidates must be able to meet all assessment requirements. Some options, including those with coursework, are not available to private candidates. Private candidates may need to take Cambridge Pre-U speaking exams at a specific venue.
Page 45, 2.3 (third paragraph)	<p>2.3 Final entries</p> <p>Third paragraph wording for UK centres:</p> <p>The <i>Cambridge Guide to Making Entries</i> contains syllabus and option codes, as well as detailed instructions for making entries. Make sure you use the correct version of the guide for the UK and for your series.</p>
Page 45, 2.3.1 (first paragraph)	<p>2.3.1 Making final entries</p> <p>First paragraph wording for UK centres:</p> <p>You can make your final entries using one of the following:</p> <ul style="list-style-type: none"> • A2C • Direct. <p>Use the same method to submit all your entries in the same exam series. Instructions are in the <i>Cambridge Guide to Making Entries</i>, which is in the 'Support Materials' section of Direct. We also send you a printed copy.</p>
Page 45, 2.3.1 (extra paragraph)	<p>2.3.1 Making final entries</p> <p>Additional paragraph for UK centres:</p> <p>MIS packages and A2C</p> <p>You can download basedata ready to import into your MIS package. The basedata is compatible with JCQ standards at the time of publication and is in the 'Support Materials' section of Direct. It will give you the data you need for the relevant exam series.</p>
Page 45, 2.3.1.1	<p>2.3.1.1 Unique Learner Numbers (ULNs)</p> <p>Centres in England and Wales need to give us a ULN for all candidates entered for Ofqual-regulated syllabuses. We will contact you if any ULNs you submit are invalid.</p> <p>ULNs allow candidates' achievements to be loaded to the Personal Learner Record (PLR) after we release results. You can find out about the PLR on the Learning Records Service (LRS) website.</p> <p>If you do not have ULNs for your candidates, you will first need to register the candidates with the LRS, making sure that the details you use exactly match the ones you have given us. The LRS will then send you the ULNs.</p> <p>You must give ULNs and unique candidate identifiers (UCI) when you make your entries for Ofqual-regulated syllabuses.</p> <p>Important information: After 20 minutes of inactivity you will automatically be logged out of Direct.</p>



Page/section	Differences
Page 46, 2.3.2.2 (second paragraph)	<p>2.3.2.2 Statements of entry</p> <p>Paragraph 2 wording for UK centres:</p> <p>After you have made your final entries, download your statements of entry from Direct as you will not receive a printed copy. Print and give them to your candidates, including private candidates, so they can check their details. The name shown is the name that will be printed on statements of results and certificates, so it is important to tell us if there are any errors by following the instructions in section 2.4. The candidate should write their name on scripts as it appears on the statement of entry.</p>
Page 46	<p>Regulations</p> <p>(a) You must make final entries through Direct or A2C. You should use the same method to make all your entries in the same exam series.</p> <p>(b) If you want to receive a results file through A2C you must submit your entry information through A2C.</p> <p>(c) The Head of Centre or Cambridge Associate is responsible for making sure entry data is accurate, complete and submitted on time.</p> <p>(d) You must check that your entry data is correct and complete on Direct, even if you have made your entries or any changes through A2C. The entries you can see on Direct are the entries we have recorded for you.</p> <p>(e) Between the entries deadline and the late entries deadline you can make late entries or changes, but we will charge late entry fees.</p> <p>(f) The final entry deadline for the November series is 21 September. There is no late entries deadline for this series.</p> <p>(g) If you use A2C you must submit one entry file for all qualifications. To change any entries you must export an amendment file and send it to us through A2C.</p> <p>(h) You can only apply for modified question papers if you have already made a final entry for the relevant candidate, syllabus and component. See section 1.3.8.</p> <p>(i) You must assign one four-digit candidate number to every candidate. You cannot change this number after you have made your entries. Do not assign the same number to more than one candidate in the same series. Do not assign duplicate or multiple numbers to the same candidate in the same series.</p> <p>(j) Centres in England and Wales must give a Unique Learner Number (ULN) for each candidate when they make entries for all Ofqual-regulated syllabuses. See section 2.3.1.1 (of this UK supplement) for more information.</p>
Page 47, Important dates box	<p>Important dates</p> <p>There is different information for UK centres for the November series:</p> <p>November series</p> <ul style="list-style-type: none"> • <i>Cambridge Guide to Making Entries</i> available: end of March 2022 • Entries can be made from: mid-May 2022 • Final entries deadline and application deadline for candidates who need modified papers: 1 July 2022 • Final entries deadline for other candidates: 21 September 2022 • Late entries deadline: 21 September 2022.



Page/section	Differences
Page 48, 2.4	<p>2.4 Entry fees, late entries, entry changes and retake entries</p> <p>Details of the fees for all our exams and how to pay are in our fees list. We publish the fees list for the following year on 1 October in the 'My Messages' section of Direct.</p> <p>We have the right to change the fees list. Please check you are using the latest version.</p> <p>If you want to change or add entries, do this as quickly as possible:</p> <ul style="list-style-type: none"> • If you use A2C, make the changes using your MIS database. Export an amendment file and send it to us through A2C. Please make sure you send all your amendment files. • If you use Direct online entries, make the changes and send them to us. <p>Find out more about retake entries at www.cambridgeinternational.org/retakes</p>
Pages 48 and 49	<p>Regulations</p> <p>(b) There is a fee per candidate for Cambridge ICE, the Cambridge AICE Diploma and the Cambridge Pre-U Diploma. You must use the <i>Cambridge Guide to Making Entries</i> to check that your candidates qualify before you enter them. We do not refund entry fees for candidates who do not qualify.</p> <p>(k) This regulation does not apply to UK centres.</p> <p>(m) After the late entries deadline, the Direct online entries page will close and you will not be able to make any changes. You can still change candidate details through A2C, but we may reject any entry changes.</p>
Page 50, 2.4.1	<p>2.4.1 Withdrawing a candidate</p> <p>To withdraw a candidate on Direct find their details in the 'Administer Exams' dashboard and click the 'Remove Candidate' button. To withdraw a candidate using an MIS package, follow your usual instructions and send us the amendment file using A2C.</p>
Page 50, 2.5.1	<p>2.5.1 Entries for group awards</p> <p>There is an extra bullet point for UK centres:</p> <ul style="list-style-type: none"> • Cambridge Pre-U Diploma – for Cambridge Pre-U candidates who satisfy the Cambridge Pre-U group award rules using Cambridge Pre-U Global Perspectives & Research and Cambridge Pre-U Principal Subjects only. To enter a candidate for the award, you must include the entry code 'PREU' as well as the syllabus and option codes.
Page 52, 2.5.3	<p>2.5.3 Carrying forward internally assessed marks</p> <p>Regulation (a) is different for UK centres:</p> <p>Regulations</p> <p>(a) If the syllabus allows it you can carry forward Cambridge IGCSE and Cambridge Pre-U marks once in a 13-month period.</p> <p>Examples:</p> <p>A coursework mark for the June 2022 series may be carried forward to the November 2022 series or the June 2023 series only.</p> <p>A coursework mark for the November 2022 series may be carried forward to the June 2023 series or the November 2023 series only.</p>
Page 53, 2.6	<p>2.6 Alternative venues, Regulations</p> <p>There is an additional regulation for UK centres:</p> <p>(h) If we allow you to use an alternative venue for a candidate, you can open the question paper packet 90 minutes before the Key Time for the exam. In some cases we may allow you to open it before the standard centre start time so you can take the paper(s) to the venue.</p>



Page/section	Differences
Phase 3 – Coursework and moderation	
Page 55 and 56, sections 3.2.1 and 3.2.5	Important information box Private candidates can only submit Cambridge Pre-U coursework if the centre marks it and follows sections 3.2.1 and 3.2.5.
Page 56, 3.2.6	3.2.6 Absent candidates and not completing coursework If a candidate is entered for a coursework component but does not submit any coursework, we cannot give them a grade in that syllabus. They will receive a 'NO RESULT' outcome. The teacher must mark them as absent (with an 'A', not '0') when they submit marks on A2C or through Direct . When they fill in the Coursework Assessment Summary Form, the teacher must list the candidate's number and name and tick the 'absent' box against that candidate's row on the form.
Page 65, 3.5.1	3.5.1 How to submit marks Additional section for UK centres: A2C You can create your internally assessed marks file using your MIS package and then submit it to us through A2C. Please include a printout of the marks when you send us your samples.
Page 66	Internal Assessment Mark Sheets (MS1) We no longer provide printed Internal Assessment Mark Sheets (MS1) in your pre-exam despatch. You must submit marks through A2C or Direct .
Page 67, 3.6.2	3.6.2 How to fill in the forms This wording replaces the first part of the sixth bullet point: If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column. The marks in this column must match the marks you submit to us through Direct or A2C.
Page 68, 3.6.3	3.6.3 How to submit the samples This wording replaces the fourth bullet point: If you need to submit a report showing the marks you submitted for all candidates entered for a component and this is not a syllabus/component that uses Submit for Assessment, this can be your Direct internal marks report or your MIS internal marks report.
Page 69, column 1	Important information This additional bullet point is for UK centres only: <ul style="list-style-type: none"> We send you yellow bar-coded labels for Cambridge Pre-U examined coursework components. Please follow the instructions in section 5.4.
Page 69, column 2	Important information – not applicable to UK centres.



Page/section	Differences
Page 71, 3.7	<p>3.7 Submitting Cambridge Global Perspectives™ work</p> <p>Cambridge O Level Global Perspectives (2069) – not available to UK centres.</p> <p>There are two additional syllabuses available to UK centres:</p> <ul style="list-style-type: none"> • Cambridge Pre-U Global Perspectives & Research (9777): <ul style="list-style-type: none"> • Component: Essay (9777/02), Presentation (9777/03). • Component type: Examined coursework. • How to submit your candidates' work: Upload using Submit for Assessment. • For detailed guidance: <i>Submit for Assessment Administrative Guide</i> at www.cambridgeinternational.org/eoguide • Cambridge Pre-U Global Perspectives Short Course (1340) Component: Essay (1340/02), Presentation (1340/03): <ul style="list-style-type: none"> • Component type: Examined coursework. • How to submit your candidates' work: Upload using Submit for Assessment. • Which guide to use for detailed guidance: <i>Global Perspectives Administrative Guide</i> at www.cambridgeinternational.org/eoguide
Page 72, 3.7.2	<p>3.7.2 Cambridge International AS & A Level Global Perspectives & Research (9239/04)</p> <p>This wording replaces the last paragraph:</p> <p>Send a report showing the marks for all candidates. This must be your Direct internal marks report or your MIS internal marks report. You must also send a Coursework Assessment Summary Form showing the marks of all candidates entered for 9239/04, not just the marks of candidates in the sample. All forms are in the samples database.</p>
Phase 4 – Before the exams	
Page 73, 4.1	<p>4.1 Forecast grades</p> <p>Extra sentence before the bullet points:</p> <p>JCQ awarding bodies do not ask for forecast grades but we still ask you to submit them.</p>
Page 73, 4.1.1	<p>4.1.1 How to submit forecast grades</p> <p>This information replaces the first paragraph:</p> <p>You must submit forecast grades through Direct before or by the relevant deadline.</p> <p>A2C</p> <p>Depending on your MIS package, you may be able to create your forecast grades file and then submit it to us through A2C.</p>
Page 76	<p>Art & Design question papers</p> <p>Differences for UK centres:</p> <ul style="list-style-type: none"> • Cambridge O Level Art & Design (6090/02, 03) – not available to UK centres. • Cambridge Pre-U Art & Design (9837/03) – extra question paper for UK centres. • Cambridge Global Perspectives question papers: Download question papers for Cambridge Pre-U Global Perspectives Short Course (1340/03) and Cambridge Pre-U Global Perspectives & Research (9777/03) from Digital File Despatch. We also send printed copies.



Page/section	Differences
Page 76	<p>Early question papers for speaking tests</p> <p>Different exams in the bullet points:</p> <p>You do not need a question paper or role play cards for:</p> <ul style="list-style-type: none"> • Cambridge IGCSE First Language English (0500/04, and (9–1) 0990/04) • Cambridge IGCSE First Language Spanish (0502/05) • Cambridge IGCSE Bahasa Indonesia (0538/03) • Cambridge International AS & A Level languages other than English.
Page 77	<p>Pre-exam despatch</p> <p>Different wording in the bullet points:</p> <ul style="list-style-type: none"> • June series: Mid to late March 2022 (Mid-April for Cambridge Pre-U) • November series: Early October 2022.
Page 77	<p>Administrative forms and other materials</p> <p>Additional information for UK centres:</p> <p>Internal Assessment Mark Sheets (MS1): You must submit internally assessed marks through Direct or A2C. We no longer send you printed Internal Assessment Mark Sheets (MS1).</p>
Page 78	<p>Bar-coded labels despatch</p> <p>Different date for UK for the November series:</p> <ul style="list-style-type: none"> • November series: Early October 2022.
Page 87, 4.5.2.2	<p>4.5.2.2 Notice to Candidates and Candidate Warning poster</p> <p>Extra sentence at the end of this section for UK:</p> <p>If Cambridge exams are taking place in the same room at the same time as exams from other UK boards, you can display the JCQ posters outside the room and the Cambridge posters inside.</p>
Phase 5 – Exam day	
Page 91, 5.1	<p>5.1 At the beginning of the exam</p> <p>Different wording to replace first three paragraphs:</p> <p>Candidates must take their exams in the correct timetabled session. You must schedule exams within the appropriate timetable session in compliance with the relevant Key Time. For Cambridge Pre-U exams we give you start times instead of Key Times. See the 'Key Times and Full Centre Supervision' section and section 1.2.2.</p> <p>You are responsible for giving candidates their exam times.</p>
Page 94, 5.1.6.2	<p>5.1.6.2 Dictionaries</p> <p>Different first subheading:</p> <p>Cambridge O Level, Cambridge International AS & A Level and Cambridge Pre-U</p>
Page 102, 5.4	<p>5.4 Packing and sending scripts</p> <p>Additional information for UK centres:</p> <p>You cannot use the Department for Education funded Yellow Label Service for Cambridge IGCSEs. You must return Cambridge IGCSE and Cambridge International AS & A Level scripts using our white bar-coded labels and address labels.</p> <p>You can use the Yellow Label Service for Cambridge Pre-U.</p> <p>You must use the correct method to return your scripts. If you do not, they may be delayed or lost and your candidates will not receive their results.</p>



Page/section	Differences
Page 103	<p>Important information</p> <p>We send you yellow bar-coded labels for returning all Cambridge Pre-U components, including examined coursework. You do not need to use outer packaging to send your scripts. Attach the correct yellow label to the script packet. You must return the work following the instructions in sections 5.4.1 and 5.4.3.</p>
Page 104	<p>Outer packaging guidelines</p> <p>This information is not applicable to UK centres.</p>
Page 105, 5.4.2	<p>5.4.2 Sending scripts</p> <p>The section heading for UK centres is: 'Sending all scripts except Cambridge Pre-U'. The third paragraph regarding air freight is not applicable to UK centres.</p>
Page 105, 5.4.3	<p>5.4.3 Despatching Cambridge Pre-U scripts</p> <p>Extra information for UK centres:</p> <p>Use the Yellow Label Service to send us Cambridge Pre-U scripts. Give the script packet to the Parcelforce driver.</p> <p>For more instructions on how to use the Yellow Label Service please read the Department for Education's guide at www.education.gov.uk/yellowlabel. Please use the despatch log at www.education.gov.uk/yellowlabel to keep a record of all your despatches.</p>
Page 113, 5.7.1.4	<p>This information replaces the third paragraph:</p> <p>For Cambridge Pre-U syllabuses you must supervise all candidates from the official time on the timetable. Candidates may be taking the exam or they may be under Full Centre Supervision, before or after taking the exam.</p> <p>For other qualifications you must supervise all candidates until the Key Time. Candidates may be taking the exam or they may be under Full Centre Supervision, before or after taking the exam. If you have divided the candidates into two groups you can schedule the exam so that one group finishes at (or close to) the Key Time, and the other group starts at (or close to) the Key Time. This will keep the amount of time candidates spend under Full Centre Supervision to a minimum.</p> <p>The fourth paragraph is not applicable to UK centres.</p>
Page 114, 5.7.2	<p>5.7.2 Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level listening exams</p> <p>This wording replaces the second paragraph:</p> <p>For the following components candidates need equipment that allows them to control the recording, for example, CD players with headphones:</p> <ul style="list-style-type: none"> • Cambridge International AS & A Level Music (9483/01) • Cambridge Pre-U Music (9800/11) • Cambridge Pre-U Modern Foreign Languages – component 2 • Cambridge Pre-U Mandarin Chinese (9778/02).



Page/section	Differences
Page 114, 5.7.2.3	<p>5.7.2.3 Large numbers of candidates</p> <p>This wording replaces all information after the second paragraph:</p> <p>Scheduling the two groups in this way may cause written exams timetabled for the same day to overlap with a listening exam. If this happens:</p> <ul style="list-style-type: none"> • arrange the two groups of candidates so that the sittings do not overlap • timetable the exam so that the changeover between the two groups is earlier than the Key Time (you will need to supervise the first group of candidates after their exam) • delay the start of the exam (as long as all candidates are under Full Centre Supervision at the Key Time). <p>If you would need more than two groups of candidates contact us well before the exam.</p>
Page 117, 5.7.7	<p>5.7.7 Arranging speaking exams with an examiner</p> <p>Extra section for UK centres:</p> <p>You must arrange speaking exams with an examiner for the following Cambridge Pre-U subjects:</p> <ul style="list-style-type: none"> • Mandarin Chinese (9778) • French (9779) • German (9780) • Spanish (9781) • Russian (9782) • Italian (9783). <p>Please give this information to the relevant subject teachers.</p> <p>5.7.7.1 How to arrange the speaking exam</p> <p>All speaking exams must take place within the window on the final timetable. All the forms and documents you need to arrange and run them are on the School Support Hub (www.cambridgeinternational.org/support).</p> <ol style="list-style-type: none"> 1. Go to the subject page for the relevant syllabus. 2. Under 'Other documents', download the PDF called 'Pre-U Speaking Test 2022: Information for centres'. <p>By 15 December 2021 please complete and return form PreU/MFL/STAF. Say how many candidates you expect to enter for the June 2022 series and give any 'impossible' dates. Apart from these dates we expect you to accept the exam dates we give. Private candidates may need to go to a specific venue for their speaking exam.</p>



Page/section	Differences
Page 117, 5.7.8	<p>5.7.8 Arranging presentation and viva exams with an examiner</p> <p>Additional section for UK centres:</p> <p>You must arrange presentation and viva exams with an examiner for Cambridge Pre-U Principal Subject Art History (9799).</p> <p>Please give this information to the relevant subject teachers.</p> <p>5.7.8.1 How to arrange the exam</p> <p>All viva exams must take place within the window on the final timetable. All the forms and documents you need are in the 'Support Materials' section of Direct.</p> <p>You must fill in form PreU/AH/OAF and give any 'impossible' dates. Apart from these dates we expect you to accept the exam dates we give. Private candidates may need to go to a specific venue for their exam.</p> <p>You must give a contact name, phone number and email address for the person responsible for the exam arrangements. The examiner will aim to contact this person by mid-February to arrange dates for exams. If the examiner has not contacted you by the end of February, please call Customer Services.</p> <p>You must return form PreU/AH/Viva/Dates/Conf to the examiner by post within two days of them contacting you.</p> <p>You must fill in form PreU/AH/Viva/Time for each day of exams, taking into account lunch and other breaks. The examiner should not normally conduct more than eight viva exams per four-hour session. You should make sure that candidates' names and numbers, and the titles of their Personal Investigations are written on the forms. At the beginning of the exam you should give the examiner 15 minutes to talk to all the candidates as a group, to explain exam procedures.</p> <p>You must fill in the Working Mark Sheets with candidates' names and numbers before the exam.</p> <p>5.7.8.2 Accommodation and equipment</p> <p>Quiet conditions</p> <p>The exam room must be quiet, with no noise outside. It should not be close to corridors used by large numbers of students between lessons. If this is not possible keep the corridors as quiet as possible. You must display notices to stop people entering the room during the exam.</p> <p>Exam room</p> <p>The candidate and the examiner should sit opposite each other across a table. The examiner needs enough table space to arrange their documents.</p> <p>The candidate may also need space to arrange their presentation. However, they should be close enough to build a rapport.</p> <p>Preparation</p> <p>Candidates must not be able to speak to others who have already taken their exam, until they have also finished.</p> <p>Recording</p> <p>You must record all viva exams. The examiner is likely to bring their own recording equipment. You can discuss this with them when you arrange the visit.</p> <p>If you provide recording equipment it must have an external microphone rather than an in-built one. Place the microphone on a soft surface between the examiner and the candidate. Normally you will need to put it nearer to the candidate. Candidates must not bring mobile phones or other electronic devices into the exam room.</p> <p style="text-align: right;"><i>(continued on next page...)</i></p>



Page/section	Differences
Page 117, 5.7.8 continued	<p>5.7.8.3 Safeguarding children and vulnerable adults</p> <p>A member of staff must accompany visiting examiners while they are with a candidate. The member of staff can sit away from the examiner and candidate as long as they can hear and see what is happening. The member of staff must not have prepared the candidate for the exam in any way.</p> <p>5.7.8.4 Preparing the candidates</p> <p>It is better for everyone if candidates are as relaxed and confident as possible.</p> <p>Guidance for candidates</p> <p>Before the exam, copy and give candidates the <i>Guidance for Candidates</i> booklet which you can download from the individual syllabus page on the School Support Hub (www.cambridgeinternational.org/support).</p> <p>Supporting materials</p> <p>You must set up equipment before the examiner arrives. Candidates may bring a copy of their Personal Investigation into the exam room as well as other written notes and materials to use in their presentation.</p> <p>Candidates should save electronic presentations onto a memory stick or CD (you must provide this). They should give this to the examiner at the end of the visit. Name any files using the centre number, candidate number and name, syllabus and component number.</p> <p>5.7.8.5 Timing</p> <p>The presentation and viva exam will last for about 20 minutes. There should be a few minutes' break for the examiner after each exam. Timetable candidates to arrive at the preparation room at 30-minute intervals. Do not timetable more than eight candidates in any four-hour session.</p> <p>5.7.8.6 The assessment and after</p> <p>The examiner will assess all presentations and vivas in line with the criteria. They will award marks as the presentation and viva is taking place. Examiners will record all viva exams and send the recordings to us, along with mark sheets for moderation.</p> <p>Important information</p> <p>At all times during the exam you must keep recordings and mark sheets secure. The conditions should be similar to those for exam materials before a written exam. No-one else should have access to the exam room. You must keep the room locked when the examiner is not there.</p>
Phase 6 – Results and certificates	
Page 118, 6.1	<p>6.1 Releasing results</p> <p>Paragraph two has different wording for UK centres:</p> <p>You can give candidates their results straight away for all qualifications except Cambridge Pre-U. For Cambridge Pre-U you must not give candidates their results until the day after we release them.</p>
Page 118	<p>Important dates</p> <p>Different June series information for UK centres:</p> <p>June series</p> <p>Cambridge Pre-U results available online: 10 August 2022.</p> <p>Cambridge Pre-U results available to candidates: 11 August 2022.</p> <p>Provisional results despatch: late August 2022.</p>



Page/section	Differences
Page 118, 6.1.1	<p>6.1.1 Online results</p> <p>Additional wording for UK centres:</p> <p>If you made entries through A2C, your results file will also be available through A2C. Please make sure you update your MIS package to match our systems or not all results will display when the results file is transferred. We will email you instructions before we release results.</p> <p>We also provide a component marks report with:</p> <ul style="list-style-type: none"> • marks for each component of the syllabus for every candidate you have entered • raw and adjusted marks for each component. <p>This is an Excel spreadsheet so you and your teaching staff can analyse the information. We publish it on Direct after results release. We will give you dates in the <i>Cambridge Exams Officer eNewsletter</i>.</p>
Page 119, 6.1.3	<p>6.1.3 Results despatch</p> <p>This section has different wording for UK centres:</p> <p>We usually send this despatch by courier. We do not email results to you or anybody else.</p> <p>A Associate Centres will receive their results according to their local arrangements.</p> <p>When you receive your despatch check that you have all the documents listed below.</p> <p>We do not include the following documents in your provisional results despatch:</p> <ul style="list-style-type: none"> • statements of results for candidates • results broadsheets for teachers. <p>You can download these through Direct. If you need printed copies, for example for visa applications, email info@cambridgeinternational.org</p> <p>Results by syllabus, option and component: for teachers</p> <p>This document shows all your results and component grades by syllabus, option and component. They let teachers compare a candidate's standard across different parts of an exam. They will not always exactly match the overall syllabus grade. You can share this information with candidates to help decide whether to retake a syllabus or apply for enquiries about results. If you do this please tell them they should not share this information with anyone else. You can give component grade information if a university asks for it.</p> <p>Moderation adjustment summary reports: for teachers</p> <p>We provide a summary of moderation adjustments for every internally assessed component. The summary shows any changes we made to the marks your teachers awarded.</p> <p>We do not change weighted marks. 'NO ADJUSTMENT' means that we accepted your marks. The information is in syllabus component code order.</p> <p>If we changed ranges of marks we show them in ascending order. We do not reduce marks below zero or raise them above the maximum mark for the component.</p> <p>Moderation report: for teachers</p> <p>A report on the moderation for each internally assessed component. It also shows where our moderators re-marked coursework because they could not moderate the marks.</p>



Page/section	Differences
Page 119	<p>Regulations</p> <p>(a) You are responsible for giving all your candidates, including private candidates, the electronic statements of results information you download from Direct.</p> <p>(b) The electronic statement of results is not a certificate. A university or other organisation may not accept it.</p> <p>(c) We can correct the information on any electronic statements of results before we send certificates.</p> <p>(d) The electronic statements of results belong to us and we issue them on the following conditions: If an electronic statement of results is altered or defaced it is invalid. The electronic statement of results must be returned to us if we ask for it.</p> <p>(e) Check centre and candidate details on electronic statements of results, including the spelling of names and dates of birth. As electronic statements of results are a record of the exam, you must tell us straight away if there are any errors so we can correct them before we send your certificates. Use <i>Results and Certificates – Form 12</i>. A Associate Centres must tell their Cambridge Associate about any errors.</p> <p>(f) Contact us or your Cambridge Associate straight away if any electronic statements of results are missing from Direct.</p> <p>(g) We do not usually give results directly to candidates. In rare cases we may do this, once we have checked their identity.</p> <p>Administrative forms</p> <p>Form available from www.cambridgeinternational.org/forms</p> <ul style="list-style-type: none"> • Replacement Statement of Results/Certificate Application: Results and Certificates – Form 12. <p>Important dates</p> <p>Tell us about any changes to electronic statements of results by the following dates:</p> <ul style="list-style-type: none"> • June series: 26 September 2022 • November series: 26 February 2023.
Page 120, 6.1.4	<p>6.1.4 Extra sets of results</p> <p>This information is not applicable to UK centres:</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • results for the whole centre • broadsheet only • syllabus component report.
Page 120, 6.1.6	<p>6.1.6 Grade changes after results release</p> <p>This section is different for UK centres:</p> <p>If a candidate's grade changes after we release results and the change is not because of an enquiry about results, we will automatically update the following documents within three working days. This is as long as your centre has no outstanding issues such as open malpractice cases or 'NO RESULT' enquiries:</p> <ul style="list-style-type: none"> • statement of results for every candidate (PDF) • statements of results for your centre in broadsheet format (PDF) • statements of results for your centre in broadsheet format (Excel). <p>If you need an updated component marks report, email info@cambridgeinternational.org confirming the syllabus and series.</p>



Page/section	Differences
Page 120, 6.1.7	<p>6.1.7 Cambridge Pre-U Diploma</p> <p>Additional section for UK centres:</p> <p>You will find information about requirements for passing the Cambridge Pre-U Diploma in the <i>Cambridge Guide to Making Entries</i>.</p> <p>If you want to substitute up to two regulated Level 3 syllabuses in place of Cambridge Pre-U Principal Subjects, you must apply for the Cambridge Pre-U Diploma after we issue results.</p> <p>To do this complete <i>Results and Certificates – Form 10</i>. Follow the instructions on the back of the form and send it to us with copies of the relevant statements of results. The Head of Centre must sign the copies.</p> <p>Administrative forms</p> <p>Form available from www.cambridgeinternational.org/forms</p> <ul style="list-style-type: none"> Cambridge Pre-U Diploma Application: Results and Certificates – Form 10.
Page 123	<p>Grade reporting table</p> <p>Extra qualification and grade reporting information for UK centres:</p> <p>Qualification</p> <p>Cambridge Pre-U Level 3.</p> <p>Grade reporting</p> <ul style="list-style-type: none"> Distinction ONE(D1), Distinction TWO(D2), Distinction THREE(D3), Merit ONE(M1), Merit TWO(M2), Merit THREE(M3), Pass ONE(P1), Pass TWO(P2) or Pass THREE(P3). Distinction ONE(D1) is the highest grade and Pass THREE(P3) the lowest. 'UNGRADED' shows that the candidate did not reach the standard required for Pass THREE(P3).
Page 124, 6.2	<p>6.2 Priority results</p> <p>Paragraph two is different for UK centres:</p> <p>For UK university applications, we send all Cambridge International AS & A Level, Cambridge Pre-U and Global Perspectives & Research results to the Universities and Colleges Admissions Service (UCAS). They will arrive in time to meet university deadlines. Therefore, candidates do not need to ask for priority results information.</p>
Page 125, 6.3	<p>6.3 Enquiries about results</p> <p>Additional paragraph for UK centres:</p> <p>To help you decide whether you want to submit an enquiry about results you can also apply to see a copy of a candidate's script. This is called a 'priority copy of script' and is only available in the June series for Cambridge International AS & A Level and Cambridge Pre-U results.</p>



Page/section	Differences
Page 125, 6.3.1	<p>6.3.1 Enquiries about results services</p> <p>Two additional enquiries about results services for UK centres:</p> <p>Service name Priority review of marking: Service 2P.</p> <p>Details of service The same as 'Service 2' but we complete the review within 18 days of receiving your request. You can ask for this service if your candidate's place in further/higher education depends on the outcome. We must receive all applications by 23 August 2022. Apply as soon as possible after we release results. This means you will have more chance of receiving the outcome before the UCAS deadline of 31 August 2022.</p> <p>Availability of service Available for components we have assessed. Not available for multiple-choice question papers. Only available in the June series for Cambridge International AS & A Level and Cambridge Pre-U syllabuses.</p> <p>Service name Priority review of marking with copy of script: Service 2PS.</p> <p>Details of service The same as 'Service 2P' but you also receive a copy of the script.</p> <p>Availability of service Available for components we have assessed. Not available for multiple-choice question papers or Art & Design syllabuses. Only available in the June series for Cambridge International AS & A Level and Cambridge Pre-U syllabuses.</p>
Page 126	<p>Information for UK centres:</p> <p>Access to scripts</p> <p>Priority copy of scripts This service does not involve a review of marking. It allows you to see a script to decide whether or not to submit an enquiry about results. We will upload any copies of scripts to Direct by 9 September 2022. If you want a priority service, do not ask for a copy of the script separately. If you do this you will not receive the script before the priority services deadline for the candidates in the group. Only available in the June series for Cambridge International AS & A Level and Cambridge Pre-U syllabuses.</p> <p>Copy of script We can return copies of some or all of your candidates' scripts. You can use these within the centre but not to support an enquiry about results. We will upload any copies of scripts to Direct by 26 November 2022 for the June series and 26 April 2023 for the November series. Available for all qualifications.</p>



Page/section	Differences
Page 127	<p>Important dates</p> <p>Different information for UK centres:</p> <p>Deadlines for submitting enquiries about results, including enquiries about 'NO RESULT' or 'PENDING' outcomes:</p> <p>June 2022 series</p> <ul style="list-style-type: none"> 23 August 2022: applications for priority enquiries about results Services 2P and 2PS (only available for June series results and for Cambridge International AS & A Level and Cambridge Pre-U syllabuses). If a candidate's university place depends on the result of the enquiry, apply as soon as possible after we release results. You will have more chance of receiving the outcome before the UCAS deadline of 31 August 2022. 20 September 2022: applications for enquiries about results. <p>November 2022 series</p> <ul style="list-style-type: none"> 26 February 2023: applications for enquiries about results. <p>Deadlines for applying for access to scripts:</p> <p>June 2022 series</p> <ul style="list-style-type: none"> 23 August 2022: priority copy of script request (this does not involve a review of marking). 14 October 2022: copy of script request (for use within the centre and not to support any enquiry about results). <p>November 2022 series</p> <ul style="list-style-type: none"> 11 March 2023: copy of script request (for use within the centre and not to support any enquiry about results). <p>We cannot accept requests after the deadlines because we start to dispose of candidate scripts soon after these dates.</p> <p>A It is good practice for Cambridge Associates to submit enquiries about results for all their Associate Centres before the closing date. This gives time to check them and resolve any problems before the deadline. Cambridge Associates may set earlier deadlines for their Associate Centres.</p>
Page 127	<p>Regulations</p> <p>Additional regulation for UK centres:</p> <p>You need candidate consent to submit an enquiry about results. Before you submit an enquiry for a regulated qualification you must tell candidates that their syllabus grade will either stay the same, go up, or go down. By submitting the enquiry you are confirming you have told each candidate this. You do not need candidate consent for a Service 5 enquiry.</p>
Page 127, 6.3.3	<p>6.3.3 How long does it take to process enquiries?</p> <p>Different wording for UK centres in the first paragraph:</p> <p>We deal with enquiries in the order we receive them. We will tell you the outcome within 30 days of receiving your enquiry, or 18 days for priority services.</p> <p>There is an extra second paragraph for UK centres:</p> <p>If you are submitting a Service 2P or 2PS enquiry for a candidate whose university place depends on the result of the enquiry, apply as soon as possible after we release results. You will have more chance of receiving the outcome before the UCAS deadline.</p>



Page/section	Differences
Page 128, 6.3.4	<p>6.3.4 Outcome of enquiries about results</p> <p>Regulations (a) and (b) are different for UK centres:</p> <p>(a) For regulated qualifications, if an enquiry leads to a change in the candidate's mark for a component, their syllabus grade will either stay the same, go down or go up. For unregulated qualifications, the candidate's syllabus grade will either stay the same or go up.</p> <p>(b) Where an enquiry does not lead to a syllabus grade change, but does lead to a component grade change or a percentage uniform mark change, we will not reissue any results documents unless you ask us to by emailing info@cambridgeinternational.org</p>
Page 128, 6.3.4.1	<p>6.3.4.1 Using photocopied scripts</p> <p>This section is different for UK centres:</p> <p>We upload copies of scripts to the 'Enquiries about results' section of Direct.</p>
Page 130, 6.4.1	<p>6.4.1 What is reported on certificates?</p> <p>There are two extra qualifications for UK centres:</p> <p>Qualification Cambridge Pre-U.</p> <p>Grades shown on certificate</p> <ul style="list-style-type: none"> • One certificate is awarded for Cambridge Pre-U Level 3 qualifications covering: <ul style="list-style-type: none"> • Principal Subjects • Global Perspectives & Research Report • Short Courses. • We issue a Cambridge Pre-U Diploma certificate showing the candidate's points score. • Distinction ONE(D1), Distinction TWO(D2), Distinction THREE(D3), Merit ONE(M1), Merit TWO(M2), Merit THREE(M3), Pass ONE(P1), Pass TWO(P2), Pass THREE(P3). Distinction ONE is the highest grade and Pass THREE the lowest. • We do not record performances below the standard of Pass THREE(P3) on certificates. <p>Qualification Cambridge Pre-U Diploma.</p> <p>Grades shown on certificate</p> <ul style="list-style-type: none"> • We issue a total numerical score. • See the <i>Cambridge Guide to Making Entries</i> for more information.
Page 134, 6.5.2	<p>6.5.2 Applying for a certifying statement for Common European Framework of Reference (CEFR)</p> <p>This section does not apply to UK centres.</p>
Page 134	<p>Administrative forms</p> <p>This form does not apply to UK centres:</p> <p>Certifying Statement Application for Common European Framework of Reference (CEFR): Results and Certificates – Form 11.</p>
Page 135, 6.7	<p>6.7 Applying to university</p> <p>This section is different for UK centres:</p> <p>Students should apply to UK universities through UCAS. For overseas universities, they should contact the relevant university. For any problems relating to Cambridge Pre-U students should email info@cambridgeinternational.org</p> <p>To find out which universities and institutions recognise Cambridge exams see our website at www.cambridgeinternational.org/recognition</p>



Page/section	Differences
A–Z of terms	
Page 147	<p>Extra term for UK centres:</p> <p>A2C An application that enables data transfer directly between a centre and an awarding organisation.</p>
Page 148	<p>Different wording for UK centres:</p> <p>Cambridge IGCSE and IGCSE (9–1) Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around the age of 16 in England.</p>
Page 149	<p>Extra term for UK centres:</p> <p>Cambridge Pre-U A post-16 qualification designed to prepare students with the skills and knowledge they need to be successful at university.</p>
Page 151	<p>Different wording for UK centres:</p> <p>Key Time A time, defined by the location and country of a centre, specified by Cambridge International, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision. The Key Times for the UK are:</p> <ul style="list-style-type: none"> • June series: 10:00 BST and 14:00 BST • November series before the clocks go back: 10:00 BST and 14:00 BST • November series after the clocks go back: 09:00 GMT and 13:00 GMT. <p>The JCQ start times of 09:00 for the morning session and 13:30 for the afternoon session work with our Key Times except in the following situations:</p> <ul style="list-style-type: none"> • it is an afternoon exam in the November series after the clocks have gone back, or • it is an exam during British Summer Time that is less than an hour long. <p>In both situations you must make sure that candidates are under supervision at the Key Time. If you run Cambridge Pre-U exams in the June series you do not need to worry about Key Times. Simply follow the start times in the Cambridge Pre-U timetable.</p>
Page 153	<p>Extra term for UK centres:</p> <p>Viva An exam in the form of an interview.</p>



Differences between Cambridge International and JCQ exam boards

Because we are an international exam board and are not a member of the JCQ, some of our processes and regulations are different. Read this section to find out where our regulations differ from the JCQ regulations set out in their *Instructions for Conducting Examinations* and other documents on the JCQ website.

Phase 1: Preparation

Final timetables

We try to align our timetable to the JCQ timetable where possible and we appreciate the challenges that different timetables create for our UK centres. For June 2022, we had to publish our final timetable before the JCQ. We appreciate there are some timetable clashes UK centres may need to manage. We have provided more information about ways you can manage these clashes here.

Because our qualifications are taken in 160 countries, we produce a set of timetables across our six administrative zones for each series. We produce a separate timetable for the UK. We cannot publish the UK timetable earlier as it is produced alongside the other timetables. See section 1.2 of the *Cambridge Handbook*.

Key Times

To safeguard the security of our exams internationally, we use Key Times instead of start times. All candidates must be in the exam or under Full Centre Supervision at the Key Time. If you run Cambridge Pre-U exams we give you start times instead of Key Times. See the 'Key Times and Full Centre Supervision' section in the *Cambridge Handbook*.

Local Key Times for your Centre	
Morning session Key Time	Afternoon session Key Time
Whilst NOT observing DST	Whilst NOT observing DST
09:00	13:00
Whilst observing DST 29 Mar 2020 (DST Start) 25 Oct 2020 (DST End)	Whilst observing DST 29 Mar 2020 (DST Start) 25 Oct 2020 (DST End)
10:00	14:00
Key Time GMT/UTC 09:00	Key Time GMT/UTC 13:00

Timetable deviations

It is possible that you will have a timetable clash between our exams or exams from a JCQ exam board. In this case you may be able to carry out a timetable deviation. We only consider timetable deviations where the clash of exams in the same session would last more than three hours and 45 minutes.

Access arrangements

You cannot apply for Cambridge access arrangements using Access Arrangements Online (AAO). You must tell us about any access arrangements you plan to use by sending us *Preparation – Form 1*. This is a simple tick box form. You must apply for access arrangements for each exam series. You do not need to send us any evidence of the candidate's need with your notification. However, you must keep the evidence until we issue certificates. We may ask you for this at any time, so you must have the correct evidence on file when we ask for it.

You can still use your JCQ outcome letter as part of this evidence. Although some of our access arrangements may not be included on your JCQ outcome letter, we can use the additional information you submitted on JCQ's Form 8 to help us make our decision. For this reason, we recommend that you provide us with both your JCQ outcome letter and JCQ Form 8 when we ask for evidence. (See the chart on the next page.)

Our deadline for modified papers is a week earlier than JCQ's because our exam series starts earlier; please see section 1.3.

June series	Cambridge International	JCQ
Modified papers	21 January	31 January
Access arrangement notifications	21 February	21 February
November series	Cambridge International	JCQ
Modified papers	1 July	4 September*
Access arrangement notifications	21 July	1 October

*Dates not published by JCQ at time of printing. Based on November 2021 series dates.

Modified papers

We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component. We encourage you to submit final entries for any candidates with modified papers as early as possible. See section 1.3.8.

Phase 2: Entries

Entry fees

Our late entry stages are different from other exam boards. Between the entries deadline and the late entries deadline, you can make entries or entry changes but you will be charged late entry fees. In exceptional circumstances, you can make entries or changes after the late entries deadline by:

- allowing candidates to sit the exam without an entry as long as you meet the requirements listed in section 5.1.5 of the *Cambridge Handbook*
- asking us to send you additional question papers if you do not have enough spare question papers for each of the relevant components. Each request will be considered on a case-by-case basis, and we reserve the right to decline any request received after the late entries deadline.

We will charge a very late entry fee for any unauthorised entries or for any additional question papers we send you. See our fees list in the 'My Messages' section of **Direct** for details. It may not be possible for us to release results for these candidates at the same time as other results.

Checking and changing your entries

You should use the same method to submit your entries and changes in the same exam series. If you use the A2C Migration Application 'A2C', submit one entry file for all your entries. To make any changes, export an 'Amendment file' and submit it to us through A2C.

You must check that your entry data is correct and complete on **Direct**, even if you have submitted your entries and changes using A2C or any MIS package. See section 2.3 of the *Cambridge Handbook*.

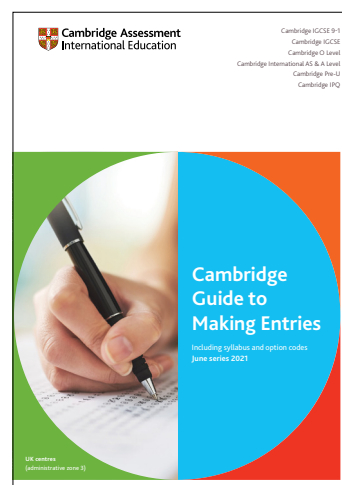
	June series	November series
You can start to make entries	From mid-November	From mid-May
Final entries deadline and application deadline for modified papers	21 January	1 July
Final entries deadline	21 February	21 September
Late entries deadline	17 April	21 September



Option entry codes

As our qualifications are linear, we use syllabus and option codes instead of unit codes and rules of combination. When you make your entries, you must select the relevant syllabus code and option code that represents the combination of components you want to enter the candidate for, including the components that can be carried forward from a previous series. You cannot enter candidates for a single component. Candidates need to complete all the components in an option to receive a syllabus grade.

You do not need to submit a cash-in code with your entries. Instructions for making entries and a list of syllabus and option codes are in the *Cambridge Guide to Making Entries*.



Important information

Transferring candidates

We have specific regulations and processes for transferring candidates from one centre to another. See section 2.1.3 of the *Cambridge Handbook*.

Phase 4: Before the exams

Forecast grades

For some qualifications, we continue to ask you to submit forecast (or estimated) grades as part of our quality assurance processes. See section 4.1 of the *Cambridge Handbook*.

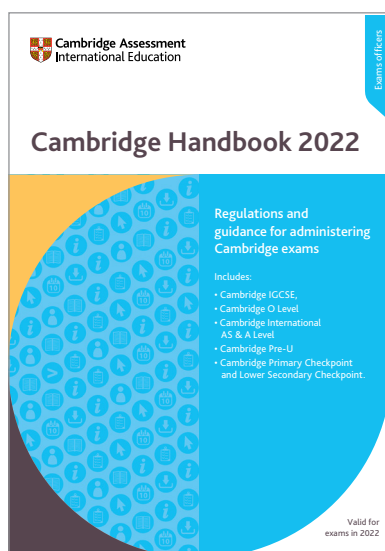
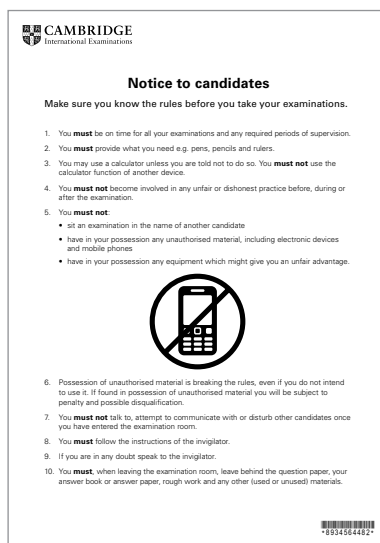
Invigilator requirements

	Cambridge International	JCQ
Written exams	One invigilator for every 30 candidates	One invigilator for every 30 candidates
Practical tests	One invigilator for every 20 candidates. A teacher of the subject should also be present to deal with any technical difficulties. For practical tests, one invigilator must be present for every 20 candidates and at least two invigilators must be present when a test is being conducted, even if you have fewer than 20 candidates sitting the test. For ICT and IT practical tests see section 5.7.4.	One invigilator for every 20 candidates

Posters

Please display the Notice to Candidates and Candidate Warning poster (shown right) inside and outside all exam rooms. JCQ only requires that the posters are displayed outside the exam room.

If Cambridge exams are taking place in the same room at the same time as exams from other UK boards, you can display the JCQ posters outside the room and the Cambridge posters inside. See section 4.5.2.2.



Copies of Cambridge Handbook

Place a copy of sections 4 and 5 of the *Cambridge Handbook* in each exam room and a copy of the full *Cambridge Handbook* in the main exam room. See section 4.5 of the *Cambridge Handbook*.

Receiving and storing confidential materials

There are differences in the regulations between Cambridge International and JCQ for receiving and storing confidential materials. Please see sections 4.3 and 4.4 of the *Cambridge Handbook*. You must have a minimum of two and a maximum of three authorised people as key holders for your secure storage.

Phase 5: Exam day

Five-minute warning

You must give candidates a five-minute warning before the end of their exam. JCQ does not recommend the use of a five-minute warning. See section 5.2.6.

Inspections

As we are not a member of the JCQ, we do not have access to JCQ inspection data so we need to carry out our own inspections. This may mean that you are visited by Cambridge inspectors as well as JCQ inspectors in the same series. To find out more, see our video, 'What to expect from a security inspection' at:
www.cambridgeinternational.org/security-inspections

Leaving the exam room

Keep candidates who want to leave before the Key Time under Full Centre Supervision. Cambridge Pre-U candidates cannot leave the room until an hour after the start of the exam (even if it is less than one hour long). See sections 5.2.3 and 5.3.3 of the *Cambridge Handbook*.

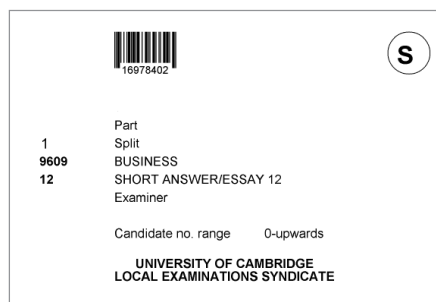
Question papers after the exam

Store Cambridge IGCSE and Cambridge International AS & A Level question papers securely for 24 hours after the end of the exam or after the Key Time, whichever is later. You can release Cambridge Pre-U question papers straight after the exam. Store empty question paper packets securely until we issue certificates. See section 5.3.2.

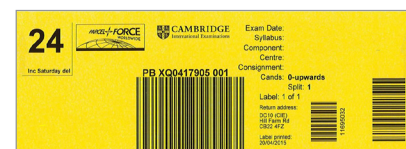
Script return

We send you bar-coded labels to return your scripts. You must attach the correct label to the outside of each script packet. You must return your scripts for all qualifications, except Cambridge Pre-U, using our white bar-coded labels. Cambridge Pre-U syllabuses use the Yellow Label Service.

More information is available at www.cambridgeinternational.org/examday



White label (for all Cambridge Checkpoint, Cambridge IGCSE and Cambridge International AS & A Level qualifications)



Yellow label (for Cambridge Pre-U)

Phase 6: Results and certificates

Our results release dates are different from those of JCQ exam boards. June series results are released in mid-August and November series results are released in mid-January. Specific dates are communicated in the *Cambridge Exams Officer eNewsletter*.

June series	Cambridge deadlines	JCQ deadlines
Enquiries about results	20 September	Four weeks after GCSE results release
Priority enquiries about results	23 August	Thursday of the week following general results release
Priority copies of scripts (to support enquiries about results)	23 August	Thursday of the week following general results release
Access to scripts	14 October	Five weeks after GCSE results release

November series	Cambridge deadlines	JCQ deadlines
Enquiries about results	26 February	Four weeks after GCSE results release
Access to scripts	11 March	Five weeks after GCSE results release

Submitting enquiries about results

All component enquiries you want us to review for the same candidate and syllabus must be submitted at the same time. Any subsequent requests for the same syllabus and candidate will be rejected. This is because our qualifications are linear, so we look at the result the candidate is awarded in the context of the whole syllabus, rather than the individual component. View our guide to submitting enquiries at www.cambridgeinternational.org/ear

Important information

For more information about JCQ enquiries about results deadlines see their website at: www.jcq.org.uk/examsoffice/key-dates-and-timetables

Learn more! For more exams officer information visit www.cambridgeinternational.org/examsofficers or contact our Customer Services team on **01223 553554** or email info@cambridgeinternational.org

