

Guide to submitting candidates' details for Covid-19 exemptions

This guide is for exams officers, Heads of Centre and Cambridge Associates to use when confirming which candidate(s) to exempt from which component(s) in the June series.

You must have made final entries in the June 2022 series, and have approved component exemptions (also known as Covid-19 exemptions), to be able to submit these details in Cambridge International Direct.

To support you, we have produced step-by-step guidance on how to add your candidates' details on Direct. For more information about component exemptions, see our website: www.cambridgeinternational.org/june-2022-exemptions

Contact

If you need help or have questions, contact our Customer Services team: **+44 1223 553554** or email info@cambridgeinternational.org



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Important dates

We must receive details of which candidates you would like to exempt from which components by **1 May 2022**. You can submit these details from 18 April 2022 via Direct: www.cambridgeinternational.org/direct



How to submit component exemptions

Accessing the Covid-19 exemption area in Direct

Step 1 Log in to Direct: www.cambridgeinternational.org/direct

Step 2 Select the 'Covid-19 Exemptions' tab. You will only see this tab if you have June 2022 entries and one or more approved Covid-19 exemptions. If we have approved your exemption request(s) and you cannot see the 'Covid-19 Exemptions' tab, please contact us: covidexemptions@cambridgeinternational.org (Associate Centres should contact their Cambridge Associate).

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You have **51 new secure messages**

Welcome to **CIE Direct**
The online tool for Cambridge Exams Officers

Last login: Friday, 26 March 2021 - 09:40 AM GMT

New features

- submit your entries online
- keep an eye on upcoming dates and deadlines via the 'Dashboard'
- download reports so your candidates can check their entry details
- create timetables based on your Centre's eligibility and entries
- produce timetable clash reports
- submit your internally assessed marks online
- submit your forecast grades online

Latest bulletins [View all bulletins >](#)

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Administer exams [View Dashboard >](#)

Download and upload files
Exchange files securely with CIE using [File Exchange](#).

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[View your entries and results](#) by qualification or by Candidate.

Manage the Candidate results website
Set up and administer access to your [Candidate results website](#).

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CIE Direct Support

- [CIE Direct factsheet](#)
- [CIE Direct User Guide](#)

Selecting your component exemptions

Step 1 Choose the 'Syllabuses' tab then select the qualification for which you would like to submit component exemptions, for example IGCSE or GCE AS & A Level. You will see a list of syllabuses for which you have approved Covid-19 exemptions. Choose one of the syllabuses by clicking on 'Select Candidate'.

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Covid-19 Exemptions Expire within: 34d 5h 40m 21s

[Syllabuses](#) [Check Exemptions](#) [Submit Exemptions](#)

GCE AS & A Level [GCE O Level](#) [IGCSE](#) [IGCSE \(9-1\)](#)

Syllabuses: 6
Click on a syllabus to add candidate exemptions.

Page: 1 Items per page: 10 | 50 | 100

Code	Syllabus name	
9389	History	Select Candidate
9482	Drama	Select Candidate
9608	Computer Science	Select Candidate
9609	Business	Select Candidate
9618	Computer Science	Select Candidate
9709	Mathematics	Select Candidate

If you cannot see one or more qualifications or syllabuses for which you submitted a component exemption request before 18 April 2022, wait 48 hours and then check again. If you still cannot see the qualification or syllabus you are expecting, please contact us: covidexemptions@cambridgeinternational.org (Associate Centres should contact their Cambridge Associate).



Important information

If you do not have one or more approved component exemptions for a particular syllabus, you will see the message in the image below. If you have submitted a request for a component exemption and you still see this message, contact: covidexemptions@cambridgeinternational.org (Associate Centres should contact their Cambridge Associate).

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Covid-19 Exemptions | Expire within: 34d 5h 32m 22s

Syllabuses | Check Exemptions | Submit Exemptions

GCE AS & A Level | GCE O Level | IGCSE | IGCSE (9-1)

Select Candidate's Component for Exemption:

9482 : Drama

There are no approved Covid-19 exemption requests for this qualification and syllabus. If you have submitted a request for an exemption please contact covidexemptions@cambridgeinternational.org to check the status of your request.

Step 2 Underneath the syllabus name, candidate details are filtered by entry option. This screen does not automatically display all the candidates you have entered for a syllabus; it shows the first entry option. You can click between entry options to see the candidates you have entered for each one.

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Covid-19 Exemptions | Expire within: 24d 6h 27m 52s

Syllabuses | Check Exemptions | Submit Exemptions

GCE AS & A Level | GCE O Level | IGCSE

Select Candidate's Component for Exemption:

9607 : Media Studies

Filter: Option AY | [Option BY](#) | [Option CY](#) | [Option SY](#) |

Page: 1 | Items per page: [10](#) | [50](#) | [100](#) |

Number	Name	01	03	Status
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input type="checkbox"/>	

[Save Exemption For Review](#)



Important information

Within each entry option you can sort your candidates by candidate name/candidate number in ascending or descending order. To do this, click on 'Number' or 'Name'.



Step 3 For each entry option, choose which candidates you would like to exempt from which component(s) by ticking the box under the relevant component number(s).

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Covid-19 Exemptions Expire within: 34d 5h 11m 19s

Syllabuses | **Check Exemptions** | Submit Exemptions

GCE AS & A Level | **GCE O Level** | IGCSE

Select Candidate's Component for Exemption:

9609 : Business

Filter: Option AY |

Items per page: 10 | 50 | 100 |

Number	Name	12	22	Status
XXXX	CANDIDATE NAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Important information

Only components that are eligible for an exemption will be displayed, i.e. not all components in a syllabus. If you select a combination of components that is not allowed, you will see a red error message when you click on the 'Save Exemption For Review' button (see image below). The components that can be exempted for each syllabus are listed on our website:
www.cambridgeinternational.org/june-2022-exemptions

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Covid-19 Exemptions Expire within: 34d 5h 4m 57s

Syllabuses | **Check Exemptions** | Submit Exemptions

GCE AS & A Level | **GCE O Level** | IGCSE

The selected components are not a valid combination for Covid-19 exemptions

Select Candidate's Component for Exemption:

9609 : Business

Filter: Option AY |

Items per page: 10 | 50 | 100 |

Number	Name	12	22	Status
XXXX	CANDIDATE NAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Step 4 After you have selected which components you would like your candidates to be exempt from, click the 'Save Exemption For Review' button at the bottom of the screen. Your exemptions are saved and you will see a green success message displayed below the qualifications tabs.

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Covid-19 Exemptions Expire within: 34d 3h 35m 38s

[Syllabuses](#) [Check Exemptions](#) [Submit Exemptions](#)

GCE AS & A Level **GCE O Level** IGCSE

Selection successfully saved

Select Candidate's Component for Exemption:

9479 : Art and Design

Filter: Option A |

Page: 1 Items per page: 10 50 100

Number	Name	01	02	Status
XXXX	CANDIDATE NAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01 Completed
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02 Completed
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input type="checkbox"/>	01 Saved
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input type="checkbox"/>	02 Saved

[Save Exemption For Review](#)

Step 5 Repeat steps 1–4 above for any other entry options.

Checking your component exemptions

When you have saved your exemptions, you can check them by downloading a CSV file. These reports show all the exemptions you have saved for your candidates. Check them carefully to make sure they are correct.

Step 1 Select the 'Check Exemptions' tab.

Step 2 Download the 'Exemption by Candidate Report' (as a CSV file) to see all of your candidates' exemptions. For the June 2022 series it is not possible to download the report as a PDF.

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Covid-19 Exemptions Expire within: 34d 4h 46m 2s

[Syllabuses](#) [Check Exemptions](#) [Submit Exemptions](#)

Check Exemptions

Pre-Submission Reports

Exemption by Candidate Report

Below are reports of all your candidate selections that you are applying for.

Please check them carefully. You can then go back to the 'Syllabuses' tab and make any changes before you submit your application

- [PDF download Exemptions Grouped by Candidate](#)
- [CSV download Exemptions Grouped by Candidate](#)

Step 3 Check your candidate report carefully to make sure it is correct. At this stage, your exemptions have not been submitted to us so the status column on the reports will say 'Saved'. If a component is crossed out, it means that you have withdrawn an exemption.

Step 4 To make any changes to the information you have provided, go back to the 'Syllabuses' tab to make and save the changes before you submit them to us.

Submitting your component exemptions

After you have checked your component exemptions to make sure they are correct, you must submit them to us.

Step 1 Choose the 'Submit Exemptions' tab.

Step 2 When you are ready, click 'Submit Exemptions to CIE'.

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Cambridge Assessment International Education

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Logged in as: Log out

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Covid-19 Exemptions Expire within: 24d 6h 4m 9s

Syllabuses | Check Exemptions | **Submit Exemptions**

Submitting your Exemptions to CIE

Once submitted, it can take up to 48 hours to process your exemptions.

Exemptions Confirmation
When your exemptions have been processed, their status will change from 'In progress' to 'Completed'. If you work through a Cambridge Associate, they will approve or reject your exemptions before submitting them to us. During this process, the status of your exemptions will change from 'Awaiting approval' to 'In progress' and then 'Completed' once they have been processed by us.

Amendments
To amend any exemptions after you have submitted them, select the 'Syllabuses' tab and then amend and submit your exemptions. To amend any exemptions after the closing date, email covidexemptions@cambridgeinternational.org with the subject line 'June 2021 Covid-19 exemptions' and explain the amendments you would like to make.

Ready to submit?
Have you checked that all your candidate exemption details are correct?

Step 3 This message will appear on the screen: 'I have read and understood the Covid-19 exemptions regulations (a supplement to the 2022 Cambridge Handbook) and by submitting these exemptions I confirm I am, or am acting on behalf of, the Head of Centre.' Tick the box if this statement is correct.

Step 4 Click 'OK' to submit your exemptions. If you cannot click 'OK', check you have ticked the declaration message. Click 'Cancel' if you are not yet ready to submit your exemptions.

Submit Candidate Exemptions for the June 2021 series

Qualification	Number of Syllabus	Number of candidates with exemptions
GCE AS & A Level	1	2

It is easier to correct mistakes at this stage:

- Have you checked all your exemptions to make sure they are correct?
- Are you sure you want to submit them? If you need to make changes, click "Cancel" to go to the "Syllabuses" or "Check Exemptions" screens.

☐ I have read and understood the Covid-19 exemptions regulations (a supplement to the 2021 Cambridge Handbook) and by submitting these exemptions I confirm I am, or am acting on behalf of, the Head of Centre.

Viewing your submitted component exemptions

We will review the details you have submitted to us. It can take up to 48 hours for us to process your component exemptions. While you wait for our response, your exemptions will have the status 'In progress'. When we confirm your candidates' exemption information has been processed, the status of your exemptions will change to 'Completed'.

If you work through a Cambridge Associate, they will approve or reject your candidates' exemptions before submitting them to us. The status of your exemptions will change from 'Awaiting approval' to 'Completed' once approved and processed by us.

A Guidance for Cambridge Associates: how to approve or reject component exemptions

If you are a Cambridge Associate and any of your Associate Centres have approved component exemptions for candidates in the June 2022 series, you will need to review and approve their candidates' exemption details before submitting them to us.

To support you, we have produced step-by-step guidance on how to review and approve or reject your Associate Centres' exemptions on Direct. For more information about component exemptions, see our website:

www.cambridgeinternational.org/june-2022-exemptions

Accessing the Covid-19 exemption area

Step 1 Log in to Direct: www.cambridgeinternational.org/direct

Step 2 Select the 'Covid-19 Exemptions' tab.

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Cambridge Assessment

Step 3 Select the 'Manage Sub-Centre Exemptions' tab. This will display all exemptions that you need to review and either approve or reject, as well as any exemptions you have already approved or rejected. You can view and sort these using the 'Awaiting approval', 'Approved' and 'Rejected' filter options.

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Covid-19 Exemptions **Sub-Centres** **Support Materials** **Administer Exams** **Bulletins** **Home**

Expire within: **34d 4h 11m 14s**

Syllabuses **Check Exemptions** **Submit Exemptions** **Manage Sub-Centre Exemptions**

Filter: **Awaiting approval** | [Approved](#) | [Rejected](#) |

Centre:

<input type="checkbox"/>	Centre Number	Syllabuses	Option Code	Component Code	View Candidates
<input type="checkbox"/>	XXXX	0417 - Information and Communication Technology	DY	22	1 - Candidates
<input type="checkbox"/>	XXXX	5070 - Chemistry	BY	42	3 - Candidates
<input type="checkbox"/>	XXXX	9701 - Chemistry	S4	34	2 - Candidates

For selected:

Approving or rejecting exemptions

Step 1 Click 'Awaiting approval' to see a list of your Associate Centres' exemptions that you need to review.

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Covid-19 Exemptions Expire within: 34d 4h 11m 14s

[Syllabuses](#) [Check Exemptions](#) [Submit Exemptions](#) [Manage Sub-Centre Exemptions](#)

Filter: **Awaiting approval** | [Approved](#) | [Rejected](#) |

Centre: [Filter](#)

<input type="checkbox"/>	Centre Number	Syllabuses	Option Code	Component Code	View Candidates
<input type="checkbox"/>	XXXX	0417 - Information and Communication Technology	DY	22	1 - Candidates
<input type="checkbox"/>	XXXX	5070 - Chemistry	BY	42	3 - Candidates
<input type="checkbox"/>	XXXX	9701 - Chemistry	S4	34	2 - Candidates

For selected: [Approve & Submit to Cambridge](#) [Reject & Return to Centre](#)

Step 2 To see all the candidates that your Associate Centre is requesting exemptions for, click 'View Candidates'. You will see a list of candidates with submitted exemptions and the relevant syllabus, entry option and component details.

Centre Number:
Syllabuses: 5070 - Chemistry
Option Code: BY
Component Code: 42

Candidate Number	Candidate Name	Date of Birth
XXXX	CANDIDATE NAME	XXXXXXXXXX
XXXX	CANDIDATE NAME	XXXXXXXXXX
XXXX	CANDIDATE NAME	XXXXXXXXXX

After you have checked all your Associate Centres' exemptions to make sure they are correct, you must submit them to us, or reject and return them to your Associate Centre. You can approve or reject one Associate Centre at a time, or approve them all at once by using the tick boxes to the left of the 'Centre Number' column.

Step 3 To approve exemptions click 'Approve & Submit to Cambridge'. To reject exemptions click 'Reject & Return to Centre'.

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Covid-19 Exemptions Expire within: 34d 4h 4m 42s

[Syllabuses](#) [Check Exemptions](#) [Submit Exemptions](#) [Manage Sub-Centre Exemptions](#)

Filter: **Awaiting approval** | [Approved](#) | [Rejected](#) |

Centre: [Filter](#)

<input type="checkbox"/>	Centre Number	Syllabuses	Option Code	Component Code	View Candidates
<input checked="" type="checkbox"/>	XXXX	0417 - Information and Communication Technology	DY	22	1 - Candidates
<input checked="" type="checkbox"/>	XXXX	5070 - Chemistry	BY	42	3 - Candidates
<input checked="" type="checkbox"/>	XXXX	9701 - Chemistry	S4	34	2 - Candidates

For selected: [Approve & Submit to Cambridge](#) [Reject & Return to Centre](#)

Step 4 This message will appear on the screen: 'I have read and understood the Covid-19 exemptions regulations (a supplement to the 2022 Cambridge Handbook) and by submitting these exemptions I confirm I am acting on behalf of my Associate Centre.' Tick the box if this statement is correct.

Step 5 Click 'OK' to submit your exemptions. If you cannot click 'OK', check you have ticked the declaration message. Click 'Cancel' if you are not ready to submit your exemptions.

Submit Candidate Exemption For June 2021 Series

☐ I have read and understood the Covid-19 exemptions regulations (a supplement to the 2021 Cambridge Handbook) and by submitting these exemptions I confirm I am acting on behalf of my Associate Centre.

OK Cancel

How to withdraw or amend component exemptions you have already submitted

Step 1 Choose the 'Syllabuses' tab.

Step 2 Select the qualification for which you would like to **amend or withdraw** an exemption.

Step 3 You will see a list of syllabuses for which you have approved component exemptions, including any you have already submitted to us. Choose one of the syllabuses by clicking on 'Select Candidate'.

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Covid-19 Exemptions Expire within: 34d 5h 26m 44s

[Syllabuses](#) [Check Exemptions](#) [Submit Exemptions](#)

GCE AS & A Level [GCE O Level](#) [IGCSE](#)

Syllabuses: 11

Click on a syllabus to add candidate exemptions.

Code	Syllabus name	
9479	Art and Design	Select Candidate
9607	Media Studies	Select Candidate
9608	Computer Science	Select Candidate
9609	Business	Select Candidate
9695	Literature in English	Select Candidate
9699	Sociology	Select Candidate
9700	Biology	Select Candidate
9701	Chemistry	Select Candidate
9702	Physics	Select Candidate
9708	Economics	Select Candidate





Important information

If we have processed your component exemptions their status is 'Completed'. If we are still processing them, their status is 'In progress'. If you work through a Cambridge Associate and your component exemptions are showing as 'Awaiting Approval', your Cambridge Associate has not reviewed them yet.

You can only withdraw or amend a component exemption that is 'Completed' and not 'In progress' or 'Awaiting approval'.

GCE AS & A Level | **GCE O Level** | IGCSE

Selection successfully saved

Select Candidate's Component for Exemption:

9479 : Art and Design

Filter: Option A |

Items per page: 10 | 50 | 100

Number	Name	01	02	Status
XXXX	CANDIDATE NAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01 Completed
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02 Completed
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input type="checkbox"/>	01 Saved
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input type="checkbox"/>	02 Saved

[Save Exemption For Review](#)

Step 4 Underneath the syllabus name, the candidate details are filtered by entry option. For each entry option, you can **amend** which candidates you would like to exempt from which component(s) by ticking or un-ticking the box under the relevant component number.

If you un-tick a component exemption box that you have already submitted to us, this will withdraw your candidate from that component exemption.

Any components you have withdrawn from are highlighted in red with a line through them in the 'Status' column.

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Covid-19 Exemptions | Expire within: 34d 3h 35m 38s

[Syllabuses](#) | [Check Exemptions](#) | [Submit Exemptions](#)

GCE AS & A Level | **GCE O Level** | IGCSE

Selection successfully saved

Select Candidate's Component for Exemption:

9479 : Art and Design

Filter: Option A |

Items per page: 10 | 50 | 100

Number	Name	01	02	Status
XXXX	CANDIDATE NAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01 Completed
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02 Completed
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input type="checkbox"/>	01 Saved
XXXX	CANDIDATE NAME	<input type="checkbox"/>	<input type="checkbox"/>	02 Saved

[Save Exemption For Review](#)



Step 5 Click the 'Save Exemption For Review' button at the bottom of the screen. The status of any components you amend will change to 'Saved'.

Step 6 Repeat steps 3–5 above for any other entry options.

Step 7 Make sure you submit your amendments and/or withdrawals to us. Follow the instructions in the 'Submitting your component exemptions' section on page 6 of this guide.

How to check the status of your component exemptions

The 'Status' column shows the status of your component exemptions.



Important information

You can only withdraw or amend a component exemption that is 'Completed' and not 'In progress' or 'Awaiting approval'.

For Cambridge International Schools and Cambridge Associates:

Status	Meaning
Saved	You have selected a component exemption but have not submitted it to us.
In progress	You have selected a component exemption and submitted it to us.
Completed	We have processed your component exemption.

For Associate Centres:

Status	Meaning
Saved	You have selected a component exemption but have not submitted it to your Cambridge Associate for approval.
Awaiting approval	You have selected a component exemption and submitted it to your Cambridge Associate. Your Cambridge Associate needs to review and approve/reject it.
In progress	Your Cambridge Associate has approved the component exemption and submitted it to us.
Completed	We have processed the component exemption.
Rejected	Your Cambridge Associate has rejected the component exemption and returned it to you. You should review this and re-submit if you need to.

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