Your pre-exam despatch contains most of the materials you will need for the November exam series: exam stationery, key administrative documents, despatch labels and script packets. By late September, you will also receive a despatch containing your confidential question papers.

What materials are in this despatch and what should I do with them?
Your despatch contains a number of different items depending on the syllabuses and components you have made entries for. The 'At-a-glance table' over the page lists all the items, along with a brief description of how to use them and the approximate number of copies you should have.

What do I do now?
- Carefully check the contents of the despatch. If you are missing any items or need more copies please contact us (or your Cambridge Associate) as soon as possible. Remember, the materials in your despatch are based on your final entries. You will receive materials you need for any late entry amendments or retake entries separately.
- Submit your forecast grades by 31 October using Direct.
- To find out how to submit marks and work for internally assessed and/or externally assessed components (such as examined coursework and non-coursework tests), go to: www.cambridgeinternational.org/samples
- Once you have used the samples database to check the submission method you will need to use one or both of the following methods to submit marks and work to us, depending on the submission requirements for each component.
  - use Submit for Assessment to submit marks and work. Submit for Assessment allows you to submit marks and work online for some internally assessed and/or externally assessed components (such as examined coursework and non-coursework tests), instead of sending them to us on CD or USB, or using Secure Exchange. There is more information about Submit for Assessment on our website: www.cambridgeinternational.org/submit-for-assessment.
  - submit marks using Direct and then package and send us work following the steps below:
    1. Submit your marks using Direct by 31 October.
    If you are an Associate Centre, submit marks to your Cambridge Associate.
    2. Label each piece of work in your sample using the enclosed identification labels.
    3. Place the samples for different components in separate script return packets. Each packet must include a copy of your Direct internal marks report and the relevant forms. The forms are available from the samples database. Attach the correct bar-coded label to each packet.
    4. Place your packets in an outer package. You can place packets for different internally assessed components in the same outer package. Stick the enclosed address labels to each outer package.
    5. Send your samples using a method that provides a tracking facility (e.g. a courier) by 31 October.
    If you are an Associate Centre, return samples to your Cambridge Associate by the agreed date. Keep a record of your courier details.
- Before the start of the exam period, display the 'Notice to Candidates' and 'Candidate Warning' posters outside and inside your exam rooms.
- All the other materials are for use in the exam room. Store them safely until the day of the exam and make sure your invigilators know what each item is for.

Important information
Return all scripts immediately after each exam. If this is not possible send them at the end of each exam week. Keep scripts in a secure place before you despatch them. As a precaution do not send scripts for all the components of the same syllabus in the same outer package. Go to: www.cambridgeinternational.org/scriptreturn for detailed guidance.
At-a-glance table – all you need to know about the pre-exam despatch

Your despatch contains all the items in the white rows. The items in blue rows relate to specific components only. You will have these items if you made entries for these components in the November series.

### Materials you need to complete and return to Cambridge

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and quantity</th>
<th>What do I need to do with it</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-choice answer sheets (MS4)</td>
<td>Form used by candidate to answer multiple-choice questions.</td>
<td>Store safely and distribute before the exam starts. Multiple-choice answer sheets should only be used for the exams listed on them. The information is found in the additional exam materials list.</td>
<td></td>
</tr>
<tr>
<td>Identification labels</td>
<td>Sheets of labels for identifying individual pieces of work in your internally assessed samples. Two sheets per centre. If you need additional labels you can download them at <a href="http://www.cambridgeinternational.org/courseworkandmoderation">www.cambridgeinternational.org/courseworkandmoderation</a></td>
<td>Complete the labels and attach them to each piece of work in the sample. Brush with water to make them stick.</td>
<td></td>
</tr>
<tr>
<td>Cambridge IGCSE Art &amp; Design coursework identification labels</td>
<td>Sheets of labels to attach to individual pieces of Cambridge IGCSE Art &amp; Design coursework. One sheet per candidate. If necessary, you can download additional labels from <a href="http://www.cambridgeinternational.org/courseworkandmoderation">www.cambridgeinternational.org/courseworkandmoderation</a></td>
<td>Complete the labels and attach them to each piece of work in the sample. Brush with water to make them stick.</td>
<td></td>
</tr>
<tr>
<td>Bar-coded labels for the return of internally assessed samples and scripts for non-timetabled components</td>
<td>Bar-coded labels for tracking internally assessed samples and scripts for non-timetabled components at every stage of the process. One label per piece of work. You must use the bar-coded labels and attach them to your script packets correctly. There is more information, and example images, at: <a href="http://www.cambridgeinternational.org/barcode-to-script">www.cambridgeinternational.org/barcode-to-script</a></td>
<td>Attach the correct label to each packet of internally assessed samples or each packet of scripts for non-timetabled components.</td>
<td></td>
</tr>
<tr>
<td>Labels for the return of internally assessed samples</td>
<td>Sheets of labels for sending internally assessed samples to us for moderation. Two sheets of labels per centre. If you need additional labels you can download them at <a href="http://www.cambridgeinternational.org/courseworkandmoderation">www.cambridgeinternational.org/courseworkandmoderation</a></td>
<td>Attach to the outer packaging containing your packets of internally assessed samples.</td>
<td></td>
</tr>
<tr>
<td>Script return packets</td>
<td>Script return packets for returning scripts or internally assessed samples. There is one size of bag for all components. One packet per timetabled exam</td>
<td>Pack the scripts or internally assessed samples for the component into the appropriately sized packet (scripts and samples for different components must be packed separately). Enclose the correct attendance register if applicable. Complete the information on the front of the packet and attach the correct bar-coded label.</td>
<td></td>
</tr>
</tbody>
</table>

Candidates must use specific multiple-choice answer sheets for Cambridge IGCSE and O Level foreign language, English as an Additional Language, and Cambridge IGCSE Mandarin Chinese (0457) listening exams. If you make final entries for these syllabuses, we pre-print the correct version of the multiple-choice answer sheet with candidate name and number and include in your despatch. You can find more information and see example forms on our website: www.cambridgeinternational.org/multiple-choice-igcse-o-level
### General materials for use in the exam room

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and quantity</th>
<th>What do I need to do with it?</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Script return labels</td>
<td>Labels for returning scripts. Four sheets per centre.</td>
<td>Attach to the outer packaging containing your packets of scripts.</td>
<td></td>
</tr>
</tbody>
</table>

### Attendance registers

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and quantity</th>
<th>What do I need to do with it.</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Notice to Candidates’ and ‘Candidate Warning’ (A2 posters)</td>
<td>Posters outlining Cambridge exam regulations for candidates. Two copies of each poster per centre.</td>
<td>Before the exam period starts, make sure you display a copy of both posters outside and inside all exam rooms. You can download additional copies at <a href="http://www.cambridgeinternational.org/examday">www.cambridgeinternational.org/examday</a></td>
<td><img src="warning.png" alt="Warning" /></td>
</tr>
</tbody>
</table>

### Component-specific materials for use in the exam room

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and quantity</th>
<th>What do I need to do with it.</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry data booklet (Cambridge International AS &amp; A Level)</td>
<td>A reference guide for candidates containing important formulae and tables. One book per candidate for specific exams.</td>
<td>Hand copies to candidates. They can use annotated booklets up until the exam. For the exam you must issue new, unmarked copies. The components that require the data booklet are detailed in the additional exam materials list (see next page).</td>
<td><img src="data_booklet.png" alt="Data Booklet" /></td>
</tr>
<tr>
<td>Formulae and statistics tables</td>
<td>Reference guides for candidates taking mathematics or statistics containing important formulae and tables. One table per candidate for specific exams.</td>
<td>Hand copies to candidates. They can use annotated booklets up until the exam. For the exam you must issue new, unmarked copies. The components that require the tables are detailed in the additional exam materials list (see next page).</td>
<td><img src="formulae.png" alt="Formulae" /></td>
</tr>
<tr>
<td>Continuation booklets</td>
<td>For components where answer booklets are inserted in the question paper.</td>
<td>Make available in the exam room. Hand out to candidates who need them. The components that require candidates to write in an answer booklet provided as an insert in the question paper are detailed in the additional exam materials list (see next page).</td>
<td><img src="continuation_booklet.png" alt="Continuation Booklet" /></td>
</tr>
</tbody>
</table>
Additional exam materials list

For components where candidates need additional materials, use our list to find out:
• which additional materials you need to provide
• which exam materials we provide
• whether the candidates should answer directly on the question paper, on multiple-choice answer sheets or in an answer booklet provided as an insert in the question paper.

The additional exam materials list is accessible online whenever you need it. You can:
• search for information relating to the exams you are managing
• print off the information you need so you have a record in the exam room
• share the link to the list with any staff members who might need access.

How to use the database

Step 1. Visit www.cambridgeinternational.org/samples
Step 2. Click ‘Use the Cambridge samples database’
Step 3. Select your country from the drop-down menu
Step 4. Enter up to five syllabus codes and select ‘Search’.

Important information
Check whether you have all the necessary materials for each exam. Make invigilators aware of the information and have a copy of your print-out available in the exam room.

Samples database

The samples database explains how to administer internally assessed (also known as moderated) coursework, non-coursework tests, examined coursework and some practical examined components.

Use the database to find out:
• when and how to submit your marks for internally assessed coursework, non-coursework tests and some practical examined components
• when and how to submit your candidates’ work
• which forms to complete and return with your candidates’ work.

For internally assessed coursework and non-coursework tests, you submit all the marks and a sample of your candidates’ work to us for moderation. For examined coursework and some practical components, you submit the work of all your candidates to us and we mark it.

Visit the samples database at: www.cambridgeinternational.org/samples

Learn more! If you have any questions about administering our exams, please visit the ‘Help’ section of our website at www.cambridgeinternational.org/help

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