CAMBRIDGE
International Education

For exams officers

Administrative guide

Cambridge Professional Development Qualifications

Valid for Cambridge PDQs from the September (PDQ) 2025 series onwards

September 2025

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Introduction

This guide is for exams officers and Programme Leaders who are responsible for submitting entries and portfolios of work for Cambridge Professional Development Qualification (PDQ) syllabuses. It provides information and guidance on the activities and administrative tasks exams officers and Programme Leaders need to carry out.

You must follow the processes outlined in this guide and read and understand the Cambridge Handbook. The handbook sets out the regulations for all Cambridge tests, exams and assessments, and forms part of our customers' contract with us. The Cambridge Handbook highlights that you should check the PDQ Administrative Guide for differences in PDQ regulations when you see this icon: PDQ

The Cambridge Handbook is available from the Exam administration section of our website.

Changes to our PDQ programme from September 2025

From September 2025 we are making important changes to our PDQ programme to provide greater flexibility for accredited centres. At the same time, we will align the processes for making entries and submitting coursework with our general qualifications to simplify them for exams officers and their colleagues.

This guide is valid for the following syllabuses for submission from September 2025:

- 5880 Cambridge International Certificate in Classroom Practice
- 5881 Cambridge International Certificate in Teaching & Learning
- 5882 Cambridge International Diploma in Teaching & Learning
- 5883 Cambridge International Certificate in Educational Leadership
- 5884 Cambridge International Diploma in Educational Leadership
- 5885 Cambridge International Certificate in Teaching with Digital Technologies
- 5886 Cambridge International Diploma in Teaching with Digital Technologies
- 5887 Cambridge International Certificate in Teaching Bilingual Learners
- 5888 Cambridge International Diploma in Teaching Bilingual Learners
- 5889 Cambridge International Certificate in Early Years Good Practice
- 5890 Cambridge International Diploma in Early Years Good Practice

In 2025 you may still be submitting entries for the previous version of these syllabuses. If so, please use the Administrative Guide: Cambridge Professional Development Qualifications (PDQ) 2025 our website.

You must use our PDQ administrative guides together with the Cambridge Handbook, which sets out the regulations for all Cambridge qualifications.

There is also more information about PDQs on our website.

In this guide you will find the information you need about:

- key differences in our new PDQ programme and revised timetable
- new PDQ syllabuses and codes from 2025
- managing the transition period using previous syllabuses and new syllabuses
- making entries for PDQs from 1 June 2025 onwards
- a new way to submit your PDQ Portfolio coursework.

Important information

All Cambridge PDQ accredited centres will have to transition their PDQ programmes to the new syllabuses before the end of 2025. We will contact current PDQ Programme Leaders to support them during the transition.

Our new PDQ programme and timetable

Qualification structure

The new PDQs are linear. Candidates do not need to complete and pass the Certificate in order to take the Diploma. They can go straight to taking the Diploma if they are eligible to do so.

Making entries

You make entries for PDQs on Direct in the same way as you make entries for our general qualifications.

PDQ series new annual programme

We will run six series a year in: January, March, May, July, September and November.

We have updated some syllabus content and changed the codes to differentiate from the previous syllabuses.

5880 – Cambridge International Certificate in Classroom Practice

5881 – Cambridge International Certificate in Teaching & Learning

5882 – Cambridge International Diploma in Teaching & Learning

5883 – Cambridge International Certificate in Educational Leadership

5884 – Cambridge International Diploma in Educational Leadership

5885 – Cambridge International Certificate in Teaching with Digital Technologies

5886 – Cambridge International Diploma in Teaching with Digital Technologies

5887 – Cambridge International Certificate in Teaching Bilingual Learners

5888 – Cambridge International Diploma in Teaching Bilingual Learners

5889 – Cambridge International Certificate in Early Years Good Practice

5890 – Cambridge International Diploma in Early Years Good Practice

Managing the transition period

The final series for existing PDQs is December 2025.

You must make your entries and portfolio submissions for existing PDQ syllabuses by the deadline for the December 2025 series, **8 January 2026**. You will not be able to make entries after this date. We will contact existing PDQ Programme Leaders with guidance on how and when to transition to the new programme(s).

The entry and portfolio submission windows have changed for the new syllabuses. Make sure you check the timetables for entries and submissions for each PDQ series in the administration section below.

Submitting PDQ Portfolio coursework

You will submit your candidates' PDQ Portfolios coursework on Submit for Assessment during the submission window for each series (see the appendix at the end of this document).

Submit for Assessment is hosted on My Cambridge. If you have a My Cambridge account you will use this to access Submit for Assessment and submit your PDQ Portfolios. If you do not have a My Cambridge account, we will email you login details and a temporary password to set it up.

There is guidance on using Submit for Assessment on our website.

Administering the new Cambridge PDQs

Preparation

Key dates and activities

Assessment series	Entry window opens	Deadline for submitting entries	Submission window opens on Submit for Assessment	Deadline for submitting PDQ Portfolio coursework on Submit for Assessment	Results and feedback available on Direct	Deadline for submitting enquiries about results
September (PDQ) 2025	**01/06/2025**	**15/06/2025**	15/09/2025	30/09/2025	24/11/2025	**30/12/2025**
November (PDQ) 2025	**01/08/2025**	**15/08/2025**	15/11/2025	30/11/2025	29/01/2026	**28/02/2026**
January (PDQ) 2026	**01/10/2025**	**15/10/2025**	15/01/2026	30/01/2026	26/03/2026	**30/04/2026**
March (PDQ) 2026	**01/12/2025**	**15/12/2025**	15/03/2026	30/03/2026	26/05/2026	**30/06/2026**

Key dates and activities for administering the new PDQs are on our website.

Forms and guidance

You can download the Cambridge PDQ administrative forms from Direct by following these steps:

1. Log into Direct.
2. Click on the 'Support Materials' tab.
3. Use the drop-down menu under 'Qualification' to find 'PDQ Certificate' or 'PDQ Diploma'.
4. Select 'PDQ Certificate' or 'PDQ Diploma' as required and click 'Submit'.

Resources

You will see all the PDQ resources available under the PDQ product range, including:

- the administrative forms for Cambridge PDQs
  - Replacement Certificate Application: Results and Certificates – Form 12.

Entries

Making entries on Direct

From September 2025 you will make entries for the following new Cambridge Professional Development Qualifications on Direct in the same way as you make entries for general qualifications:

5880 – Cambridge International Certificate in Classroom Practice

5881 – Cambridge International Certificate in Teaching & Learning

5882 – Cambridge International Diploma in Teaching & Learning

5883 – Cambridge International Certificate in Educational Leadership

5884 – Cambridge International Diploma in Educational Leadership

5885 – Cambridge International Certificate in Teaching with Digital Technologies

5886 – Cambridge International Diploma in Teaching with Digital Technologies

5887 – Cambridge International Certificate in Teaching Bilingual Learners

5888 – Cambridge International Diploma in Teaching Bilingual Learners

5889 – Cambridge International Certificate in Early Years Good Practice

5890 – Cambridge International Diploma in Early Years Good Practice

Associate Centres

This guide describes the process for submitting entries from the perspective of an exams officer from a Cambridge International School or a Cambridge Associate. If you are making entries as an Associate Centre, you may need to comply with any extra local arrangements required by your Cambridge Associate.

Important information

Centres cannot enter private candidates for Cambridge PDQs.

Entry dates and deadlines

Assessment series	Entry window opens	Deadline for submitting entries
September (PDQ) 2025	**01/06/2025**	15/06/2025
November (PDQ) 2025	**01/08/2025**	15/08/2025
January (PDQ) 2026	**01/10/2025**	15/10/2025
March (PDQ) 2026	**01/12/2025**	15/12/2025
May (PDQ) 2026	**01/02/2026**	15/02/2026
July (PDQ) 2026	**01/04/2026**	15/04/2026
September (PDQ) 2026	**01/06/2026**	15/06/2026
November (PDQ) 2026	**01/08/2026**	15/08/2026
January (PDQ) 2027	**01/10/2026**	15/10/2026

You will submit your Cambridge PDQ entries using the online Exams Dashboard on Direct. This allows you to manage your entries for the current series and to carry out other administrative tasks, such as making amendments to entries.

Cambridge Associates and the British Council

If your school/centre is attached to a Cambridge Associate or the British Council and they have asked you to use a different system to make your entries, you should follow their instructions. Do not use multiple entry methods as this can lead to errors or missing information on your final entries.

Associate Centres and British Council schools must submit their entry information to their Cambridge Associate or the British Council. It is good practice to set earlier deadlines for your Associate Centres. This allows time to check the entries and resolve any problems before our deadline.

Make sure the entry data you submit is accurate. The information we receive will be printed on statements of results and certificates.

Making your entries on Direct

Log into Direct

Go to Direct and log in using your usual username and password. If you forget your login details, contact us: info@cambridgeinternational.org

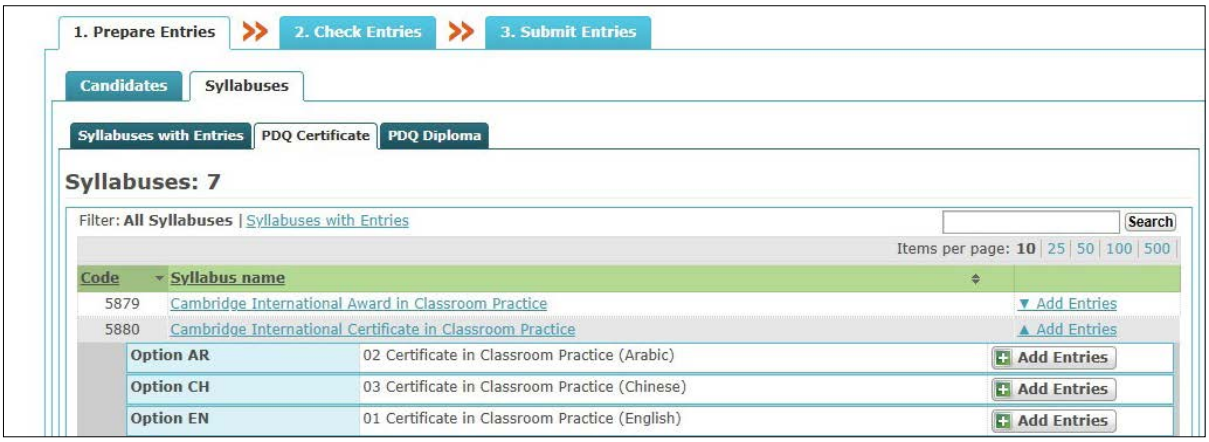
Add candidate details

Go to the Administer Exams dashboard. Open the Manage PDQ Series tab and click on Add Candidates in the series you are making the entries for.

You can choose to enter your candidate information one candidate at a time using the Create New Candidate option. **Or** you can import a .csv file containing your candidate details by selecting the Add Candidates from Spreadsheet option.

Add syllabus details

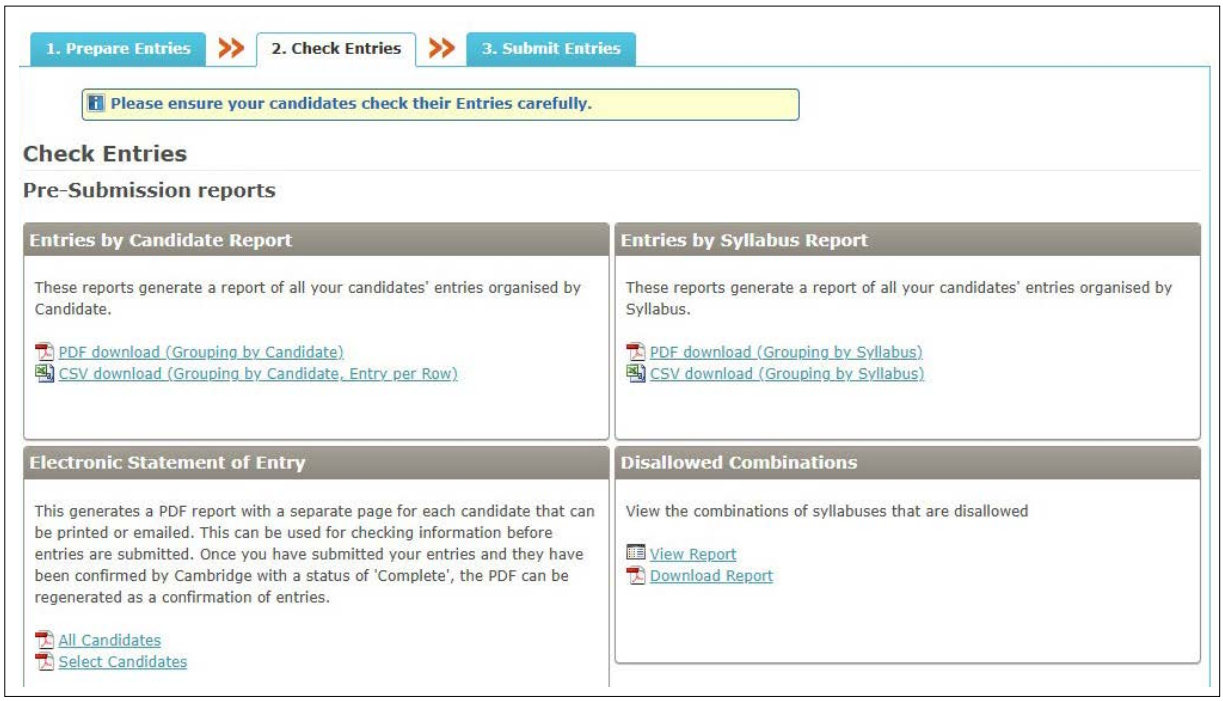
Once you have added your candidates, you need to add their syllabus entries. You can do this by candidate or by syllabus.



Making your entries on Direct continued

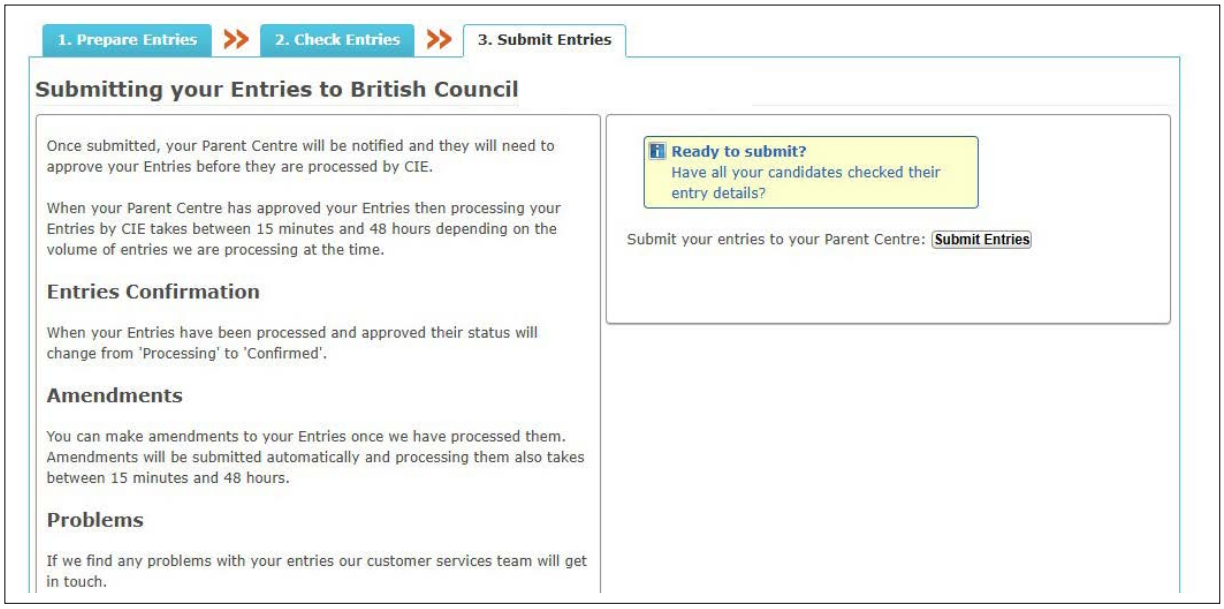
Check your entries

After you have added your syllabus entries, you should double-check your entries with your colleagues before submitting them. You should also ask candidates to check their statements of entry carefully. Doing this now could prevent you from having to pay a fee to withdraw entries or make changes to results documents.



Submit your entries

When you have added all your entries and checked they are correct, you can submit them. In the Submit Entries tab click the Submit Entries button.



Making your entries on Direct continued

After submitting your entries

When we have processed your entries you will be able to view your entry information on Direct. This usually takes up to 48 hours. However, at peak periods such as entry closing dates, it may take longer for the information to appear.

Viewing your entries online

You can view your entries on the dashboard at any time, including after entries have closed for the series. Direct will display the current entry information we hold for your centre. You can use the Check Entries page to print your own statements of entry, or to produce other reports for checking your entries.

If you need to make any changes you must submit them as soon as possible using the same entry procedure as the original entries.

Entry feedback documents

Once we have received your entries and processed them, you can download your confirmation documents from Direct.

Checking your entry information

When you have downloaded your entry feedback documents check them carefully. As stated in the Cambridge Handbook, you are responsible for making sure that all entry information is correct.

You should also give each candidate a copy of their statement of entry. Candidates should check that their information is correct. In particular, candidates should check that:

- their name has been correctly spelt and is as it should appear on their certificate
- their date of birth and gender are correct
- the syllabuses are correct
- there are no warning notices on the statement of entry.

If there are any errors in your entry feedback documents, submit an amendment as soon as possible. We advise you to check that all entry information is correct before the published entry closing date for the series.

You cannot make any entries after the deadline; we will not send reminders about incomplete or missing entries. If you become aware of any errors, please contact us immediately.

Important information

You must not make entries for any syllabus or language component that we have not accredited your centre to offer. If you do so we will withdraw these entries and you will still be charged for them.

Withdrawing an entry

You can withdraw candidate entries up until the final entries deadline for the series. Once the entries deadline has passed, you can still request a withdrawal for medical reasons, following bereavement, or for other exceptional circumstances.

We will consider any requests for non-medical withdrawals on a case-by-case basis. Withdrawals made for medical reasons must be supported by a medical certificate or, in the case of a bereavement, a letter on centre headed paper.

Once we release results, we will not accept any further requests for withdrawals.

Submitting PDQ Portfolio coursework

All Cambridge PDQ candidate work must be submitted on the correct assessment templates (forms) as specified in the syllabus. We provide the required assessment templates (forms) to Cambridge PDQ accredited Programme Leaders via PDQ Connect 2025–30. If you submit work using an incorrect or incomplete template your candidate may receive a 'Fail' grade.

Submitting PDQ Portfolios coursework using Submit for Assessment

You will submit all candidates' work for assessment online using our Submit for Assessment service. Submit for Assessment is hosted on My Cambridge. If you have a My Cambridge account, you will use this to access Submit for Assessment to submit PDQ Portfolios. If you do not have a My Cambridge account, we will email you login details and a temporary password to set it up.

You will find specific guidance for using Submit for Assessment to submit your PDQ Portfolio coursework in the appendix.

There is more information about Submit for Assessment on our website.

Templates

You will use the new assessment templates (forms) for your PDQ coursework from the September 2025 series onwards. This applies to all Cambridge PDQ syllabus codes that begin with the number '5'.

Programme Leaders will be able to download the new templates to share with candidates from our online platform PDQ Connect 2025–30. Only accredited Programme Leaders have access to the platform.

Malpractice

Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certification. Malpractice can happen before, during or after timetabled exams or other assessments.

Malpractice can be:

- intentional and aim to give an unfair advantage in an exam or assessment
- caused through carelessness, forgetfulness, or ignorance of our regulations
- beyond the control of the involved parties and be a result of circumstance.

A variety of individuals could be involved in malpractice, for example:

- candidates
- centre staff, for example, exams officers, teachers, invigilators, management, consultants, and individuals who help provide access arrangements
- other third-party individuals, for example, relatives or friends of the candidate.

The Head of Centre must:

- tell candidates and centre staff their individual responsibilities as set out in our regulations
- immediately report all cases of suspected malpractice to us that you become aware of or that are reported to you.

See section 5.6 of the Cambridge Handbook for our full malpractice regulations.

Results and certificates

Read this section to prepare for the release of results to make sure your candidates receive their results and that you can answer any queries.

We release results and Examiner Feedback reports online through Direct and then send you printed statements of results and certificates. You will receive a printed statement of results for every candidate. It lists all the syllabuses entered by an individual candidate and the module grades awarded. Statements of results are printed on full-colour watermarked stationery.

Contact us or your Cambridge Associate immediately if any of your statements of results have been altered or damaged, or you are missing any statements of results.

Statements of results and certificates are despatched approximately 10 days after the release of electronic results.

You are responsible for making sure all your candidates receive their statements of results and certificates. You can issue results to candidates as soon as they become available online or when you receive the statements of results. Statements of results are not certificates and might not be accepted by a university or other public body.

Issuing results

We send you your results by courier unless you tell us otherwise. We will not email results. When you receive your results, check you have all the correct documents. If any are missing, contact us immediately.

Important information

We do not offer a priority results service for Cambridge PDQs.

How syllabus grades are reported

The syllabus grades are Distinction, Pass and Fail.

We usually issue a 'NO RESULT' if we think the candidate has not completed all the components of an assessment. 'PENDING' means we cannot issue a result at the moment but will do this soon. If the Head of Centre asks us, we will explain 'NO RESULT' or 'PENDING' outcomes free of charge.

Important information

We produce full Examiner Feedback reports for each individual candidate. They are available at the same time as results are released in the 'My Messages' section of Direct.

Incorrect details on results documents and certificates

You must check your centre and candidate details, including the spelling of names and dates of birth, on your statements of entry and electronic results.

Tell us immediately if there are any errors before we issue certificates.

When you receive your certificates check the centre and candidate details, including spelling of names and dates of birth. If you need to request an amendment complete Results and Certificates – Form 12 and return it to us with the incorrect certificate and the documents listed on the form.

We can only make small changes to certificates, for example to the candidate name, date of birth or centre details.

Sending copies of results to third parties

We cannot send statements of results directly to candidates, or any third parties.

Certificates

We issue certificates to candidates who achieve a Pass or Distinction.

We send certificates with your statements of results approximately 10 days after results are released on Direct.

Conditions for issuing certificates

Certificates belong to Cambridge University Press & Assessment, of which Cambridge International Education is a part. We issue certificates to confirm results subject to the following conditions:

- If the certificate is altered or defaced, it is invalid.
- If we ask, you must return a certificate to us.
- The certificate should be kept in a safe place.
- We will not issue copies of certificates.

You must check your certificates carefully when they arrive and contact us immediately if any certificates are damaged or missing.

If you have not received your certificates within two weeks of the dates listed in the 'Key dates and activities' section of this guide, contact us immediately.

You must store certificates in a secure place until they are distributed to candidates.

You are responsible for giving all your candidates their certificates as soon as you can. If you cannot give a certificate to a candidate personally, ask them to let you know when they receive it.

Cambridge Associates and the British Council

Cambridge Associates are responsible for sending certificates and examiner feedback to their Associate Centres and for contacting us if any certificates are missing or incorrect.

You must keep unclaimed certificates in a safe place for at least 12 months from the date they are issued. After that period, you must return them to us with a list of the certificates you are returning. Keep a copy of this list. Do not destroy unclaimed certificates.

You must not reproduce our certificates in any form.

Cambridge Associates and the British Council

Associate Centres should tell their Cambridge Associate about any errors on certificates.

We charge a fee and courier costs for replacement certificates. Our fees are in the fees list, available from the 'My Messages' section of Direct.

We will only replace certificates within 18 months of the date we originally issued them.

Can a candidate or centre ask for other information on a certificate to be changed?

We cannot change a candidate's name to reflect any changes that take place after the entry was submitted, for example changing their name because they get married. We cannot delete any grades or syllabuses from a certificate.

Missing certificates

We issue certificates as soon as the candidate achieves a Pass or Distinction in the relevant syllabus. If you do not receive a candidate's certificate, contact us immediately with the candidate's details.

Certifying statements and verification of results

We will not replace certificates that have been lost. If a candidate loses their certificate they should apply for a certifying statement of results.

A certifying statement is an official document issued by us that shows the grades a candidate achieved in a particular series. Certifying statements are fully endorsed by the Vice Chancellor of the University of Cambridge. Educational institutions and employers accept them as a legitimate record of results.

You can find information and forms to apply for a certifying statement of results on our website.

We can only send certifying statements for a particular series once we have issued the certificate for that series.

We also offer a results verification service if a third party, such as an employer or university, wants to verify results we have issued. You can find a form to apply for verification of results on our website.

At our discretion, we will replace damaged certificates as long as we have satisfactory proof of the candidate's identity. This service is available within 18 months of the date we issued the original certificate. You must return the damaged certificate with Results and Certificates – Form 12 before we provide a replacement. We will charge you a fee for each certificate and the cost of sending it by courier.

Enquiries about results and appeals process

We carry out extensive quality checks before we issue results. However, you can submit an enquiry about results if you would like us to check the results of particular candidates.

Cambridge Associates and the British Council

Cambridge Associates / the British Council must submit enquiries about results on behalf of their Associate Centres.

How to make an enquiry about results

If you want to submit an enquiry about results, email info@cambridgeinternational.org, putting 'Cambridge PDQ enquiry about results' in the subject line. Provide the following information for each candidate: centre number; centre name; exam series; candidate number; candidate name and syllabus/component number.

We cannot accept requests submitted after the published deadlines. The deadlines for submitting enquiries about results are shown in the 'Key dates and activities' section of this guide.

You should note the following before making an enquiry about results:

- Candidates cannot request enquiries about results.
- The Head of Centre must support all enquiries about results.
- You can only send one enquiry for each candidate's result.

There is information about making an enquiry about results on our website.

What services are available?

If you ask us, we will provide an explanation of 'NO RESULT' or 'PENDING' outcomes without charge.

Service name	Details of service
Review of marking: Service 3	Review of marking and clerical re-check, with detailed report on portfolio of evidence.
NO RESULT (X grade) or PENDING (Q grade)	We usually issue a 'NO RESULT' if the candidate has not completed all the components of an assessment. 'PENDING' means we cannot issue a result at the moment, but it will follow in due course. We ask you to submit any evidence that may suggest our records are inaccurate with your request. If we are unable to issue a result for the candidate for the syllabus, we will provide: • confirmation of the component(s) for which we had no mark • confirmation of a previous notification of the reason we cannot award a result, for example, that we did not receive all relevant documents or information.

Fees for enquiries about results

The fees for each service are detailed in our fees list, which is available in the 'My Messages' section of Direct. We charge a fee for each enquiry about results service.

We will not charge the fee if the enquiry leads to a change to the syllabus grade.

How long does it take to process enquiries?

We deal with enquiries in the order we receive them. We cannot guarantee when we will complete the enquiry.

Outcomes of enquiries

If the enquiry leads to a syllabus grade change, we will issue a revised statement of results. You must return the original document with Results and Certificates – Form 12 and we will then send you a replacement.

Very rarely the outcome of an enquiry may mean we need to check the results for other candidates in that syllabus. If this happens we will tell the Head of Centre / Cambridge Associate. We will then carry out the service on any other candidates who may have been affected free of charge. We will tell the Head of Centre / Cambridge Associate the outcome.

Appeals

To appeal against the outcome of an enquiry about results, see section 7 of the Cambridge Handbook 'Appeals: Regulations and guidance'.

For Cambridge PDQs, we will write to you with the outcome of your Stage 1 appeal by the following deadlines:

Assessment series	We provide appeal outcomes
January (PDQ)	30 August
March (PDQ)	30 October
May (PDQ)	30 November
July (PDQ)	28 February
September (PDQ)	30 March
November (PDQ)	30 May

Administrative form

You can download this form from www.cambridgeinternational.org/forms:

- Replacement Certificate Application: Results and Certificates – Form 12

Important information

We invoice the Head of Centre for all enquiries about results after the deadlines have passed.

For candidates wishing to resubmit the syllabus in the next series, we cannot guarantee that the outcome will be ready in time to help them prepare.

Cambridge Associates and Associate Centres

This section outlines the Cambridge Associate's responsibilities as an administrator for Cambridge Professional Development Qualifications (Cambridge PDQs). It also explains Associate Centres' responsibilities for making Cambridge PDQ entries.

Cambridge Associate as the Cambridge PDQ administrator

The Associate provides administrative support to its Associate Cambridge PDQ Centres delivering Cambridge PDQs in the same way as they support Associate Centres for other Cambridge qualifications.

The Cambridge Associate is responsible for:

- checking and approving entries their Associate Centres make on Direct
- exchanging information between us and their Associate Centres
- acting as the exams officer for Cambridge PDQs at their Associate Centres by:
  - sending statements of entry to the Associate Centre
  - sending statements of results and Examiner Feedback reports to the Programme Leader at the Associate Centre within one week of the release of results on Direct
  - sending certificates securely to the Associate Centre within one week of receiving them
  - submitting enquiries about results by the dates listed in the 'Key dates and activities' section of this guide
  - reconciling payment from the Associate Centre for Cambridge PDQs and telling us if payment is not made and exam processing needs to be suspended
  - making sure that Associate Centres comply with our regulations.

Cambridge Associates can view the following on Direct:

- accepted entries and statements of entry
- Examiner Feedback reports and our fees listed in the 'My Messages' section
- results.

Results documents and certificates

Each series we will send printed results documents to the Cambridge Associate, including statements of results and certificates.

The Cambridge Associate must send these documents securely to the Associate Centre within one week of receiving them. If an Associate Centre reports that any documents are missing, the Cambridge Associate must tell us immediately.

Enquiries about results

Cambridge Associates must submit enquiries about results on behalf of their Associate Centres by the dates listed in the 'Key dates and activities' section of this guide.

Associate Centre responsibilities

Associate Centres are responsible for:

- submitting entries to their Cambridge Associate for review on Direct
- responding to requests for information from their Cambridge Associate.

The Associate Centre will need to nominate someone to take on these responsibilities when they are approved to offer Cambridge PDQs.

British Council Schools

If your school is attached to the British Council and they have asked you to use a different system to make your entries, you should follow their instructions. Do not use multiple entry methods as this can lead to errors or missing information on your final entries.

British Council schools must submit their entry information to the British Council.

Terms specific to PDQ centres

Terms

Portfolio	A candidate's performance for each syllabus is assessed by creating and submitting a portfolio of evidence. Candidates must use the portfolio assessment templates (forms) we provide.
PDQ Connect 2025–30	An online platform providing secure access to the PDQ assessment templates (forms), and materials and support for accredited PDQ Programme Leaders.
Programme Leader	The person appointed by the centre and accredited by Cambridge to manage programmes leading to Cambridge Professional Development Qualifications for candidates in the centre.

Becoming an approved Cambridge Professional Development Centre

Entries for Cambridge Professional Development Qualifications (Cambridge PDQs) can only be made through approved Cambridge Professional Development Centres, which have been quality assured by Cambridge. Programme Leaders are accredited by Cambridge to develop and manage the programmes at a Cambridge Professional Development Centre. To find out more about offering Cambridge PDQs at your school or centre, please see the guidance on our website.

Appendix

Submitting PDQ Portfolio coursework on Submit for Assessment

The following tables outline for each syllabus the evidence you must upload to each component section on Submit for Assessment.

Name each file with the:

- series
- centre number
- syllabus and component number
- candidate name
- assessment template (form) name.

There is guidance on naming forms in the Submit for Assessment administrative guide.

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5887 Certificate in Teaching Bilingual Learners
5888 Diploma in Teaching Bilingual Learners
5889 Certificate in Early Years Good Practice
5890 Diploma in Early Years Good Practice

5880 Certificate in Classroom Practice	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5880 Eligibility Context and Evidence of Learning and Reflection Form
Unit 2 Evidence of Practice	5880 Module 1 Unit 2 Observation Visit Form
	A copy of the observed teacher's lesson plan
Unit 3 Evidence of Practice	5880 Module 1 Unit 3 Micro-teaching Session Lesson Plan Form
	5880 Module 1 Unit 3 Mentor Observation and Discussion Form
Unit 4 Evidence of Practice	5880 Module 1 Unit 4 Interview Consent Form
	5880 Module 1 Unit 4 Interview Form
Unit 5 Evidence of Practice	5880 Module 1 Unit 5 Observation Visit Form
	A copy of the observed teacher's lesson plan
Unit 6 Evidence of Practice	5880 Module 1 Unit 6 Lesson Plan Form
	5880 Module 1 Unit 6 Observer Feedback Form

5881 Certificate in Teaching & Learning	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5881 Eligibility Context and Evidence of Learning and Reflection Form
Unit 1 Evidence of Practice	5881 Module 1 Unit 1 Observation Visit Form
	A copy of the observed teacher's lesson plan
Unit 2 Evidence of Practice	5881 Module 1 Unit 2 Lesson Plan Form
	5881 Module 1 Unit 2 Observer Feedback Form
Unit 3 Evidence of Practice	5881 Module 1 Unit 3 Lesson Plan Form
	5881 Module 1 Unit 3 Observer Feedback Form
	5881 Module 1 Unit 3 Teaching Activity Log Form

Appendix continued

5882 Diploma in Teaching & Learning	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5882 Eligibility Context and Evidence of Learning and Reflection Form
Module 2 Evidence of Practice	5882 Module 2 Scheme of Learning Form
	5882 Module 2 Lesson Plan Form – 1st Observed Lesson
	5882 Module 2 Observer Feedback Form – 1st Observed Lesson
	5882 Module 2 Lesson Plan Form – 2nd Observed Lesson
	5882 Module 2 Observer Feedback Form – 2nd Observed Lesson
	5882 Module 2 Learning Activity Form
	5882 Module 2 Formative Assessment Activity Form
Module 3 Evidence of Practice	5882 Module 3 Lesson Plan Form
	5882 Module 3 Lesson Activity Review Form
	5882 Module 3 Observer Feedback Form
	5882 Module 3 Learner Feedback Form
	5882 Module 3 Presentation of Initial Findings Form
	5882 Module 3 Summary of Collaborative Learning Form
	5882 Module 3 Professional Development Plan Form

5883 Certificate in Educational Leadership	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5883 Eligibility Context and Evidence of Learning and Reflection Form
Unit 1 Evidence of Practice	5883 Module 1 Unit 1 Annotated Reading List
	5883 Module 1 Unit 1 Job Description Evaluation Form
	5883 Module 1 Unit 1 Leadership Discussion with their Mentor Form
Unit 2 Evidence of Practice	5883 Module 1 Unit 2 Interview Plan Form
	5883 Module 1 Unit 2 Interview Outcomes Form
	5883 Module 1 Unit 2 Post Interview Discussion Form
Unit 3 Evidence of Practice	*A copy of the initial presentation*
	5883 Module 1 Unit 3 Presentation Review Form (at least two copies from the initial presentation)
	A copy of the revised presentation
	5883 Module 1 Unit 3 Presentation Review Form (at least two copies from the second presentation)
	5883 Module 1 Unit 3 Personal Leadership Development Plan Form

Appendix continued

5884 Diploma in Educational Leadership	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5884 Eligibility Context and Evidence of Learning and Reflection Form
Module 2 Evidence of Practice	5884 Module 2 Initiative Plan Form
	5884 Module 2 Initiative Discussion Form
	5884 Module 2 Revised Initiative Plan Form
Module 3 Evidence of Practice	5884 Module 3 Annotated Reading List Form
	5884 Module 3 Initiative Evaluation Form
	5884 Module 3 Presentation on their Initiative Form
	5884 Module 3 Debate Evaluation Form
	5884 Module 3 Personal Leadership Development Plan Form

5885 Certificate in Teaching with Digital Technologies	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5885 Eligibility Context and Evidence of Learning and Reflection Form
Unit 1 Evidence of Practice	5885 Module 1 Unit 1 Review of Locally Available DT Form
	5885 Module 1 Unit 1 Observation Visit Form
	A copy of the lesson plan for the lesson they observed
Unit 2 Evidence of Practice	5885 Module 1 Unit 2 Lesson Plan Form
	5885 Module 1 Unit 2 Observer Feedback Form
	Samples of learner work from the lesson, clearly showing how digital technologies promoted learning
Unit 3 Evidence of Practice	5885 Module 1 Unit 3 Teaching and Learning Activity Log Form
	5885 Module 1 Unit 3 Teaching and Learning Activity Observer Feedback Form
	5885 Module 1 Unit 3 Collaboration with Colleagues Form

5886 Diploma in Teaching with Digital Technologies	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5886 Eligibility Context and Evidence of Learning and Reflection Form
Module 2 Evidence of Practice	5886 Module 2 Scheme of Learning Form
	5886 Module 2 Lesson Plan Form *for each of the two observed lessons*
	5886 Module 2 Observer Feedback Form *for each of the two observed lessons*
	5886 Module 2 Learning Activity Form
	5886 Module 2 Formative Assessment Activity Form
Module 3 Evidence of Practice	5886 Module 3 Lesson Plan Form
	5886 Module 3 Lesson Activity Review Form
	5886 Module 3 Observer Feedback Form
	5886 Module 3 Learner Feedback Form
	5886 Module 3 Presentation of Initial Findings Form
	5886 Module 3 Summary of Collaborative Learning Form
	5886 Module 3 Professional Development Plan Form

Appendix continued

5887 Certificate in Teaching Bilingual Learners	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5887 Eligibility Context and Evidence of Learning and Reflection Form
Unit 1 Evidence of Practice	5887 Module 1 Unit 1 Observation Visit Form
	A copy of the lesson plan for the lesson they observed
Unit 2 Evidence of Practice	5887 Module 1 Unit 2 Lesson Plan Form
	5887 Module 1 Unit 2 Observer Feedback Form
	Teaching materials created or used in the lesson
Unit 3 Evidence of Practice	5887 Module 1 Unit 3 Lesson Plan Form
	5887 Module 1 Unit 3 Observer Feedback Form
	5887 Module 1 Unit 3 Teaching Activity Log Form
	Teaching materials created or used in the lesson

5888 Diploma in Teaching Bilingual Learners	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5888 Eligibility Context and Evidence of Learning and Reflection Form
Module 2 Evidence of Practice	5888 Module 2 Scheme of Learning Form
	5888 Module 2 Lesson Plan Form *for each of the two observed lessons*
	5888 Module 2 Observer Feedback Form *for each of the two observed lessons*
	5888 Module 2 Learning Activity Form
	5888 Module 2 Formative Assessment Activity Form
Module 3 Evidence of Practice	5888 Module 3 Lesson Plan Form
	5888 Module 3 Lesson Activity Review Form
	5888 Module 3 Observer Feedback Form
	5888 Module 3 Learner Feedback Form
	5888 Module 3 Presentation of Initial Findings Form
	5888 Module 3 Summary of Collaborative Learning Form
	5888 Module 3 Professional Development Plan Form

5889 Certificate in Early Years Good Practice	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5889 Eligibility Context and Evidence of Learning and Reflection Form
Unit 1 Evidence of Practice	5889 Module 1 Unit 1 Observation Visit Form
	A copy of the observed practitioner's activity plan
Unit 2 Evidence of Practice	5889 Module 1 Unit 2 Learning Activity Plan Form
	5889 Module 1 Unit 2 Observer Feedback Form
Unit 3 Evidence of Practice	5889 Module 1 Unit 3 Learning Activity Plan Form
	5889 Module 1 Unit 3 Observer Feedback Form
	5889 Module 1 Unit 3 Teaching Log Form

Appendix continued

5890 Diploma in Early Years Good Practice	
Component section	**Evidence to upload**
Evidence of Learning and Reflection	5890 Eligibility Context and Evidence of Learning and Reflection Form
Module 2 Evidence of Practice	5890 Module 2 Sequence for Learning Form
	5890 Module 2 Learning Activity Form 1st Observed learning activity
	5890 Module 2 Observer Feedback Form 1st Observed learning activity
	5890 Module 2 Learning Activity Form 2nd Observed learning activity
	5890 Module 2 Observer Feedback Form 2nd Observed learning activity
	5890 Module 2 Learning in Action Form
	5890 Module 2 Formative Assessment Activity Form
Module 3 Evidence of Practice	5890 Module 3 Learning Activity Plan Form
	5890 Module 3 Learning Activity Review Form
	5890 Module 3 Observer Feedback Form
	5890 Module 3 Learning in Action Form
	5890 Module 3 Presentation of Initial Findings Form
	5890 Module 3 Summary of Collaborative Learning Form
	5890 Module 3 Professional Development Plan Form

Help and guidance

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