Administrative guide
Using Access to Scripts

Guidance on using Access to Scripts to view and download candidate scripts.

Valid from the November 2025 exam series

Using Access to Scripts

This guide is for exams officers and other centre staff who use Access to Scripts and need to understand how to download candidate scripts from the service. It contains information about how to log in and download scripts, and highlights the regulations you must follow.

What is Access to Scripts?

Access to Scripts allows you to download digitally marked candidate exam scripts after we release results.

Most scripts that we scan and mark digitally will be available from Access to Scripts. A script may not be available if:

- it is returned to us late, or is unscannable
- it has assessed or adjusted marks
- there is no mark due to malpractice

it has results set to 'Q – Pending' or 'X – No Result', if these status are removed within five working days before Access to Scripts closes, we will make the scripts available on Access to Scripts.

How do I log in to Access to Scripts?

Access to Scripts is hosted on My Cambridge. You may already have an account for My Cambridge. If so, you can log in using your existing username and password. (For example, if you have used a service hosted on My Cambridge in a previous exam series, these services are also hosted on My Cambridge, so you will already have an account.)

If you have not logged into My Cambridge before, we will email your exams officer a link and temporary password to set up their My Cambridge account and log in to Access to Scripts.

(A) Important information

Cambridge Associates can ask us to give their Associate Centre(s) a My Cambridge account so that they can use Access to Scripts.

This means the Associate Centres can download their candidate scripts. The Cambridge Associate can see whether their Associate Centre(s) have downloaded scripts by selecting 'My Account' and 'Reports', but they cannot see scripts from their Associate Centres.

Cambridge Associates are responsible for making sure that their Associate Centre(s) follow our regulations for downloading scripts.

What is My Cambridge?

My Cambridge is a 'single sign-on' service, which allows you to access a number of services provided by Cambridge University Press & Assessment using one set of login details.
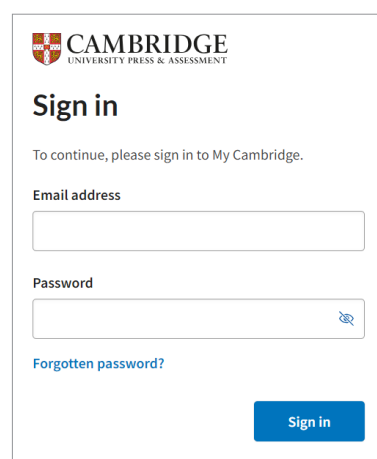
Access to Scripts

Access to Scripts is compatible with Windows and macOS operating systems, and the browsers shown in the table below. You can use laptops or desktops to access Access to Scripts.

Browser				
Chrome	Safari	Microsoft Edge (Windows 10)	Firefox	Internet Explorer 11 or later
Yes	Yes	Yes	Yes	Yes

Step 1

Check that My Cambridge is listed as a trusted site in your browser's security settings.

If https://mycambridge.sso.cambridge.org is not listed, type it in the URL and click 'Add'.

Step 2

If you already have a My Cambridge account, log in using your existing username and password.

If you have not logged into My Cambridge before, we will email your exams officer a link and temporary password so they can set up their My Cambridge account and log in to Access to Scripts.

Using Access to Scripts continued

Important information

If you are an exams officer for more than one centre, when you log in, you must select the centre you want to download scripts for.

As outlined in the Cambridge Handbook (Centre responsibilities) you must provide a safe environment for students. The content of their script(s) should only be used in their best interests, to inform their educational progress and support their wellbeing.

You will be asked to confirm that permission has been given by the student(s) to download their script(s) and/or the script(s) will be anonymised at the point of use. If they have not given permission to download their scripts they must be anonymised for teaching and learning purposes.

Step 3

Once you have logged in to My Cambridge, select the Access to Scripts tile.

Step 4

Select your centre from the dialogue box.

Centre responsibilities
As outlined in the Cambridge Handbook (centre responsibilities) you must provide a safe environment for students. The content of their script(s) should only be used in their best interests, to inform their educational progress and support their wellbeing.
Script(s) may be used to support future teaching and learning in your school only where the permission to download the script(s) has been given by the student and/or the script(s) are anonymised at the point of use.
Confirm

Step 5

Select the exam series. Click 'Open series'.

Select series

To download your candidate's script(s) from the exam series shown below, select a series to search by candidate, or by qualification. You must have written permission from candidates, given to you after they have received their results, before you download their script(s).

June 2021 — Open series

GCE Advanced Subsidiary & Advanced Level
Available to: 8 November 2024

International General Certificate of Secondary Education
Available to: 31 January 2025

GCE Ordinary Level
Available to: 30 September 2024

Finding and downloading candidate scripts

You can search for scripts by candidate or by syllabus. Select 'search by candidate' or 'search by qualification'.

Search by candidate

Step 1

Search for the candidate by name or candidate number.

Step 2

Select the candidate and then the syllabus(s).

Step 3

Click 'Download'.

Step 4

Click 'Confirm and download' to confirm that permission has been given by the student(s) to download their script(s), and/or the script(s) will be anonymised at the point of use.

Downloaded files are named as: series_centre number_ syllabus number_candidate name_component number_ syllabus name.

Search by qualification

Step 1

Select the syllabus and component.

> **Important information**
>
> If a script is unavailable, you will see 'Script is unavailable' in the 'Actions' column. Components that have their result held back, for example, they have a status of 'Q – Pending', will not appear in the list until the status has been removed and a grade added; it should then appear within two working days.

Finding and downloading candidate scripts continued

You will see the candidates at your centre entered for that syllabus and component.

Step 2

In the 'Actions' column, click 'Confirm and download' to confirm that permission has been given by the student(s) to download their script(s), and/or the script(s) will be anonymised at the point of use.

Downloaded files are named as:
series_centre number_syllabus number_candidate name_component number_syllabus name.

Bulk download

You can download up to 50 scripts at a time using the 'Download selected' button, or you can select individual scripts to download.

A 'Permission to download' box will appear for you to confirm that permission has been given by the student(s) to download their script(s), and/or the script(s) will be anonymised at the point of use.

If two or more files are selected, the files are downloaded as a .zip file. If any of the selected scripts become unavailable before or during the download, the whole .zip file will not be downloaded and you will see the following message:

The .zip file is named as: series_centre number_syllabus number_component number.

If the file is downloaded from the 'All' tab next to the list of components, the file name will be: series_centre number_qualification number.

If you try to download more than the maximum 50 scripts, you will see the following message:

Understanding the marks and annotations on a candidate's script

As part of our usual marking and quality assurance checks, a script may be marked and reviewed by more than one examiner before we release results. When you download a script from Access to Scripts, you will only see marks and annotations from the most recent stage of marking. We use a different colour for each stage of the marking and monitoring process, and we have explained what these mean in the table below.

Stages of marking and monitoring

You can identify each stage of marking or monitoring by the colours of the annotations on a script. The table below shows the colour we use at each stage. When you download a script from Access to Scripts, you will only see marks and annotations from the most recent stage of marking.

Stage of marking or monitoring	Colour of annotations or comments	What you are likely to see
1. Original/Assistant examiner marking	**Red** and **green**	Annotations that show any judgements the examiner wants to communicate to senior examiners.
2. Examiner monitoring (if applicable)	**Brown** or **maroon**	This is a remark of the script by a team leader. Annotations are similar to the original annotations and may also highlight any point of difference. If the review mark is within the tolerance of the question paper, it does not replace the original examiner's mark.
3. Grade review (if applicable)	**Blue**	This is a review of marking conducted by a senior examiner. This is not a remark of the script, but a review to make sure that the marking standard has been correctly applied. The reviewing examiner will confirm they have reviewed each page of the script using the 'Seen' annotation, and update marks if required. You may also see the 'GR no change' annotation. The reviewing examiner uses this to confirm that the previous mark should be awarded.

How do examiners use annotations?

Our examiners use annotations to clarify points where they have made a judgement about a candidate's script. Using annotations means any other examiner marking the same script at a different stage of the marking or monitoring process understands the judgement the previous examiner has made.

Why is the mark on the script different to the mark awarded to the candidate?

The mark shown on the front of the script may not match the candidate's final mark for a number of reasons. It may be because of examiner scaling, the use of a marking tolerance, weighting factors, or a special consideration adjustment. See our 'Enquiries about results, and marks on scripts' factsheet.

Do all annotations on all scripts mean the same thing?

Each principal examiner tells their team of examiners how they should use annotations when marking their particular component. For this reason, annotations on all scripts for a certain component mean the same thing, but the use of annotations differs between different components.

What do the ticks on scripts mean?

A tick does not necessarily mean one mark; ticks are used to communicate a range of response features.

I have questions about the annotations on a script – what do I do?

We cannot provide feedback about the marks or annotations visible on a script downloaded from Access to Scripts.

Access to Scripts may help you to decide whether to apply for an enquiry about results, and which type of

Understanding the marks and annotations on a candidate's script continued

enquiry to request. Before you decide, there are a number of things to consider, and we have described these below.

1. You can only see the most recent marks and annotations via Access to Scripts.

As part of our usual marking and quality assurance checks, a script is sometimes marked and reviewed by more than one examiner before we release results. When you download a script from Access to Scripts, you will only see marks and annotations from the most recent stage of marking. We use a different colour for each stage of the marking and monitoring process (see table on page 5 for more details).

2. Check how many stages of marking a script has been through.

If the script has red and / or green annotations, then it has been marked once. You do not need to request a copy of the script via an enquiry about results because there are no other marks or annotations from any other stage of marking.

If the script has brown, maroon or blue annotations, then we marked it more than once before we released results. Only the most recent annotations are visible via Access to Scripts. Therefore, if you are considering an enquiry about results, you may wish to request a service that includes a copy of the script so that you can see the marks and annotations from every stage of marking.

We explain the different stages of marking and which marking stage takes priority if a candidate's script has been marked more than once:

- in our 'Enquires about results, and marks on scripts' factsheet
- in the table on page 5.

If you request an enquiry about results (service 2S), an examiner will review the marking of the script. This may result in the mark and / or grade for the script changing, or no change to the mark and / or grade. We send you a PDF copy of the script, which will show **all** annotations made by examiners, along with a Candidate Marks Report showing the marks awarded at **all** stages of marking.

3. You may wish to request an enquiry even if we marked a script once before we released results.

If the script has red and / or green annotations, then it has been marked once. A copy of the script requested as part of an enquiry about results will not show any additional marks and annotations. However, you may still wish to request a clerical recheck (service 1) or review of marking (service 2) and you do this in the usual way.

▶

Collecting your feedback

Feedback

We are introducing Access to Scripts to support our centres and candidates, and we would like to know more about your experience of using the service. We would like you to tell us whether you have found Access to Scripts useful and any other feedback you would like to share.

There is a feedback link at the bottom of the series selection screen. Please use this to provide feedback.

Do you have any feedback about this service? You can provide us with feedback here.

A feedback dialogue box will also pop up every three log-in attempts.

There is only one question in the survey:

Feedback form	✕

How likely are you to recommend Access to Scripts to a colleague?

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Not likely at all   Extremely likely

Cancel   Next

If you select a number between 1 and 8, you will see the following comments box displayed:

Feedback form	✕

If you have given Access to Scripts a low, or moderately low, score (8 or lower), please tell us what we can do to improve your experience.

Answer

[   ]

Back   Next

If you select a number between 9 and 10, you will see the following comments box displayed:

Feedback form	✕

We are glad that you have had a positive experience using our Access to Scripts service. If there are any improvements you would like to suggest please tell us below.

Answer

[   ]

Back   Next