# Cambridge bar-coded labels despatch

## What is the bar-coded labels despatch?

This despatch contains bar-coded labels for each script packet you return to us. It may also contain administrative materials for any late amendments or entries you have made.

## What are bar-coded labels?

Bar-coded labels identify the contents of each script packet. We provide them in timetable date order to help you select the correct label for each exam. There is usually one label per exam. If you have a large number of entries for an exam, you may have more than one label.

## What should I do with the labels?

Keep them safe – you will need them when you pack your scripts. Use your bar-coded labels on the front of each script packet, as detailed below.

## How do I pack my scripts?

Check each script against the attendance register and make sure there is a script for every candidate marked as present. Place the scripts and the attendance register in the script packet, in the order they appear on the attendance register. Attach the relevant bar-coded label to the front of the script packet. Do not include any other documents in your script packet.

Pack the scripts for different components in separate packets so they match the syllabus and component number printed on the label. Seal the grey script packets and attach the correct bar-coded labels to each packet. These labels identify the contents of each script packet. The labels are in timetable date order with the labels for non-timetabled components printed first. Securely fasten your packets of scripts.

If one packet is not large enough, use two or more packets, but remember to show the candidate number range in each packet. Put the bar-coded label on the first packet and number each of the packets (for example, 1 of 4, 2 of 4).

If you have more than one bar-coded label for an exam, place the scripts in separate packets so they match the 'candidate number range' printed on the label and then attach the correct labels to the front of the packets. Split the attendance register so it matches the scripts in each packet.

## Why do I need to use the labels?

It is extremely important that you correctly attach your bar-coded labels to your script packets. We scan the labels as soon as your script packets arrive in Cambridge. Scanning the label tells us which scripts are in the packet. We use this information to get your scripts to the right examiners as soon as possible.

If you do not use the labels, or you attach them to script packets incorrectly, it can lead to delays in marking, extra transportation and other environmental impacts, and even lost scripts. You can see examples, including images, of how to correctly attach bar-coded labels to script packets on our website: www.cambridgeinternational.org/barcode-to-script

## How do I return my scripts?

You should send scripts to us using a courier, as soon as each exam is over. If this is not possible, you must despatch all the scripts you have at least once a week. Please complete our script return form each time you send us a consignment of scripts. This form allows us to collect tracking information for your consignments so we can make sure they are returned to Cambridge International without delay. For more instructions and to watch our video on packing and despatching scripts, visit www.cambridgeinternational.org/scriptreturn

## Where can I find out more about this despatch?

If you have any questions:

- visit the 'Help' section of our website, www.cambridgeinternational.org/help
- email us with your centre number in the subject line at info@cambridgeinternational.org
- Contact us by phone – our Customer Support Team are also available 24 hours a day Monday – Saturday: +44 1223 553554.