



Cambridge Primary and Lower Secondary Checkpoint pre-exam despatch

What is the Cambridge Primary and Lower Secondary Checkpoint pre-exam despatch?

Your despatch contains most of the materials you will need for the exam series of Cambridge Primary Checkpoint and/or Lower Secondary Checkpoint. This includes key administrative documents, despatch labels and packets.

What materials are provided in this despatch and what should I do with them?

The table below lists the items, with a brief description of how to use each one.

Item	Description	What do I need to do with it?
Attendance registers	The attendance register is a formal record of all the candidates that take each test.	<p>Before the test starts, use the attendance register to record whether the candidates listed are present or absent. Return the top copy with the exam scripts in the script return packet. Keep the bottom copy for your own records.</p> <p>If any of your candidate details are missing please add them to the end of the pre-printed attendance register. If there is not enough room, or you do not have an attendance register for a particular test, you can download additional attendance registers at www.cambridgeinternational.org/forms and select Exam Day-Form 1.</p> <p>Before packing your scripts, check each script against the attendance register and make sure that there is a script for every candidate marked as present.</p> <p>Pack the scripts and the attendance register in the script packet, in the order they appear on the attendance register.</p>
Bar-coded labels	<p>Bar-coded labels identify the contents of each script packet.</p> <p>There is usually one label per test. If you have lots of entries for a test, you may have more than one label.</p>	<p>Keep them safe until the day of the test- you will need them when you pack the scripts.</p> <p>Attach the relevant bar-coded label to the outside of the script packet.</p> <p>If you have more than one bar-coded label, pack the scripts so they match the candidate number range printed on the label. If you are missing a bar-coded label for a particular test, please write your centre number and the syllabus and component number on the front of the script return packet.</p>
Notice to Candidates (A2 Poster)	<p>Poster outlining Cambridge International exam rules and regulations for candidates.</p> <p>Two copies per centre.</p>	<p>Before the test period starts, make sure you display a copy of the 'Notice to Candidates' poster outside and inside all test rooms. You can download additional copies at www.cambridgeinternational.org/forms</p>

Item	Description	What do I need to do with it?
Script return packets	Script return packets for returning scripts. There is one size of bag for all components. One packet per timetabled exam.	After each test, pack the scripts into the appropriate packet (scripts for different tests must be packed in separate packets). Enclose the correct attendance register, complete the information on the front of the packet and attach the correct bar-coded label. Place your packets in an outer package. You can place script packets for different components into the same outer package for despatch.
Script Return labels	Labels for returning scripts. Six sheets per centre.	Attach to the outer packaging containing your packets of scripts. Use a traceable method, such as a courier, to return your scripts to us. Keep a record of your courier details.

Where can I find more information?

If you have any questions:

- Email us: info@cambridgeinternational.org with your centre number in the subject line
- Call us: +44 (0)1223 553554

If you work with us through another organisation, such as a Cambridge Associate, please contact them with any questions.

We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We are always looking to improve the accessibility of our documents. If you find any problems or think we are not meeting accessibility requirements, contact us at info@cambridgeinternational.org with the subject heading: Digital accessibility. If you need this document in a different format, contact us and supply your name, email address and requirements and we will respond within 15 working days.