CAMBRIDGE
International Education

For exams officers

Cambridge Handbook (UK Supplement) 2027

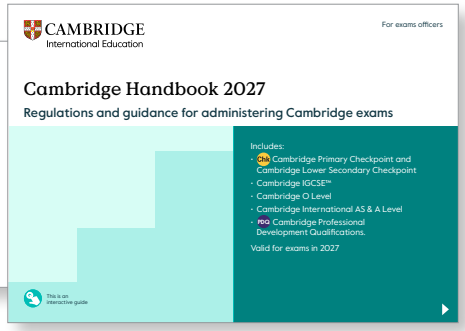
This supplement outlines where regulations and guidance for administering Cambridge exams are different for centres in the UK. It should be used in conjunction with the Cambridge Handbook 2027. Where you see this icon UK in the Cambridge Handbook 2027, you should check this supplement. You can also find out where our regulations differ from the JCQ regulations on pages 14 to 18.

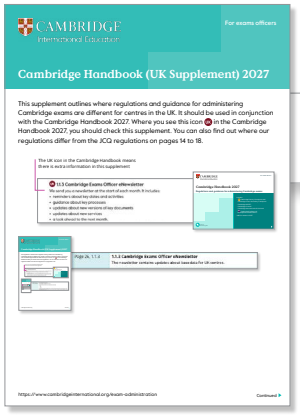
The UK icon in the Cambridge Handbook means there is extra information in this supplement

UK 1.1.3 Cambridge Exams Officer eNewsletter

We send you a newsletter at the start of each month. It includes:

- reminders about key dates and activities
- guidance about key processes
- updates about new versions of key documents
- updates about new services
- a look ahead to the next month.





Page 51, 2.3.1 (first paragraph)	**2.3.1 Making final entries** First paragraph wording for UK centres:

Page/section	Differences
Introduction	
Pages 5 and 9	Extra important information for UK centres: Cambridge International Education is not a member of the Joint Council for Qualifications (JCQ), therefore some of our regulations are different from those of other UK exam boards. Please refer to pages 14 to 18 of this supplement for information about these differences.
Page 10, A14	This sentence does not apply to UK centres: You can choose to allocate a broker to handle such imports or nominate UPS/DHL to act on your behalf, but you will be responsible for these costs and for liaising with any such brokers or couriers.
Page 11, A26	A26 You must take all reasonable steps to: A26.1 provide information or documents relating to the assessments or your registration as a centre, that either we or Ofqual require, as soon as possible A26.2 make sure that we are able to comply with those conditions, set out in Ofqual's General Conditions of Recognition that are dependent on the actions of centres.
Page 12, B8	B8.1 You must help with any Ofqual-led investigations made for the purposes of Ofqual performing its functions.
Page 14, D4	This clause does not apply to UK centres.
Page 19, N2.1	N2.1 copies of answer scripts as part of enquiries about results or copy of script services.
Page 19, N3	N3 To request copies of answer scripts as part of enquiries about results or copy of script services, see section 6.3.
Section 1: Preparation	
Page 26, 1.1.3	**1.1.3 Cambridge Exams Officer eNewsletter** The newsletter contains updates about basedata for UK centres.
Page 29, 1.2.2	**1.2.2 Timetabling exams** (a) The timetable shows test date windows and a session for each timetabled exam. When timetabling exams, you must use the Key Time for the correct session. • Morning (AM) • Afternoon (PM). (b) Candidates must take exams in accordance with the final timetable. (c) The Key Time is a point in a timetabled session when candidates must be either in an exam or under Full Centre Supervision. The Key Times for the UK are: • June series: 10:00 BST and 14:00 BST • November series before the clocks go back: 10:00 BST and 14:00 BST • November series after the clocks go back: 09:00 GMT and 13:00 GMT. (d) The JCQ start times of 09:00 for the morning session and 13:30 for the afternoon session work with our Key Times, except if: • it is an afternoon exam in the November series after the clocks have gone back • it is an exam during British Summer Time that is less than an hour long. In both of these situations you must make sure that candidates are under Full Centre Supervision or taking their exam at the Key Time.
Page 43, 1.3.5.14	**1.3.5.14 Transcript** Change to part (b): The braille transcript must be produced by a member of the centre's staff, which may include the candidate's subject teacher, who is fully competent in the braille code for the subject concerned.

Page/section	Differences
Section 1: Preparation	
Page 46, 1.3.6.8 (different wording for part (f))	**1.3.6.8 Guidance for centres** (f) If a candidate has a visual impairment or processing difficulties and finds reading black text on white paper challenging, you can print a question paper on appropriate coloured paper at your centre. You must tell us if you plan to do this by completing and returning Modified papers: Preparation – Form 3, available from **www.cambridgeinternational.org/forms**, by the dates in section 1.3.4. We may need to print some question papers on coloured paper for you. We will tell you which ones we need to print and which ones you can print. Your Head of Centre is responsible for making sure the security and integrity of the question paper is maintained during the printing process. We will make a copy of the question paper available for you to download from Digital File Despatch 90 minutes before the Key Time for the exam. We only provide the question paper(s) you include on Modified papers: Preparation – Form 3, available from **www.cambridgeinternational.org/forms**, that we approved, and only if the candidate has the appropriate entry. Make sure you have asked for all syllabuses and components that you need. If you amend your entries, you must tell us so that we can make the correct question paper(s) available to you on Digital File Despatch. We will email guidance about how to securely print question papers to you. You must follow the guidance outlined in this email. Alternatively, your centre is permitted to open the question paper packet not more than 90 minutes before the published Key Time (or in exceptional circumstances, with prior permission from us, before the standard centre start time) for the exam. This will enable your centre to: • copy and enlarge the standard paper from A4 to A3 • copy the standard paper onto coloured paper • produce a question paper with single-sided print. If your centre does not have the appropriate equipment to print the papers in the format required, please let us know as soon as possible. You must not modify the content of the question paper, for example, changing the font size. You must print question papers on A4 paper unless you have permission from us to make enlargements. You must keep signed records of the printing process. These should include: • the start time of the exam • the syllabus, component, candidate number and modification produced • the names and job titles of the two staff members who carried out the printing process. Record this information on your exam timetable. You may be asked to show these records to an inspector. You must keep these records until we have released certificates.

Page/section	Differences
Section 2: Entries	
Page 48, 2.1.2	**2.1.2 Private candidates** (b) Private candidates must be able to meet all assessment requirements. Some options, including those with coursework and art & design syllabuses, are not available to private candidates.
Page 51, 2.3 (third paragraph)	**2.3 Final entries** Third paragraph wording for UK centres: The Cambridge Guide to Making Entries contains syllabus and option codes, and detailed instructions for making entries. Make sure you use the correct version of the guide for the UK and for your series.
Page 51, 2.3.1 (first paragraph)	**2.3.1 Making final entries** First paragraph wording for UK centres: You can make your final entries using one of the following: • A2C • Direct. Use the same method to submit all your entries in the same exam series. Instructions are in the Cambridge Guide to Making Entries, which is in the 'Support Materials' section of Direct.
Page 52, 2.3.1 (extra paragraph)	**2.3.1 Making final entries** Extra paragraph for UK centres: **MIS packages and A2C** You can download basedata ready to import into your MIS package. The basedata is compatible with JCQ standards at the time of publication and is in the 'Support Materials' section of Direct. It will give you the data you need for the relevant exam series.
Page 52, 2.3.1.1	**2.3.1.1 Unique Learner Numbers (ULNs)** We no longer offer Ofqual-regulated syllabuses, so you do not need to tell us your candidates' Unique Learner Numbers (ULNs).

Page/section	Differences
Section 2: Entries	
Page 53	**Regulations** (a) You must make final entries through Direct, Entries (see Important information box in section 2.3.1) or A2C. You should use the same method to make all your entries in the same exam series. (b) If you want to receive a results file through A2C, you must submit your entry information through A2C. (c) The Head of Centre or Cambridge Associate is responsible for making sure entry data is accurate, complete and submitted on time. (d) You must check that your entry data is correct and complete on Direct or Entries, even if you have made your entries or any changes through A2C. The entries you can see on Direct or Entries are the entries we have recorded for you. (e) Between the entries deadline and the late entries deadline you can make late entries or changes, but we will charge late entry fees. (f) The final entries deadline for the November series is 21 September. (g) If you use A2C, you must submit one entry file for all qualifications. To change any entries, you must export an amendment file and send it to us through A2C. (h) You can only apply for modified question papers if you have already made a final entry for the relevant candidate, syllabus and component. See section 1.3.6. (i) You must assign one four-digit candidate number to every candidate. You cannot change this number after you have made your entries. Do not assign the same number to more than one candidate in the same series. Do not assign duplicate or multiple numbers to the same candidate in the same series.
Page 54, Important dates box	**Important dates** There is different information for UK centres for the November series: **November series** Cambridge Guide to Making Entries available: end of March 2027 Entries can be made from: mid-May 2027 Final entries deadline and application deadline for candidates who need modified papers: 1 July 2027 Final entries deadline for other candidates: 21 September 2027 Late entries deadline: 21 September 2027.
Page 56, 2.4	**2.4 Entry fees, late entries, entry changes and retake entries** Details of fees for our exams and how to pay are in the fees lists, available in the 'My Messages' section of Direct. If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees lists to you. We have the right to change the fees list. Check you are using the latest version. If you want to change or add entries, do this as quickly as possible: • If you use A2C, make the changes using your MIS database. Export an amendment file and send it to us through A2C. Please make sure you send all your amendment files. • If you use Direct or Entries, make and submit the changes. Find out more about retake entries at **www.cambridgeinternational.org/retakes**

Page/section	Differences
Section 2: Entries	
Page 57	**Regulations** (k) This regulation does not apply to UK centres. (m) After the late entries deadline, you will not be able to make any changes on Direct or Entries. You can still change candidate details through A2C, but we may reject any entry changes.
Page 58, 2.4.1	**2.4.1 Withdrawing a candidate** To withdraw a candidate on Direct, find their details in the 'Administer Exams' dashboard and click the 'Remove Candidate' button. To withdraw a candidate using an MIS package, follow your usual instructions and send us the amendment file using A2C.
Page 62, 2.6.3	**2.6.3 Applying for an alternative venue** Extra paragraph for UK centres: (g) If we allow you to use an alternative venue for a candidate, you can open the question paper packet 90 minutes before the Key Time for the exam. In some cases, we may allow you to open it before the standard centre start time so you can take the paper(s) to the venue.
Section 3: Coursework and moderation	
Page 68, 3.2.6(d)	**3.2.6 Marking coursework** We do not need you to allow the candidate to appeal their marks. You may allow them to do this if they want to. However, you must be responsible for the marks and rank order of candidates that you submit to us. If you share marks with candidates, you must make them aware that the marks may change as a result of external moderation.
Page 68, 3.2.9	**3.2.9 Absent candidates and not submitting coursework** If a candidate is entered for a coursework component but does not submit any coursework, we cannot give them a grade in that syllabus. They will receive a 'NO RESULT' / 'X' outcome. The teacher must mark them as absent (with an 'A', not '0') when they submit marks through Direct, A2C or Submit for Assessment. On the Coursework Assessment Summary Form, the teacher must include the candidate's number and name and tick the 'absent' box against that candidate's row on the form.
Page 75, 3.4.1	**3.4.1 How to submit marks** Extra section for UK centres: **A2C** You can create your internally assessed marks file using your MIS package and then submit it to us through A2C. Please include a printout of the marks when you send us your samples.
Page 77, 3.5.2	**3.5.2 How to fill in the forms** This wording replaces the sixth bullet point: If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column. The marks in this column must match the marks you submit to us through Direct, A2C or Submit for Assessment.
Page 78, 3.5.3	**3.5.3 How to submit the samples** This wording replaces the third bullet point: If you need to submit a report showing the component marks you have submitted for all candidates, and this is not a syllabus/component that uses Submit for Assessment, this can be your Direct internal marks report or your MIS internal marks report.

Page/section	Differences
Section 4: Before the exams	
Page 81, 4.1	**4.1 Forecast grades** Extra sentence before the bullet points: JCQ awarding bodies do not ask for forecast grades but we still ask you to submit them.
Page 81, 4.1.1	**4.1.1 How to submit forecast grades** This information replaces the first paragraph: You must submit forecast grades through Direct before or by the relevant deadline. **A2C** Depending on your MIS package, you may be able to create your forecast grades file and then submit it to us through A2C.
Page 85	**Pre-exam despatch** Different wording in the bullet points: • June series: mid- to late March 2027 • November series: early October 2027.
Page 87	**Bar-coded labels despatch** Different date for UK for the November series: • November series: early October 2027.
Page 88, 4.2.3	**Early question papers and pre-release materials** Differences for UK centres: • Cambridge O Level Art & Design (6090) – not available to UK centres.
Page 97, 4.5.2.2	**4.5.2.2 Notice to candidates and Candidate warning posters** Extra sentence at the end of this section for UK: If Cambridge exams are taking place in the same room at the same time as exams from other UK boards, you can display the JCQ posters outside the room and the Cambridge posters inside.

Page/section	Differences
Section 5: Exam day	
Page 101, 5.1	**5.1 At the beginning of the exam** Different wording to replace first three paragraphs: Candidates must take their exams in the correct timetabled session. You must schedule exams within the appropriate timetable session in compliance with the relevant Key Time. See the 'Key Times and Full Centre Supervision' section and section 1.2.2. You are responsible for giving candidates their exam times.
Page 112, 5.4	**5.4 Packing and sending scripts** The fifth bullet point about air freight is not applicable to UK centres. Extra information for UK centres: You cannot use the Department for Education funded Yellow Label Service for Cambridge IGCSEs. You must return Cambridge IGCSE and Cambridge International AS & A Level scripts using our white bar-coded labels and address labels. You must use the correct method to return your scripts. If you do not, they may be delayed or lost and your candidates will not receive their results.
Page 125, 5.7.1.4	**5.7.1.4 Large numbers of candidates** This information replaces the third and fourth paragraphs about scheduling groups of candidates: You must supervise all candidates until the Key Time. Candidates may be taking the exam or they may be under Full Centre Supervision, before or after taking the exam. If you have divided the candidates into two groups, you can schedule the exam so that one group finishes at (or close to) the Key Time, and the other group starts at (or close to) the Key Time. This will keep the amount of time candidates spend under Full Centre Supervision to a minimum. The fifth paragraph is not applicable to UK centres.
Page 127, 5.7.2.3	**5.7.2.3 Large numbers of candidates** This wording replaces all information after the third paragraph: Scheduling the two groups in this way may cause written exams timetabled for the same day to overlap with a listening exam. If this happens: • Arrange the two groups of candidates so that the sittings do not overlap. • Timetable the exam so that the changeover between the two groups is earlier than the Key Time (you will need to supervise the first group of candidates after their exam). • Delay the start of the exam (as long as all candidates are under Full Centre Supervision at the Key Time). If you would need more than two groups of candidates, contact us well before the exam.

Page/section	Differences
Section 6: Results and certificates	
Page 132, 6.1.1	**6.1.1 Online results** Extra wording for UK centres: If you made entries through A2C, your results file will also be available through A2C. Please make sure you update your MIS package to match our systems or not all results will display when the results file is transferred. We will email you instructions before we release results. We also provide a component marks report with: • marks for each component of the syllabus for every candidate you have entered • raw and adjusted marks for each component. This is a Microsoft Excel spreadsheet so you and your teaching staff can analyse the information. We publish it on Direct after results release. We will give you dates in the Cambridge Exams Officer eNewsletter.
Pages 132 to 134, 6.1.3	**6.1.3 Results despatch** This section has different wording for UK centres: We usually send this despatch by courier. We do not email results to you or anybody else. A Associate Centres will receive their results according to their local arrangements. When you receive your despatch, check you have all the documents listed below. We **do not** include the following documents in your provisional results despatch: • statements of results for candidates • results broadsheets for teachers. You can download these through Direct. If you need printed copies, for example for visa applications, email **info@cambridgeinternational.org** **Results by syllabus, option and component: for teachers** This document shows all your results and component grades by syllabus, option and component. It lets teachers compare a candidate's standard across different parts of a syllabus. They will not always exactly match the overall syllabus grade. You can share this information with candidates to help them decide whether to retake a syllabus or apply for enquiries about results. If you do this, tell them they should not share this information with anyone else. You can give component grade information if a university asks for it. **Moderation adjustment summary reports: for teachers** We provide a summary of moderation adjustments for every internally assessed component. The summary shows any changes we made to the marks your teachers awarded. We do not change weighted marks. 'NO ADJUSTMENT' means we accepted your marks. The information is in syllabus component code order. If we changed ranges of marks, we show them in ascending order. We do not reduce marks below zero or raise them above the maximum mark for the component. **Moderation report: for teachers** We provide a report on the moderation for each internally assessed component. It also shows where our moderators re-marked coursework because they could not moderate the marks.

Page/section	Differences
Section 6: Results and certificates	
Page 133	**Regulations** (a) You are responsible for giving all your candidates, including private candidates, the electronic statements of results information you download from Direct. (b) The electronic statement of results is not a certificate. Universities or other organisations may not accept it. (c) We can correct the information on any electronic statements of results before we send certificates. (d) The electronic statements of results belong to us and we issue them on the following conditions: • If an electronic statement of results is altered or defaced, it is invalid. • You must return the electronic statement of results to us if we ask for it. (e) Check centre and candidate details on electronic statements of results, including the spelling of names and dates of birth. As electronic statements of results are a record of the exam, you must tell us straight away if there are any errors. This allows us to correct the information before we send your certificates. Use Replacement statement of results/certificate application: Results and certificates – Form 12 , available from **www.cambridgeinternational.org/forms**. A Associate Centres must tell their Cambridge Associate about any errors. (f) Contact us or your Cambridge Associate straight away if any electronic statements of results are missing from Direct. (g) We do not usually give results directly to candidates. In rare cases we may do this, after checking their identity. **Important dates** Tell us about any changes to electronic statements of results by the following dates: June series: 26 September 2027 November series: 26 February 2028.
Page 137, 6.1.5	**6.1.5 Grade changes after results release** This section is different for UK centres: If a candidate's grade changes after we release results and the change is not because of an enquiry about results, we will automatically update the following documents within three working days. This is as long as your centre has no open enquiries about results: • statements of results for every candidate (PDF) • results for your centre in broadsheet format (PDF) • results for your centre in broadsheet format (Microsoft Excel). If you need an updated component marks report, email **info@cambridgeinternational.org**, confirming the syllabus and series. If you made entries through A2C, we will provide updated results files through A2C.
Page 137, 6.2	**6.2 Priority results** Paragraph two is different for UK centres: For UK university applications, we send all Cambridge International AS & A Level and Global Perspectives & Research results to the Universities and Colleges Admissions Service (UCAS). They will arrive in time to meet university deadlines. Therefore, candidates do not need to ask for priority results information.

Page/section	Differences
Section 6: Results and certificates	
Page 138, 6.3	**6.3 Enquiries about results** **NEW** Information for UK centres: To help you decide whether you want to submit an enquiry about results, you can view candidate scripts via Access to Scripts. For candidates' scripts which are not available on Access to Scripts, you can request a copy through Direct. **Priority copy of scripts** This service does not involve a review of marking. This service allows you to see a script as a priority. We will upload any copies of scripts to Direct by 6 September 2027. The priority copy of scripts service is only available in the June series for Cambridge International AS & A Level syllabuses. If you intend to request a Priority review of marking service (see section 6.3.1 of this supplement), do not ask for a copy of the script separately. If you do this, you will not receive the script before the priority services deadline for the candidates in the group. **Copy of script** This service does not involve a review of marking. This service allows you to see a script, but it is unlikely that you will receive any scripts in time for the enquiry about results deadline. We will upload any copies of scripts to Direct by 27 November 2027 for the June series and 23 April 2028 for the November series. The copy of script service is available for all qualifications.
Page 138, 6.3.1	**6.3.1 Enquiries about results services** Two extra enquiries about results services for UK centres: **Service name** Priority review of marking: Service 2P. **Details of service** The same as 'Service 2' but we complete the review within 18 days of receiving your request. You can ask for this service if your candidate's place in further/higher education depends on the outcome. We must receive all applications by 23 August 2027. Apply as soon as possible after we release results. This means you will have more chance of receiving the outcome before the UCAS deadline of 4 September 2027. **Availability of service** Available for components we have assessed. Not available for multiple-choice question papers. Only available in the June series for Cambridge International AS & A Level syllabuses. **Service name** Priority review of marking with copy of script: Service 2PS. **Details of service** The same as 'Service 2P' but you also receive a copy of the script. **Availability of service** Available for components we have assessed. Not available for multiple-choice question papers. Only available in the June series for Cambridge International AS & A Level syllabuses.

Page/section	Differences
Section 6: Results and certificates	
Page 140	**Important dates** Different information for UK centres: • Deadlines for us to receive enquiries about results, including enquiries about 'NO RESULT' / 'X' or 'PENDING' / 'Q' outcomes: **June 2027 series** 23 August 2027: applications for priority enquiries about results Services 2P and 2PS (only available for June series results and for Cambridge International AS & A Level syllabuses). If a candidate's university place depends on the result of the enquiry, apply as soon as possible after we release results. You will have more chance of receiving the outcome before the UCAS deadline of 4 September 2027. 20 September 2027: applications for enquiries about results. **November 2027 series** 26 February 2028: applications for enquiries about results. • Deadlines for us to receive applications for a copy of a script: **June 2027 series** 23 August 2027: priority copy of script request (this does not involve a review of marking). 14 October 2027: copy of script request (for use within the centre and not to support an enquiry about results). **November 2027 series** 11 March 2028: copy of script request (for use within the centre and not to support an enquiry about results). We cannot accept requests we receive after the deadlines because we start disposing of candidate scripts shortly after these dates. A It is good practice for Cambridge Associates to submit enquiries about results for all their Associate Centres before the closing date. This gives time to check them and resolve any problems before the deadline. Cambridge Associates may set earlier deadlines for their Associate Centres.
Page 141, 6.3.3	**6.3.3 How long does it take to process enquiries?** Different wording for UK centres in the first paragraph: We deal with enquiries in the order we receive them. We will tell you the outcome within 30 days of receiving your enquiry, or 18 days for priority services. There is an extra second paragraph for UK centres: If you are submitting a Service 2P or 2PS enquiry for a candidate whose university place depends on the result of the enquiry, apply as soon as possible after we release results. You will have more chance of receiving the outcome before the UCAS deadline.
Page 142, 6.3.4.1	**6.3.4.1 Using photocopied scripts** This section is different for UK centres: We upload copies of scripts to the 'Enquiries about results' section of Direct.
Page 149, 6.5.2	**6.5.2 Applying for a certifying statement for Common European Framework of Reference (CEFR)** This section does not apply to UK centres.

Page/section	Differences
Section 6: Results and certificates	
Page 149, 6.7	**6.7 Applying to university** This section is different for UK centres: Students should apply to UK universities through UCAS. For overseas universities, they should contact the relevant university. To find out which universities and institutions recognise Cambridge exams and qualifications, use the recognition policy search database: **www.cambridgeinternational.org/recognition-search**
A to Z of terms	
Page 165	Extra term for UK centres: **A2C** An application that enables data transfer directly between a centre and an awarding organisation.
Page 166	Different wording for UK centres: **Cambridge IGCSE and IGCSE (9–1)** Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around the age of 16 in England.
Page 169	Different wording for UK centres: **Key Time** A time, defined by the location and country of a centre, specified by Cambridge, when all candidates taking timetabled exams must be either in an exam or under Full Centre Supervision. The Key Times for the UK are: • June series: 10:00 BST and 14:00 BST • November series before the clocks go back: 10:00 BST and 14:00 BST • November series after the clocks go back: 09:00 GMT and 13:00 GMT. The JCQ start times of 09:00 for the morning session and 13:30 for the afternoon session work with our Key Times except if: • it is an afternoon exam in the November series after the clocks have gone back • it is an exam during British Summer Time that is less than an hour long. In both of these situations you must make sure that candidates are under Full Centre Supervision or taking their exam at the Key Time.

Differences between Cambridge International Education (Cambridge) and JCQ exam boards

Because we are an international exam board and not a member of the JCQ, some of our processes and regulations are different. Read this section to find out where our regulations differ from the JCQ regulations set out in their Instructions for Conducting Examinations and other documents on the JCQ website.

Section 1: Preparation

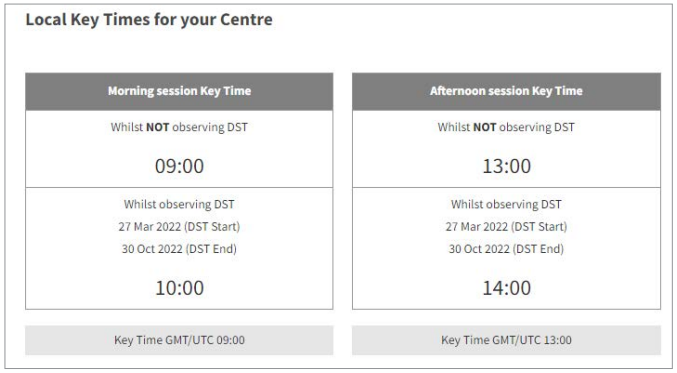
Final timetables

We try to align our timetable to the JCQ timetable where possible and we understand the challenges that different timetables create for our UK centres. We appreciate there are some timetable clashes UK centres may need to manage. We have provided more information about ways you can manage these clashes below.

Because our qualifications are taken in 160 countries, we produce a set of timetables across our six administrative zones for each series. There is a separate timetable for the UK. We cannot publish the UK timetable earlier as it is produced alongside the other timetables. See section 1.2 of the Cambridge Handbook.

Key Times

To safeguard the security of our exams internationally, we use Key Times instead of start times. All candidates must be in the exam or under Full Centre Supervision at the Key Time. See the 'Key Times and Full Centre Supervision' section in the Cambridge Handbook.



Timetable deviations

It is possible that you will have a timetable clash between our exams and exams from a JCQ exam board. In this case, you may be able to carry out a timetable deviation. We only consider timetable deviations where the clash of exams in the same session would last more than three hours and 45 minutes. UK schools do not need to apply to use a timetable deviation.

Access arrangements

You cannot apply for Cambridge access arrangements using Access Arrangements Online (AAO). You must tell us about any access arrangements you plan to use by submitting an application using either our Apply for Access Arrangements service or Access arrangements: Preparation – Form 1, available from **www.cambridgeinternational.org/forms**. You must apply for access arrangements for each exam series.

You may be asked to provide evidence at the time of submitting your application. You can still use your JCQ outcome letter as part of this evidence. Although some of our access arrangements may not be included on your JCQ outcome letter, we can use the additional information you submitted on JCQ's Form 8 or Form 9 to help us make our decision. For this reason, we recommend that you provide us with both your JCQ outcome letter and JCQ Form 8 or Form 9 when we ask for evidence. (See the table below for deadlines.)

Our deadline for modified papers is a week earlier than the JCQ deadline because our exam series starts earlier; please see section 1.3 of the Cambridge Handbook.

June series	**Cambridge**	**JCQ**
Modified papers	21 January	31 January
Access arrangements	21 February	21 March
November series	**Cambridge**	**JCQ**
Modified papers	1 July	20 September*
Access arrangements	21 July for new entries 10 September for June 2027 series retake entries	1 November*

* Dates not published by JCQ at time of publication. Based on November 2026 series dates.

Modified papers

We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component. We encourage you to submit final entries for any candidates with modified papers as early as possible. See section 1.3.6 of the Cambridge Handbook.

Section 2: Entries

Entry fees

Our late entry stages are different from other exam boards. Between the entries deadline and the late entries deadline, you can make entries or entry changes but you will be charged late entry fees. In exceptional circumstances, you can make entries or changes after the late entries deadline by:

- allowing candidates to sit the exam without an entry as long as you meet the requirements listed in section 5.1.6 of the Cambridge Handbook
- asking us to send you additional question papers if you do not have enough spare question papers for each of the relevant components. Each request will be considered on a case-by-case basis, and we reserve the right to decline any request received after the late entries deadline.

We will charge a very late entry fee for any unauthorised entries or for any additional question papers we send you. See our fees list in the 'My Messages' section of Direct for details. It may not be possible for us to release results for these candidates at the same time as other results.

Making entries

The JCQ regulations state that candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series.

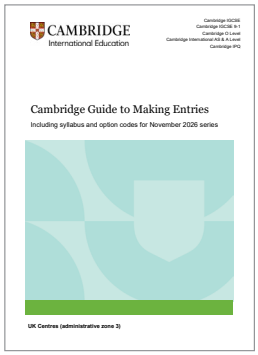
Cambridge deadlines	June series	November series
You can start to make entries	From mid-November	From mid-May
Final entries deadline and application deadline for modified papers	21 January	1 July
Final entries deadline	21 February	21 September
Late entries deadline	17 April	21 September

Checking and changing your entries

You should use the same method to submit your entries and changes in the same exam series. If you use A2C, submit one entry file for all your entries. To make any changes, export an 'Amendment file' and submit it to us through A2C.

You must check that your entry data is correct and complete on Direct, even if you have submitted your entries and changes using A2C or any MIS package. See section 2.3 of the Cambridge Handbook.

Option entry codes



As our qualifications are linear, we use syllabus and option codes instead of unit codes and rules of combination. When you make your entries, you must select the relevant syllabus code and option code that represents the combination of components you want to enter the candidate for, including the components that can be carried forward from a previous series. You cannot enter candidates for a single component. Candidates need to complete all the components in an option to receive a syllabus grade.

You do not need to submit a cash-in code with your entries. Instructions for making entries and a list of syllabus and option codes are in the Cambridge Guide to Making Entries.

Important information

Transferring candidates

We have specific regulations and processes for transferring candidates from one centre to another. See section 2.1.3 of the Cambridge Handbook.

Section 4: Before the exams

Forecast grades

For some qualifications, we continue to ask you to submit forecast (or estimated) grades as part of our quality assurance processes. See section 4.1 of the Cambridge Handbook.

Invigilator requirements

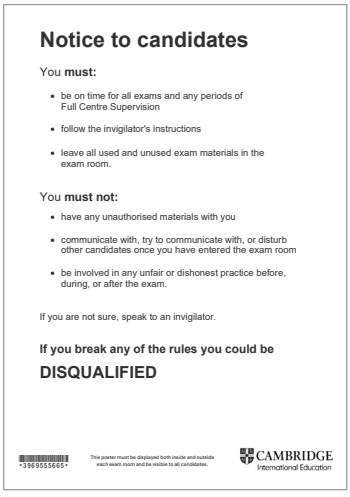
	Cambridge	JCQ
Written exams	One invigilator for every 30 candidates	One invigilator for every 30 candidates
Practical tests	One invigilator for every 20 candidates. A teacher of the subject should also be present to deal with any technical difficulties. At least two invigilators must be present when a test is being conducted, even if you have fewer than 20 candidates sitting the test. For Cambridge ICT, IT and computer science practical tests, see section 5.7.4 of the Cambridge Handbook.	One invigilator for every 20 candidates

A human reader, scribe, practical assistant, prompter, colour naming assistant or live speaker cannot also act as an invigilator.

Posters

Please display the Notice to candidates and Candidate warning posters (shown right) inside and outside all exam rooms. JCQ only requires that the posters are displayed outside the exam room.

If Cambridge exams are taking place in the same room at the same time as exams from other UK boards, you can display the JCQ posters outside the room and the Cambridge posters inside. See section 4.5.2.2 of the Cambridge Handbook.


Notice to candidates

You **must:**

- be on time for all exams and any periods of Full Centre Supervision
- follow the invigilator's instructions
- leave all used and unused exam materials in the exam room.

You **must not:**

- have any unauthorised materials with you
- communicate with, try to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are not sure, speak to an invigilator.

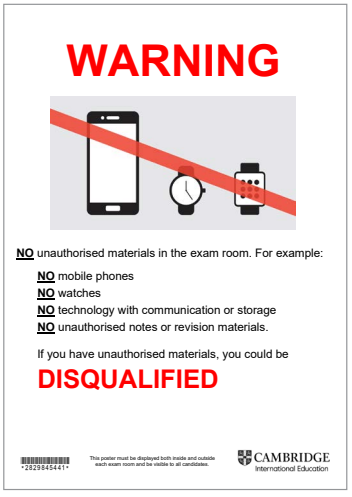
If you break any of the rules you could be

DISQUALIFIED

3969555665

This poster must be displayed both inside and outside each exam room and be visible to all candidates.

CAMBRIDGE International Education


WARNING

NO unauthorised materials in the exam room. For example:

NO mobile phones
NO watches
NO technology with communication or storage
NO unauthorised notes or revision materials.

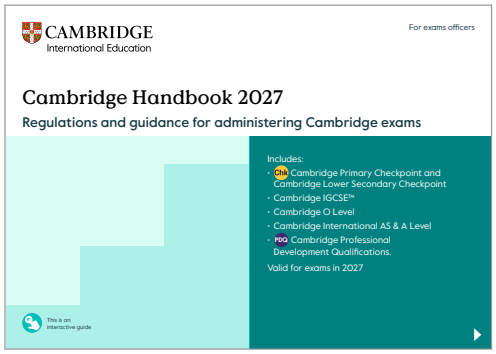
If you have unauthorised materials, you could be

DISQUALIFIED

2829845441

This poster must be displayed both inside and outside each exam room and be visible to all candidates.

CAMBRIDGE International Education


CAMBRIDGE International Education

For exams officers

Cambridge Handbook 2027

Regulations and guidance for administering Cambridge exams

Includes:
- Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint
- Cambridge IGCSE™
- Cambridge O Level
- Cambridge International AS & A Level
- Cambridge Professional Development Qualifications.

Valid for exams in 2027

This is an interactive guide

Copies of Cambridge Handbook

You must have access to sections 4 and 5 and the 'Key Times and Full Centre Supervision' section of the Cambridge Handbook in each exam room. These can be electronic copies; however, candidates must not have access to any devices, in accordance with our regulations in section 5.1.8.2 of the Cambridge Handbook. Alternatively, we have produced an abridged version of sections 4 and 5 and the Key Times and Full Centre Supervision section for centres to print out, available from **www.cambridgeinternational.org/eoguide**

Receiving and storing confidential materials

There are differences in the regulations between Cambridge and JCQ for receiving and storing confidential materials. Please see sections 4.3 and 4.4 of the Cambridge Handbook. You must have a minimum of two and a maximum of three authorised people as key holders for your secure storage.

Section 5: Exam day

Five-minute warning

You must give candidates a five-minute warning before the end of their exam. JCQ does not require a five-minute warning. See section 5.2.7 of the Cambridge Handbook.

Inspections

As we are not a member of the JCQ, we do not have access to JCQ inspection data so we need to carry out our own inspections. This may mean that you are visited by Cambridge inspectors as well as JCQ inspectors in the same series. To find out more, see our video, 'What to expect from a security inspection' at: **www.cambridgeinternational.org/security-inspections**

Removing question papers from secure storage

There are differences in the regulations between Cambridge and JCQ for removing question papers from secure storage, and how and where they are checked. Please see sections 5.1.9 and 5.1.9.1 of the Cambridge Handbook.

Leaving the exam room

Keep candidates who want to leave before the Key Time under Full Centre Supervision. See sections 5.2.3 and 5.3.1 of the Cambridge Handbook.

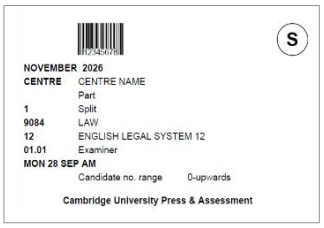
Question papers after the exam

Store Cambridge IGCSE and Cambridge International AS & A Level question papers securely for 24 hours after the end of the exam or after the Key Time, whichever is later. Store empty question paper packets securely until we issue certificates. See section 5.3.2 of the Cambridge Handbook.

Script return

We send you bar-coded labels to return your scripts. You must attach the correct label to the outside of each script packet. You must return your scripts for all qualifications using our white bar-coded labels.

For more information, go to: www.cambridgeinternational.org/examday



White label (for all Cambridge Checkpoint, Cambridge IGCSE and Cambridge International AS & A Level qualifications)

Section 6: Results and certificates

Our results release dates are different from those of JCQ exam boards. June series results are released in late July and August, and November series results are released in mid-January. Specific dates are communicated in the Cambridge Exams Officer eNewsletter.

June series	Cambridge deadlines	JCQ deadlines
Priority enquiries about results	23 August	Thursday of the week following general results release
Priority copies of scripts (to support enquiries about results)	23 August	Thursday of the week following general results release
Enquiries about results	20 September	Four weeks after GCSE results release
Copy of a script	14 October	Five weeks after GCSE results release

November series	Cambridge deadlines	JCQ deadlines
Enquiries about results	26 February	Four weeks after GCSE results release
Copy of a script	11 March	Five weeks after GCSE results release

Submitting enquiries about results

All component enquiries you want us to review for the same candidate and syllabus must be submitted at the same time. Any subsequent requests for the same syllabus and candidate will be rejected. This is because our qualifications are linear, so we look at the result the candidate is awarded in the context of the whole syllabus, rather than the individual component. See our Enquiries About Results Guide (UK) at: www.cambridgeinternational.org/ear

Important information

For more information about JCQ enquiries about results deadlines, go to:
www.jcq.org.uk/exam-results-data/post-results

Learn more! For more exams officer information, visit **www.cambridgeinternational.org/exam-administration** or contact our Customer Support team on **01223 553554** or email **info@cambridgeinternational.org**

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 you think we're not meeting accessibility requirements, contact our team: **info@cambridgeinternational.org**

If you need this document in a different format contact us at **info@cambridgeinternational.org** telling us your name, email address and requirements and we will respond within 15 working days.

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