

## Teaching groups information form

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input style="width: 95%;" type="text"/>	Exam series	<input style="width: 95%;" type="text"/>
Centre name	<input style="width: 95%;" type="text"/>		

0844 English (Primary)	
Group code	Group name
E1	
E2	
E3	
E4	
E5	
E6	
E7	
E8	
E9	

0845 Mathematics (Primary)	
Group code	Group name
M1	
M2	
M3	
M4	
M5	
M6	
M7	
M8	
M9	

0846 Science (Primary)	
Group code	Group name
S1	
S2	
S3	
S4	
S5	
S6	
S7	
S8	
S9	

0837 English as a Second Language (Primary)	
Group code	Group name
L1	
L2	
L3	
L4	
L5	
L6	
L7	
L8	
L9	

1111 English (Lower Secondary)	
Group code	Group name
E1	
E2	
E3	
E4	
E5	
E6	
E7	
E8	
E9	

1112 Mathematics (Lower Secondary)	
Group code	Group name
M1	
M2	
M3	
M4	
M5	
M6	
M7	
M8	
M9	

1113 Science (Lower Secondary)	
Group code	Group name
S1	
S2	
S3	
S4	
S5	
S6	
S7	
S8	
S9	

1110 English as a Second Language (Lower Secondary)	
Group code	Group name
L1	
L2	
L3	
L4	
L5	
L6	
L7	
L8	
L9	

Signed (Head of Centre)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Name (Head of Centre)	<input style="width: 95%;" type="text"/>		
If you submit this form electronically, tick the check box as an alternative to signing the form. <input style="float: right; margin-left: 10px;" type="checkbox"/>			

# Guidance notes

## Background information

When making entries for Cambridge Primary Checkpoint or Cambridge Lower Secondary Checkpoint on Direct, you need to enter a teaching group code for each syllabus entry. The code should show the classes in which your candidates are being taught. For example, if your candidates for Cambridge Primary Checkpoint English (0844) are taught in two separate classes, you should enter 'E1' as the teaching group code for all candidates in the first class and 'E2' for all candidates in the second class.

Teaching group codes appear on your diagnostic feedback so you can compare the performance of different teaching groups.

If you want a 'teaching group name' to appear on your diagnostic feedback alongside the teaching group code, you need to complete this form. A teaching group name can be anything which will help you to identify the class more easily – for example, you may wish to use the name of the teacher who takes the class, or your own internal class name. Teaching group names should be no longer than 40 characters. If you do not provide a teaching group name, the teaching group code will appear twice on your diagnostic feedback.

## Completing the form

- Write your chosen teaching group name next to all the codes you have entered candidates against, as you would like it to appear on the diagnostic feedback. Any unused group codes can be left blank.
- Return the form to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) at the same time as you submit your entries for the series. Include your centre number and the form name and number (found at the top right-hand corner of the form) in the email subject line.
- If you are an Associate Centre and work with us through a Cambridge Associate, submit this form directly to your Cambridge Associate.
- Save a copy of the form for your own records.

## Deadlines

The deadlines for submitting this form are:

- May series – 11 March
- October series – 16 September