



Return of Art & Design work

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

Centre number **Centre name**

Exam series **Contact name**

Currency
Please select a
currency

Pound
Sterling (£)

Euro (€)

US Dollar
(\$)

Syllabus code <i>e.g. 0400</i>	Component code <i>e.g. 01, 02</i>	Cost per centre
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total cost per centre		<input type="text"/>

Head of centre name **Date (DD/MM/YY)**

Centre contact name **Date (DD/MM/YY)**

Important information

From 2019, new fees are being introduced for the return of Art & Design work. Please check the fees list before completing this form. The fees list is available in the 'My Messages' section of CIE Direct.

The deadlines for submitting this form are:

- June series – **30 April**
- November series – **31 October**

If you do not submit the form by the deadline specified, we cannot guarantee we will be able to return your work.

Guidance notes

Completing this form

This is an interactive PDF. To complete it on screen, we recommend you use Adobe Reader 9 or later or Adobe Acrobat. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>

If you use an earlier version of Adobe Reader, your data will not be saved.

Returning this form

Return this form to our Customer Services Team at info@cambridgeinternational.org

Please 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. Please also:

- save a copy of the form for your own records
- include a copy of this form with the work you send to Cambridge International.

If you are an Associate School and work with us through a Cambridge Associate please submit this form directly to them.

Deadlines

The deadlines for submitting this form are:

- June series - **30 April**
- November series - **31 October**

If you do not submit the form by the deadline specified, we cannot guarantee we will be able to return your work.

Fees

The fee is for returning all candidates' work for the component you request. More information can be found in the fees list which is available in the 'My Messages' section of CIE Direct. The fee is based on items being returned using a courier and on the work being a maximum size of A2.

Payment

Do not include any payment with this form. We will invoice your centre directly. Remember to fill in the 'Total cost per centre' box to show the amount you expect to be invoiced.

Return of work

Work will be returned between August and October for work submitted for the June series, and between February and April for work submitted for the November series.

Work that has been subject to an enquiry about results (EAR) will not be returned to centres within these windows as we are obliged to retain the work in case of an appeal by the centre. The work will only be returned if we receive **written notification** that the centre will not be launching an appeal. More information on appeals can be found in the 'Appeals Regulations and Guidance' section of the Cambridge Handbook.

Although the utmost care and attention is given to prevent the loss of or damage to work, we cannot accept responsibility for any work that is lost or damaged in transit.

Retained work

In accordance with the Cambridge International Code of Practice, we reserve the right to retain work for:

- education presentations, materials or products that we may publish
- education purposes, for example, standards setting (standards), training (training), and to maintain the integrity of assessment (archive).