



Pre-exam despatch guide

June series

Your pre-exam despatch contains most of the materials you will need for the June exam series: exam stationery, key administrative documents, despatch labels and script packets. By early April, you will also receive a despatch containing your confidential question papers.

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

Your despatch contains a number of different items depending on the syllabuses and components you have made entries for. The 'At a glance table' over the page lists all the items, along with a brief description of how to use them and the approximate number of copies you should have.

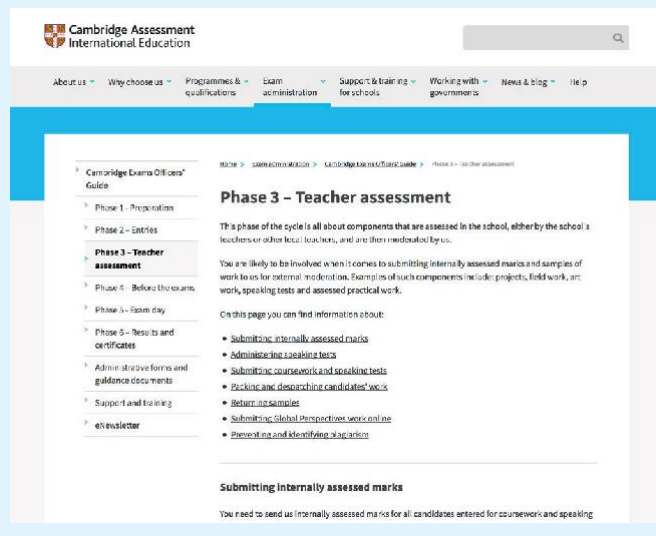
When and how do I return my scripts?

Return all scripts immediately after each exam. If this is not possible send them at the end of each exam week. Keep scripts in a secure place before you despatch them.

As a precaution do not send scripts for all the components of the same syllabus in the same outer package. Go to our website at www.cambridgeinternational.org/scriptreturn for detailed guidance.

Extra guidance

You can view our 'Selecting, packing and submitting coursework samples' video on our website at www.cambridgeinternational.org/teacherassessment


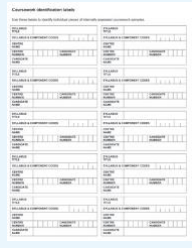



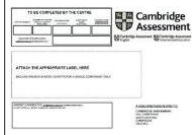


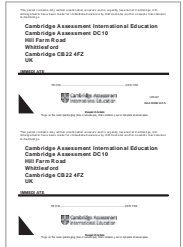



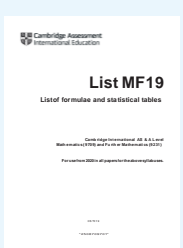
What do I do now?

- Carefully check the contents of the despatch. If you are missing any items or need more copies please contact us (or your Cambridge Associate) as soon as possible. Remember, the materials in your despatch are based on your final entries. You will receive materials you need for any late entry amendments or retake entries separately.
- Submit your forecast grades by 30 April using Direct.
- You need to send us marks and samples for your internally assessed components. Use our samples database (www.cambridgeinternational.org/samples) to check the requirements for specific components, including selection method and submission dates. Once you have done this:
 - Submit your marks using Direct by 30 April.
 - Cambridge Associate Schools submit to your Cambridge Associate using Direct.
 - Label each piece of work in your sample using the enclosed identification labels.
 - Place the samples for different components in separate script return packets. Each packet must include a copy of your Direct internal marks report and the relevant forms. The forms are available from the samples database. Attach the correct bar-coded label to each packet.
 - Place your packets in an outer package. You can place packets for different internally assessed components in the same outer package. Stick the enclosed address labels to each outer package.
 - Cambridge Associate Schools return to your Cambridge Associate by the agreed date.
 - Send your samples using a method that provides a tracking facility (e.g. a courier) by 30 April. Keep a record of your courier details.
- Before the start of the exam period, display the 'Notice to Candidates' and 'Candidate Warning' posters outside and inside your exam rooms.
- All the other materials are for use in the exam room. Store them safely until the day of the exam and make sure your invigilators know what each item is for.

At a glance table – all you need to know about the pre-exam despatch

- Your despatch contains all the items in the white rows.
- The items in blue rows relate to specific components only. You will have these items if you have made entries for these components in this series.

Item	Description and quantity	What do I need to do with it?	Example
Administrative forms you need to complete and return to us			
Multiple-choice answer sheets (MS4)	Form used by candidate to answer multiple-choice questions	Store safely and distribute before the exam starts. Multiple-choice answer sheets should only be used for the exams listed on them. The information is found in the Additional Materials database.	
Materials for submitting internally assessed samples and scripts			
Identification labels	Sheets of labels for identifying individual pieces of work in your internally assessed samples. Two sheets per centre. If you need additional labels you can download them at www.cambridgeinternational.org/courseworkandmoderation	Complete the labels and attach them to each piece of work in the sample. Brush with water to make them stick.	
Cambridge IGCSE Art & Design: coursework Identification labels	Sheets of labels to attach to individual pieces of Cambridge IGCSE Art & Design coursework. One sheet per candidate. If necessary, you can download additional labels from www.cambridgeinternational.org/courseworkandmoderation	Complete the labels and attach them to each piece of work in the sample. Brush with water to make them stick.	
Bar-coded labels for the return of internally assessed samples and scripts for non-timetabled components	Bar-coded labels for tracking internally assessed samples and scripts for non-timetabled components at every stage of the process. One label per component.	Attach the correct label to each packet of internally assessed samples and each packet of scripts for non-timetabled components.	
Labels for the return of internally assessed samples	Sheets of labels for sending internally assessed samples to us for moderation. Two sheets of labels per centre. If you need additional labels you can download them at www.cambridgeinternational.org/courseworkandmoderation	Attach to the outer packaging containing your packets of internally assessed samples.	
Script return packets	Script return packets for returning scripts or internally assessed samples. There is one size of bag for all components. One packet per timetabled exam.	Pack the scripts or internally assessed samples for the component into the appropriately sized packet (scripts and samples for different components must be packed separately). Enclose the correct attendance register if applicable. Complete the information on the front of the packet and attach the correct bar-coded label.	

Item	Description and quantity	What do I need to do with it?	Example
Script return labels	Labels for returning scripts. Four sheets per centre.	Attach to the outer packaging containing your packets of scripts.	
General materials for use in the exam room			
'Notice to Candidates' and 'Candidate Warning' (A2 posters)	Posters outlining our exam regulations for candidates. Two copies of each poster per centre.	Before the exam period starts, make sure you display a copy of both posters outside and inside all exam rooms. You can download additional copies at www.cambridgeinternational.org/examday	
Attendance registers	The attendance register is a formal record of all the candidates registered to take each exam. One per component.	Before the exam starts, use the attendance register to record whether the candidates listed are present or absent. Return the top copy with the scripts in the script return packet. Keep the bottom copy for your own records. If necessary, you can download additional attendance registers at www.cambridgeinternational.org/forms	
Component specific materials for use in the exam room			
Chemistry data booklet (Cambridge International AS & A Level)	A reference guide for candidates containing important formulae and tables. One book per candidate for specific exams.	Hand copies to candidates. They can use annotated booklets up until the exam. For the exam you must issue new, unmarked copies. The components that require the data booklet are detailed in the additional exam materials list (see next page).	
Formulae and statistics tables	Reference guides containing important formulae and tables for candidates taking mathematics or statistics exams. One table per candidate for specific exams.	Hand copies to candidates. They can use annotated booklets up until the exam. For the exam you must issue new, unmarked copies. The components that require the tables are detailed in the additional exam materials list (see next page).	
Continuation booklets	For components where answer booklets are inserted in the question paper.	Make available in the exam room. Hand out to candidates who need them. The components that require candidates to write on an answer booklet provided as an insert in the question paper are detailed in the additional exam materials list (see next page).	

Additional exam materials list

For components where candidates need additional materials, use our list to find out:

- which additional materials you need to provide.
- which exam materials we provide.
- whether the candidates should answer directly on the question paper, on multiple-choice answer sheets or on an answer booklet provided as an insert in the question paper.

The additional exam materials list is accessible online whenever you need it. You can use it to:

- search for information relating to the exams you are managing.
- print off the information you need so you have a record in the exam room.
- share the link to the list with any staff members who might need access.

How to use the materials list

Step 1. Download the list from our website at: www.cambridgeinternational.org/beforetheexams

Step 2. Search for the component codes using the bookmarks.

Step 3. Click on the ‘additional information’ bookmark to view our regulations for dictionaries and calculators, the standard materials candidates need for every exam and items not included in the list.

Step 4. Print the relevant pages of the list.



Important information

Check whether you have all the necessary materials for each exam. Make invigilators aware of the information and have a copy of your print-out available in the exam room.

Samples database

Candidates’ work that is internally marked by teachers in your school needs to be moderated by us. The samples database tells you the following:

- component, qualification and syllabus information.
- how we assess the component.
- how to send us materials.
- how to choose samples.
- who chooses samples.
- deadline for marks.
- deadline for samples.
- forms to include with your coursework samples.

The samples database is free to use and available at: www.cambridgeinternational.org/samples

Syllabus	Sample selection	Deadlines	Forms
Cambridge IGCSE English As A Second Language 0511/51 Speaking Type: Speaking Moderated	You select the sample using the criteria below View criteria	June deadlines For marks: 27 April For sample: 30 April November deadlines For marks: 28 October For sample: 31 October	Speaking Examination Summary Form Internally Assessed Speaking Tests information

How to use the database

Step 1. Visit www.cambridgeinternational.org/samples and download the samples database.

Step 2. Select your country and series from the drop down menu. Enter up to five syllabus numbers and click ‘Search’.

Learn more! If you have any questions about administering our exams, please visit the ‘Help’ section of our website at www.cambridgeinternational.org/help