



Pre-exam despatch guide for Cambridge Associate Schools – June series

What is the pre-exam despatch?

This despatch contains most of the materials you will need for the June series including exam stationery, key administrative documents, despatch labels and script packets.

You will receive two other despatches for the June series: one containing confidential question papers and the other containing bar-coded labels to return scripts for timetabled exams. These despatches will arrive with you by the end of April.

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

The despatch contains a number of different items depending on the syllabuses and components you have made entries for. The 'At a glance table' overleaf lists all the items, along with a brief description of how to use each item and an indication of the number of copies you should have.

Where can I find more information?

You can find more information about Cambridge despatches and the items they contain in Part 4 of the *Cambridge Handbook*. If you do not have a *Cambridge Handbook* please contact your Cambridge Associate for more information.



What do I do now?

- Check the contents of the despatch carefully. If you are missing any items please contact your Cambridge Associate as soon as possible. Please remember: the materials in your despatch are based on your final entries. You will receive materials you need for any late entries or amendments separately.
- Submit your forecast grades to your Cambridge Associate using Cambridge International Direct (known as Direct) by the agreed date. If you cannot submit them electronically please complete and return the enclosed forms to your Cambridge Associate.
- You need to send us marks and samples for your internally assessed components. Visit our samples database at www.cambridgeinternational.org/samples to check the requirements for specific components. Once you have done this:
 - Submit your internally assessed marks to your Cambridge Associate using Direct by the agreed date. If you cannot submit them electronically, complete and return the enclosed Internal Assessment Mark Sheets (MS1) to your Cambridge Associate.
 - Label each piece of work included in your sample using the enclosed identification labels.
 - Place the samples for each internally assessed component in separate script return packets. Each packet should also include a copy of your internally assessed marks for that component and your completed forms (available from the samples database). Attach the correct bar-coded label to each packet.
 - Place your packets in an outer package and return to your Cambridge Associate by the agreed date.
- 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. Make sure you store them safely until the day of the exam and that your invigilators know what each item is for.


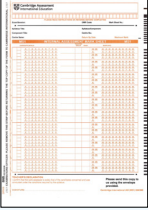


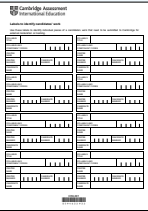
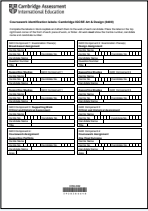

Extra guidance

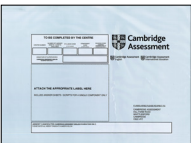






You can view our 'Packing and despatching samples' video at www.cambridgeinternational.org/courseworkandmoderation

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 made entries for these components in the June series.

Item	Description/number of copies	What do I need to do with it?	Example
Administrative forms you need to complete and return to your Cambridge Associate			
Forecast grades forms (F1)	A pre-printed list of all the candidates entered for exams in the June series. One set per syllabus.	If you do not submit forecast grades through Cambridge International Direct (known as Direct), pass this form on to the relevant teachers to complete. Instructions are on the back of the form. If any of your candidates are not listed, fill in ' <i>Before the exams – Form 1</i> ' for each syllabus affected, available at www.cambridgeinternational.org/forms	
Internal assessment mark sheets (MS1)	A sheet to record internal assessment marks. One set per internally assessed component.	If you do not submit internally assessed marks through Direct, pass this sheet on to the relevant teachers to complete. Instructions are on the back of the form. If any of your candidates are not listed, fill in a ' <i>Teacher Assessment – Form 4</i> ' for each syllabus affected, available at www.cambridgeinternational.org/forms	
Return envelope for forecast grade forms and internal assessment mark sheets	Envelopes for the return of internally assessed marks and forecast grades. Two per Centre.	If you do not submit internally assessed marks or forecast grades through Direct, use this envelope to return the forms to your Cambridge Associate.	
Materials for submitting coursework samples and scripts			
Multiple-choice answer sheets (MS4)	Form used by candidates to answer multiple choice questions.	Store safely and distribute before the exam starts. Multiple choice answer sheets must only be used for the exams listed on them. You can also find this information on the additional materials list.	
Identification labels	Sheets of labels for identifying individual pieces of internally assessed work included in your samples. Two sheets per centre.	Complete the labels and attach them to each piece of work in the sample. Brush with water to make them stick. If necessary, you can download additional labels at www.cambridgeinternational.org/courseworkandmoderation	
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.	Complete the labels and attach them to each piece of work in the coursework sample. Brush with water to make them stick. If necessary, you can download additional labels from www.cambridgeinternational.org/courseworkandmoderation	
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 internally assessed component and one for each non-timetabled component.	Attach the correct label to each packet of internally assessed samples and packet of scripts for non-timetabled components.	

Item	Description/number of copies	What do I need to do with it?	Example
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.	
General materials for use in the exam room			
Notice to Candidates and Candidate Warning poster (A2 posters)	Posters outlining Cambridge exam rules and 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 from our website 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 (<i>Exam Day – Form 1</i>).	
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 for candidates taking Mathematics or Statistics containing important formulae and tables. One table per candidate for specific exams.	Hand relevant 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 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 additional exam materials list

Step 1. Download the list from our website at: www.cambridgeinternational.org/beforetheexams from the 'Additional exam material' section.

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	You select the sample using the criteria below View criteria	June deadlines For marks: 27 April For sample: 30 April	Speaking Examination Summary Form Internally Assessed Speaking Tests information
Type: Speaking Moderated		November deadlines For marks: 28 October For sample: 31 October	

How to use the database

Step 1. Visit www.cambridgeinternational.org/samples

Step 2. Click 'Use the Cambridge samples database'

Step 3. Select your country from the dropdown menu

Step 4. Enter up to five syllabus codes and select '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

