

## Pre-exam despatch guide for Cambridge Associate Schools – November 2020

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

### What is the pre-exam despatch?

This despatch contains most of the materials you will need for the November 2020 series including exam stationery, key administrative documents, despatch labels and script packets.

You will receive two other despatches for the November 2020 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 September 2020.

### 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.

### What do I do now?

- Carefully check the contents of the despatch. 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 (Direct) by the agreed date. For the November 2020 series, you can only submit forecast grades and internally assessed marks using Direct. This means your pre-exam despatch will not include any forecast grade forms or internal assessment mark sheets.

- You need to send us marks and samples for your internally assessed components. Visit our samples database at [www.cambridgeinternational.org/samples](http://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.
  - 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.

### 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 an administrative guide please contact your Cambridge Associate for more information.











### Extra guidance

You can view our 'Selecting, packing and submitting coursework samples' video from our website at [www.cambridgeinternational.org/teacherassessment](http://www.cambridgeinternational.org/teacherassessment)

## At a glance table – all you need to know about the Cambridge 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 only have these items if you made entries for these components in the November 2020 series.

Item	Description of copies in your despatch	What do I need to do with it?	Example
<b>Materials for submitting coursework samples and scripts</b>			
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 <a href="http://www.cambridgeinternational.org/teacherassessment">www.cambridgeinternational.org/teacherassessment</a>	
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 <a href="http://www.cambridgeinternational.org/teacherassessment">www.cambridgeinternational.org/teacherassessment</a>	
Bar-coded labels for the return of internally assessed samples and scripts for non-timetabled	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.	
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 of copies in your despatch	What do I need to do with it?	Example
<b>General materials for use in the exam room</b>			
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 <a href="http://www.cambridgeinternational.org/examday">www.cambridgeinternational.org/examday</a>	
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 <a href="http://www.cambridgeinternational.org/forms">www.cambridgeinternational.org/forms</a> ( <i>Exam Day – Form 1</i> ).	
<b>Component specific materials for use in the exam room</b>			
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 list with any staff members who might need access.

## How to use the additional materials list

**Step 1.** Visit [www.cambridgeinternational.org/november](http://www.cambridgeinternational.org/november) and download the list from the bottom of the page.

**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. Use our database to check the requirements for specific components, including:

- the deadline for submitting the sample
- the deadline for submitting internally assessed marks
- who selects the sample
- how to select the sample
- the method for submitting the samples, for example whether they should be submitted in hard copy or digital format
- the forms you need to complete and send back with your samples.

## How to use the database

**Step 1.** Visit [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)

**Step 2.** Click ‘Use the Cambridge samples database’

**Step 3.** Select your country / territory from the drop down menu. Enter up to five syllabus numbers and click ‘Search’.

We have produced a video which explains how to use the samples database. You can find this at [www.cambridgeinternational.org/teacherassessment](http://www.cambridgeinternational.org/teacherassessment)

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

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