

Access arrangements cover sheet

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

Centre number

Centre name

Candidate number

Candidate name

Exam series

Syllabus and component code

Syllabus title

Access arrangement

Centre comments (if appropriate)

Please sign to confirm that the attached copy of the script was prepared in accordance with the regulations outlined in the *Cambridge Handbook*. Depending on the access arrangement, the scribe, invigilator, transcriber or practical assistant, along with the Head of Centre or exams officer, should sign below to confirm.

Name

Date

Job title

Signature

Name

Date

Job title

Signature

Examiner comments (if appropriate)

Examiner name

Date

Signature

Guidance notes

Centre responsibilities:

- Complete the form and attach it securely to the front of the script (please see below for separate instructions regarding transcripts).
- Follow instructions in the *Cambridge Handbook* to return the script and attached form to Cambridge International.
- Make sure the script is prepared in accordance with the regulations outlined in the *Cambridge Handbook*.
- In the box marked 'centre comments' indicate whether there have been any problems with the production of the scripts, and any other information that you think the examiner and/or Cambridge International should know (please see below for separate instructions regarding transcripts).
- Do not detail why the access arrangement was used anywhere on the form.
- For word processors, the candidate's work must be typed double spaced. Number the pages of the script, for example '1 of 7', '2 of 7' etc.
- For transcripts, attach this form securely to the front of the transcript. Then attach this form and the transcript securely to the back of the candidate's script. In the box marked 'centre comments' indicate whether any interpretation has been shown on the verbatim (word for word) transcript and any other information you think the examiner and/or Cambridge International should know.

Examiner responsibilities:

- Refer to the relevant sections of the *Instructions for Examiners* booklet when marking this script.
- In the box marked 'examiner comments' indicate any information that you think Cambridge International should know.
- If you have made any comments in the box forward the script and all accompanying documentation to your team leader immediately.