



## 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 (\$)

<b>Syllabus code</b> <i>e.g. 0400</i>	<b>Component code</b> <i>e.g. 01, 02</i>	<b>Cost per centre</b>
<b>Total cost per centre</b>		

**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 Direct.

The deadlines for submitting this form are:

- March series – **6 June**
- June series – **20 September**
- November series – **26 February**

**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

Use this form to request the return of Art & Design work. If you would like us to return moderated coursework for other subjects, complete and return *Coursework and moderation – Form 6*.

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 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

Include a copy of this form with your Art & Design work, by the syllabus/component submission deadline, available on the samples database: [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples). You should keep a copy of the form for your own records

If you do not include a copy with your Art & Design work, you should email the form to us by the following deadlines:

- March series – 6 June
- June series – 20 September
- November series – 26 February.

Include your centre number and 'Form 5 – Return of Art & Design' in the email subject and send it to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). If you do not submit the form by the deadline, we cannot guarantee we will be able to return your work.

If you are an Associate Centre, submit this form to your Cambridge Associate – they will send it to us.

### Fees

All candidates' work for the component you request will be returned to your centre. More information can be found in the fees list, which is available in the 'My Messages' section of [Direct](#).

### Payment

Do not include any payment with this form; we will invoice you directly.

### Return of work

Work that is **not subject to an enquiry about results** will be returned between June–August (March series), between September–November (June series) and between March–May (November series). You must clear the returned shipment through customs and pay any applicable local fees.

### If you have requested an enquiry about results

Even if you have completed this form, **we will not return work** that is part of an enquiry about results until the end of the enquiries about results appeals period. More information on appeals is available in the 'Appeals Regulations and Guidance' section of the *Cambridge Handbook*.

Although we carefully handle and pack all work, we cannot accept responsibility for any work lost or damaged in transit.

### Retained work

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