



CAMBRIDGE

Assessment and exam administration

Cambridge New School Induction for exams officers

Tuesday 16 September 2025

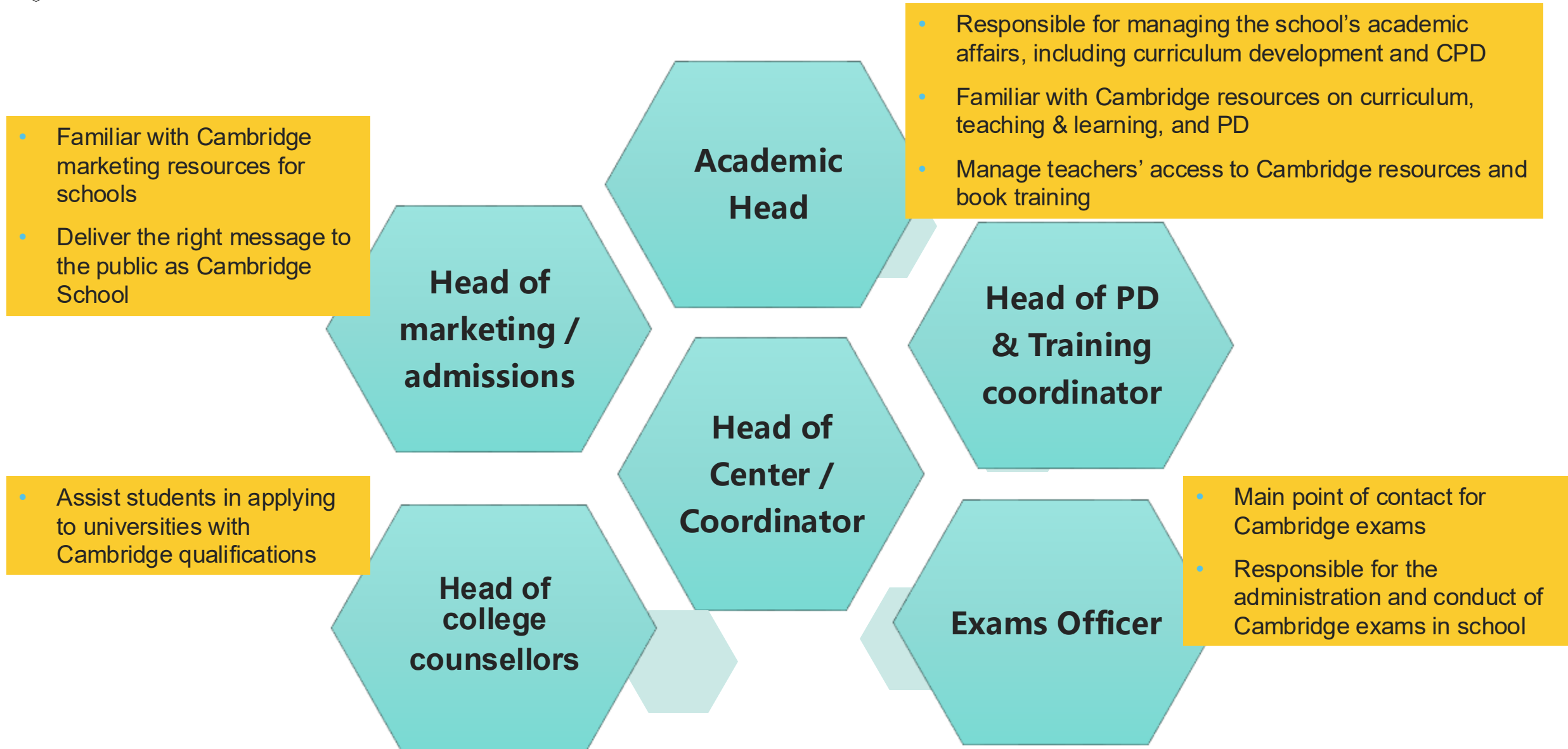
New School Induction series

Audience and topic	Date	China Standard Time	Language
Head of Centre / Coordinator: A guided tour	Tuesday 9 September	15:00 – 15:45	English
	Tuesday 9 September	16:15 – 17:00	Chinese
Counsellor: Global recognition and support	Thursday 11 September	15:00 – 15:45	English
	Thursday 11 September	16:15 – 17:00	Chinese
Exams Officer: Assessment and exams administration	Tuesday 16 September	15:00 – 15:45	English
	Tuesday 16 September	16:15 – 17:00	Chinese
Academic team / subject teachers: Teaching and learning support, Professional Development and Cambridge Insight	Thursday 18 September	15:00 – 15:45	English
	Thursday 18 September	16:15 – 17:00	Chinese

Agenda

- Working with Cambridge
- Cambridge approach to assessment
- Administering Cambridge exams
- Support for exams officer
- Staying connected with Cambridge

Working with Cambridge



The exams officer role



- Key point of contact between Cambridge and the Centre
- Administering exams effectively and securely
- Exam experience of students
- **‘Centre and Cambridge Associate responsibilities’** section of the *Cambridge Handbook*

Cambridge's approach to assessment

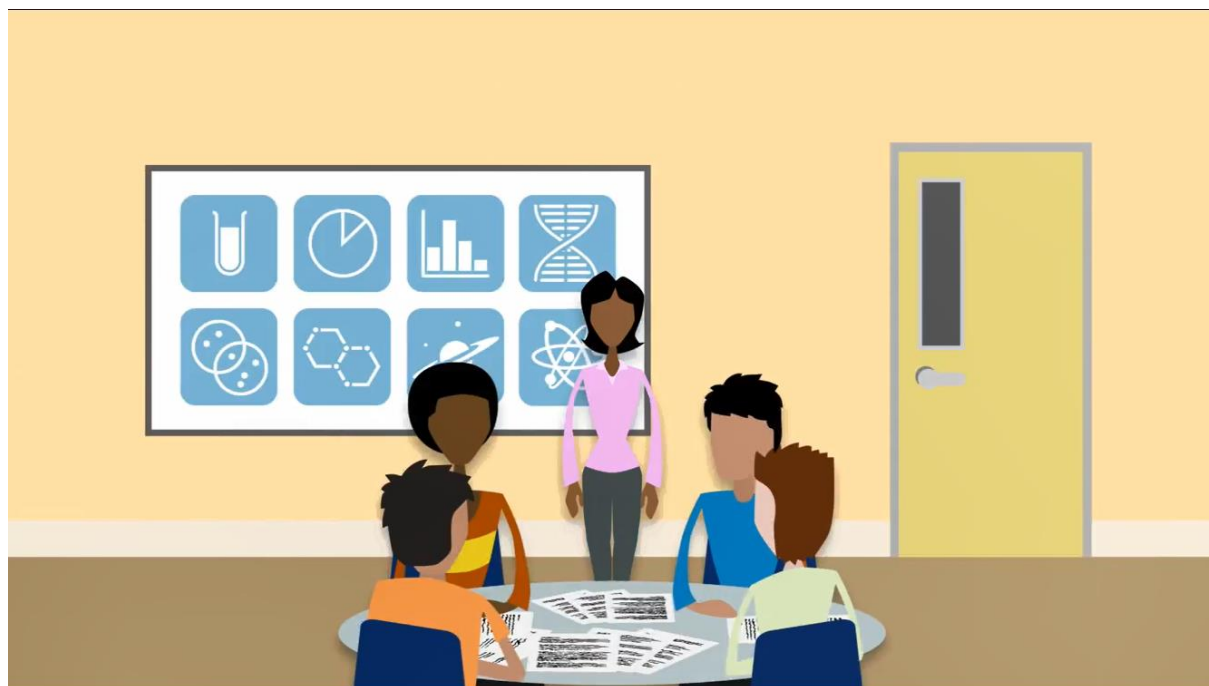
Our principles

Good assessment is at the heart of a good education.

We design our assessments to be:

- **Valid:** an assessment assesses what it is intended to assess
- **Reliable:** the same outcome whenever students sit the exam, assuming their performance is comparable
- **Practicable:** an exam that can be administered and taken without excessive arrangements

How we create an exam paper?



Watch the video [here](#) 

How we work out your results?



Read our guide or watch the video [here](#) 

Our exam series



June / November series

- Cambridge IGCSEs
- Cambridge O Levels
- Cambridge International AS & A Levels
- Cambridge IPQ



March / May / October test series

- Cambridge Primary Checkpoint
- Cambridge Lower Secondary Checkpoint

Read details about changes and FAQ
[here](#) 

Cambridge IGCSE, O Level & Cambridge International AS & A Levels

Assessment options

Option 1

Option 2

Option 3

2nd
exam
series

1st
exam
series

AS Level

A2 Level

AS Level

A Level

No exam

- More time for in-depth teaching
- Greater opportunity for learners to develop a deeper understanding of their subject
- More likely to succeed later on

How to find out the exam schedule for a subject?



Syllabus Cambridge IGCSE™ Japanese 0716

Use this syllabus for exams in 2027, 2028 and 2029.

Exams are available in the June series.


This syllabus is **not** available in all administrative zones.

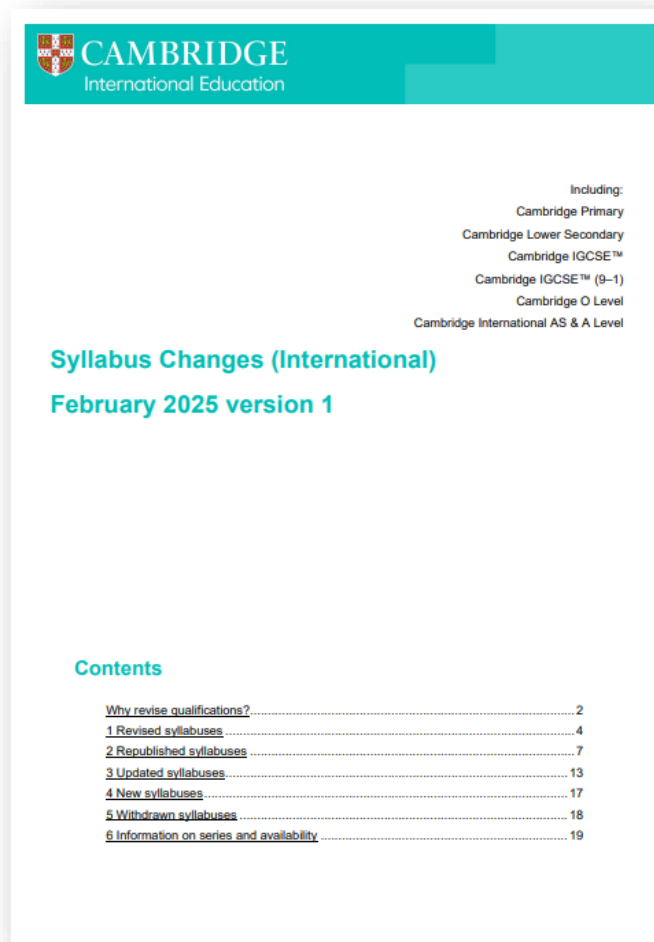
Please check the syllabus page at www.cambridgeinternational.org/0716 to see if this syllabus is available in your administrative zone.

- You can find out the exam schedule for a subject from the syllabus cover page.

Syllabus update

We provide advance notice of changes to syllabuses a year before first teaching.

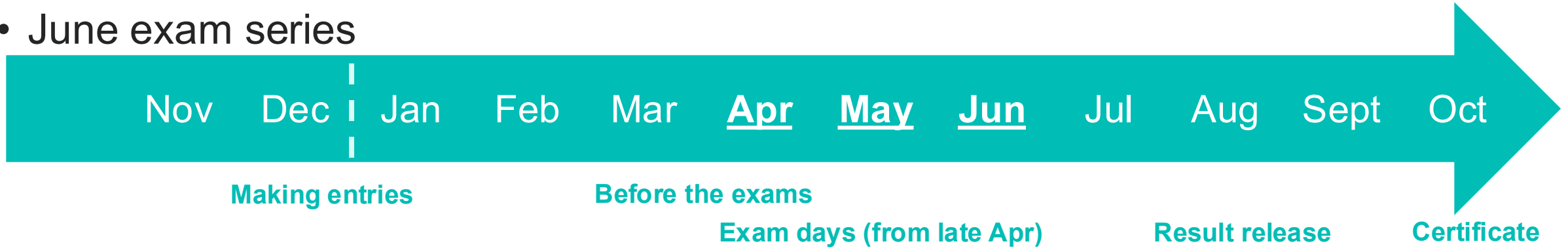
- Visit the  'What's new' pages on our public website.
- Sign up for e-Updates to keep up to date with changes to syllabuses.



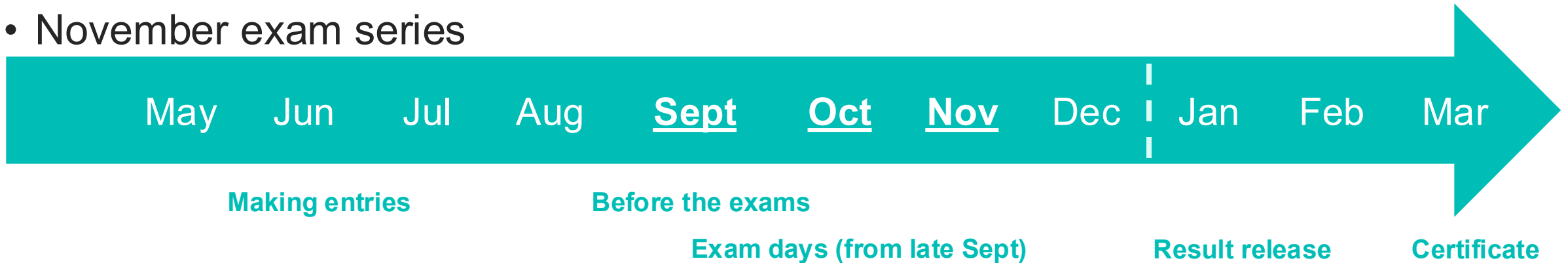
Administering Cambridge exams

Exams Officer's journey with Cambridge

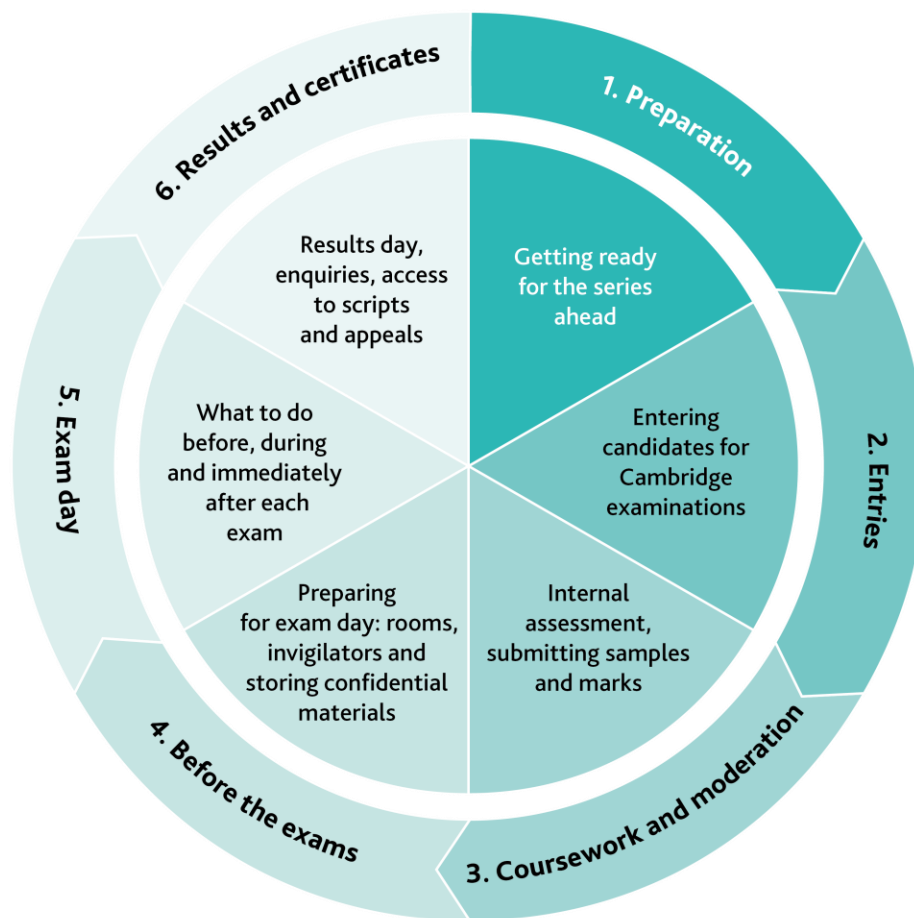
- June exam series



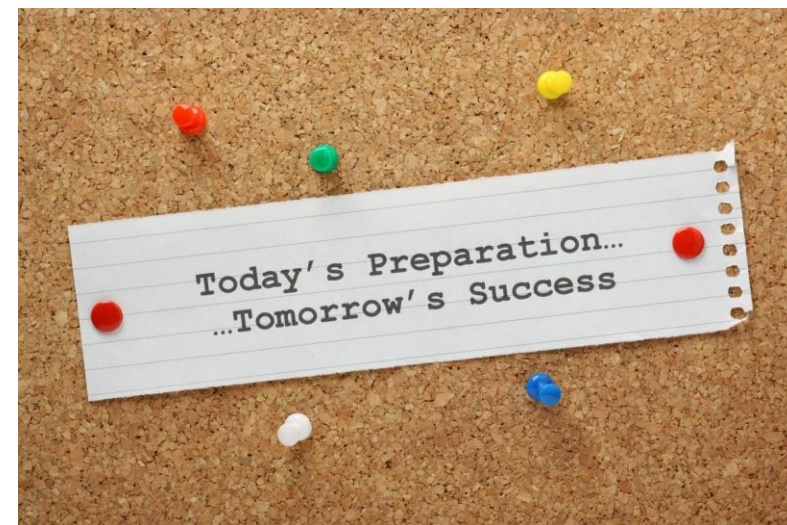
- November exam series



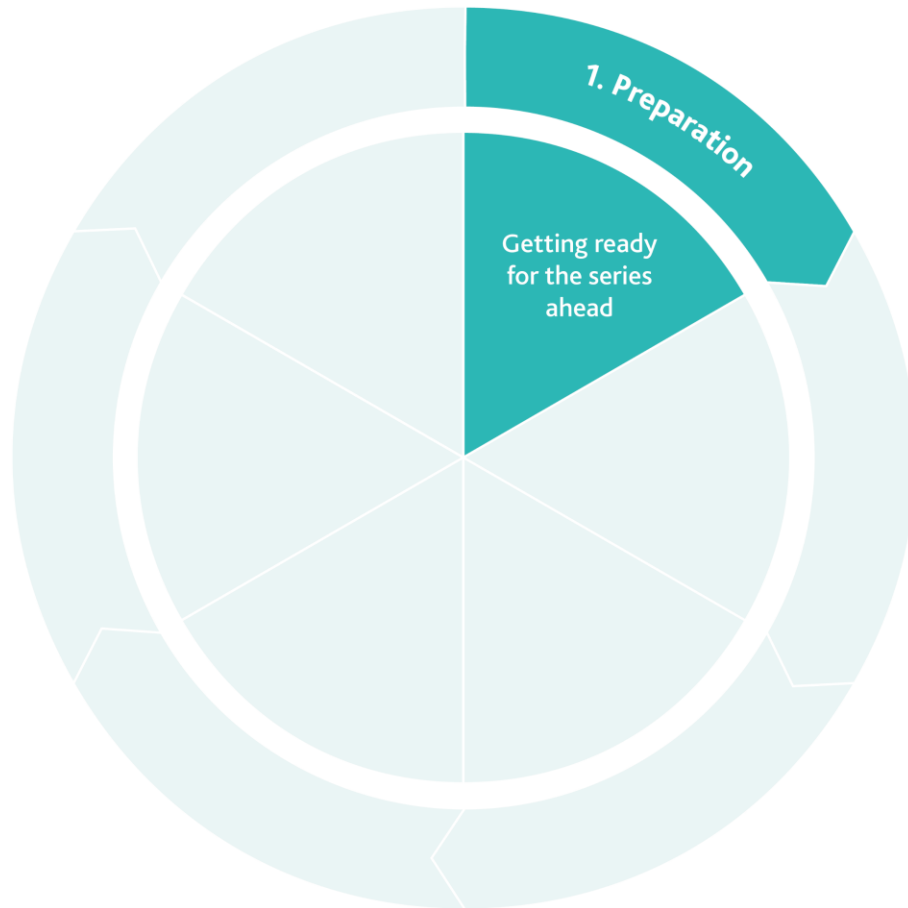
The Cambridge Exams Cycle



This session will cover the **standard regulations and processes for administering exams**. Please refer to the emails for any updates or variations specific to your areas.



Phase 1: Preparation



- Key dates and activities
- Timetabling exams
- Access arrangement



[Phase 1 Preparation](#)



Cambridge Handbook – Key Times and Full
Centre Supervision and Section 1 Preparation

Key basics

- Administrative Zone
- Key Time
- Full Centre Supervision

Administrative Zone

China, Shanghai - China Standard Time



Get Administrative Zone

Zone 5

You are in administrative ZONE 5 and so please ensure that the Timetable and the Cambridge Guide to Making Entries booklet you receive have ZONE 5 clearly marked and are colour coded BLUE.

Japan, Tokyo - Tokyo Standard Time



Get Administrative Zone

Zone 5

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Please select your location below to check which administrative zone you are in.

Please select




Get Administrative Zone



Administrative Zone

Exam timetable

Administrative Zone 5

 [June 2025 timetable - Zone 5 \(PDF, 817KB\)](#)

 [November 2025 timetable - Zone 5 \(PDF, 796KB\)](#)



Exam timetable

Cambridge Final Exam Timetable **November 2025** Administrative zone 5

Test date windows	02
Cambridge IGCSE	02
Cambridge O Level	02
Cambridge International AS Level	02
Cambridge International A Level	02
Weekly view	03
29 September–04 October 2025	03
06–10 October 2025	04
13–17 October 2025	05
20–24 October 2025	06
27–31 October 2025	07
03–07 November 2025	08
10–13 November 2025	09
Syllabus view (A–Z)	10
Cambridge IGCSE	10
Cambridge O Level	11
Cambridge International AS Level	12
Cambridge International A Level	13

Note: The whole contents list is interactive not just the page number.

This timetable contains a full list of all exams for the November 2025 series. This is the final version of the timetable. Please note there may be some changes from the provisional timetable. You can view the timetable by week or by syllabus.

Any time for candidates to read through question papers and to study maps etc. is already included in the total time shown in the timetable. You must not allow any additional time.

Planning your timetable and Key Times

Exams must be taken in the morning (AM), afternoon (PM) or evening (EV) session as shown on this timetable and in accordance with the Key Time regulations. There is one Key Time for the morning (AM) session, one Key Time for the afternoon (PM) session and one Key Time for the evening (EV) session. Your Key Times can be found on the Key Times page of our website at www.cambridgeinternational.org/keytime

All candidates entered for exams in a session must be under Full Centre Supervision at the Key Time. If centres timetable exams after the Key Time, candidates must be kept under Full Centre Supervision from the Key Time until the candidates start the exam. If the candidates have already completed the exam before the Key Time, they must be kept under Full Centre Supervision until the Key Time.

For further details about our Key Time and Full Centre Supervision regulations please see the Key Times and Full Centre Supervision section in the Cambridge Handbook.

Communicating timetable arrangements to candidates

Centres are responsible for making sure candidates know:

- The start and finish time for each exam
- Any necessary supervision arrangements
- Any updates to the timetable

Any updates to this timetable will be published on the timetables page of the Cambridge International website (www.cambridgeinternational.org/timetable), and will be shared with you in our monthly Cambridge Exams Officer eNewsletter. Visit www.cambridgeinternational.org/examsOfficers to find out more about this important resource.

Visit the 'Timetables' section of Cambridge International Direct (<https://direct.cie.org.uk>) to download the exam dates in .csv format or download a timetable which only includes the exams you have made entries for.

Timetable clashes and deviations

Please study the final timetable and identify any potential timetable clashes. You should wait until you have submitted your entries and received your timetable clash report before applying for a timetable deviation. For further details about timetable clashes and applying for a timetable deviation please see section 1 of the Cambridge Handbook.

Where there is more than one paper in a single session

If a candidate is entered for two papers which are timetabled for the same session they may have a fully supervised break between the two papers. The regulations regarding Key Time and Full Centre Supervision must be followed – For further details about our Key Time and Full Centre Supervision regulations please refer to the Cambridge Handbook.

Look! This document is interactive ...

This timetable has interactive features, just click on text in the contents above to go to the section you want to read. There is also an interactive section at the bottom of each page inside. You can use this in the same way, just click and you will be taken to the relevant page.

Interactive features work best in Adobe Reader 9 or Adobe Acrobat. You can download the latest Adobe Reader for free at www.adobe.com/products/reader.html



Exam timetable – windowed test

You can set up your preferred dates when the exams will be administered as long as it is within the test period that we specify

Cambridge Final Exam Timetable November 2025

Test date windows

Cambridge IGCSE

Syllabus name	Code	Test date window
Art & Design (Practical)	0400/02	01/07/2025–31/10/2025
English as a Second Language (Count-in Speaking) (Speaking)	0511/31	01/10/2025–26/10/2025
English as a Second Language (Speaking Endorsement) (Speaking)	0510/31	01/10/2025–26/10/2025
First Language English (Oral Endorsement) (Speaking & Listening)	0500/04	15/09/2025–27/10/2025
First Language Spanish (Speaking & Listening)	0502/03	15/09/2025–31/10/2025
Food & Nutrition (Practical)	0648/02	01/09/2025–31/10/2025
French (Speaking)	0520/03	15/09/2025–31/10/2025
German (Speaking)	0525/03	15/09/2025–31/10/2025
Hindi as a Second Language	0549/03	15/09/2025–31/10/2025
Information & Communication Technology (Practical)	0417/02	25/09/2025–25/09/2025
Information & Communication Technology (Practical)	0417/03	01/10/2025–01/10/2025
Spanish (Speaking)	0530/03	15/09/2025–31/10/2025

Exam timetable – timetabled exam

You can choose when your exams start within the timetabled session; however, you must make sure your candidates are in the exam or under Full Centre Supervision at the Key Time.

Cambridge Final Exam Timetable November 2025

29 September–03 October 2025

Monday 29 September

	Syllabus/Component	Code	Duration	Session
OL	Biblical Studies	2035/12	1h 30m	AM
OL	Second Language Urdu	3248/01	1h 45m	AM
AS	Thinking Skills	9694/12	1h 30m	AM
AL	Chinese Language & Literature	9868/32	2h	AM

	Syllabus/Component	Code	Duration	Session
IG	Islamiyat	0493/11	1h 30m	PM
IG	Environmental Management	0680/11	1h 45m	PM
IG	First Language Setswana	0698/01	2h	PM
OL	Islamiyat	2058/11	1h 30m	PM
OL	Chemistry	5070/21	1h 45m	PM
AS	English General Paper	8021/11	1h 15m	PM
AS	Afrikaans Language	8679/03	1h 30m	PM
AS	Law	9084/11	1h 30m	PM
AS	Global Perspectives & Research	9239/11	1h 30m	PM

Tuesday 30 September

	Syllabus/Component	Code	Duration	Session
IG	First Language Spanish	0502/12	2h	AM
OL	Pakistan Studies	2059/01	1h 30m	AM
OL	Arabic	3180/01	1h 30m	AM
AS	Travel & Tourism	9395/12	2h	AM
AS	Chemistry (Practical - Advanced)	9701/33	2h	AM

	Syllabus/Component	Code	Duration	Session
IG	Afrikaans as a Second Language (Listening)	0548/02	50m	PM
IG	Cambridge International Mathematics (Core)	0607/11	1h 15m	PM
IG	Cambridge International Mathematics (Extended)	0607/21	1h 30m	PM
OL	English Language	1123/11	2h	PM

Wednesday 01 October

	Syllabus/Component	Code	Duration	Session
IG	Literature in Spanish	0474/01	1h 30m	AM
IG	First Language Arabic	0508/01	2h	AM
9-1	First Language Arabic	7184/01	2h	AM

	Syllabus/Component	Code	Duration	Session
IG	Islamiyat	0493/21	1h 30m	PM
IG	Environmental Management	0680/21	1h 45m	PM
OL	Islamiyat	2058/21	1h 30m	PM

Key Time

China, Shanghai

Zone 5

You are in administrative ZONE 5.

Our records show that your location does NOT observe Daylight Saving Time (DST)

If you believe this to be incorrect please contact [Cambridge Customer Services](#).

Local Key Times for your Centre

Morning session Key
Time

09:00

Key Time GMT/UTC 01:00

Afternoon session
Key Time

13:00

Key Time GMT/UTC 05:00

Evening session Key
Time

17:00

Key Time GMT/UTC 09:00

Select your location to find your Key Time

Please select

Get Key Times

Key Times are a defined point in a timetabled session **when candidates must be in the exam or under Full Centre Supervision**

Full Centre Supervision

Full Centre Supervision is a defined type of supervision for candidates.

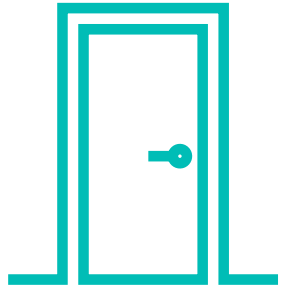
If candidates are not in their exam at the Key Time, they must be in a room under Full Centre Supervision until the Key Time has passed, or until the exam starts.



**1
supervisor
to 30
candidates**

Full Centre Supervision

Candidates can:



be kept in Full Centre
Supervision in the
exam room or a
suitable room



have access
to printed
books and
notes



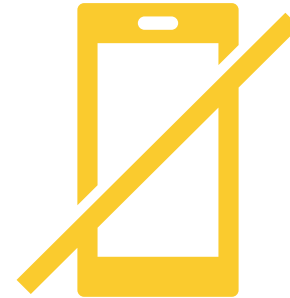
talk to each
other

Full Centre Supervision

Candidates must not:



communicate with people not
taking the exam



have access to mobile phones,
laptops/computers, smart
watches, or any electronic device
with or without internet access

Create your centre's exam timetable

Create your centre's exam timetable – template

Read the guidance notes on the following page, and refer to the relevant [timetable](#), before you complete this exam timetable template for your centre.



[Timetable template](#)



Centre number	Your AM Key Time	Your PM Key Time	Your EV Key Time (if applicable)	Your administrative zone


Date of exam	AM PM EV	Syllabus code	Component code	Syllabus/Component title	Exam times		Exam duration		Full Centre Supervision required? Y/N	Full Centre Supervision		Number of invigilators	Number of candidates	Invigilators
					Start time	Finish time	Hours	Mins		Start time	Finish time			

Make sure all exams are timetabled in accordance with our Key Time, Full Centre Supervision and invigilator requirements regulations found in the 'Key Times and Full Centre Supervision' section and section 4.6 of the [Cambridge Handbook](#). Your country specific Key Time information is available on our [website](#).

Access arrangements

Access arrangements are pre-exam arrangements that minimise access barriers for candidates with special educational needs, disabilities or temporary injuries/illnesses.

Access arrangement	Forms	May test series (Checkpoint) and June series deadline for application	October test series (Checkpoint) and November series deadline for application
Group 1: Access arrangements	 Preparation - (PDF, 1MB) Form 1 or Apply for Access Arrangements	21 February	21 July for new entries 10 September for retake entries
Group 2: Modified papers	 Preparation - (PDF, 1MB) Form 3	21 January	1 July

 CAMBRIDGE
 International Education

For exams officers

Evidence for access arrangement applications

A guide for Associate Exams Officers

Access arrangements are pre-exam arrangements that minimise access barriers for candidates with special educational needs, disabilities, or temporary injuries/illnesses. Used appropriately, access arrangements can enable candidates with specific needs to demonstrate their knowledge, skills and understanding, without changing the demands of the assessment.

There are two groups of arrangement:

Group 1: Access arrangements

Group 2: Modified question papers

Please refer to Section 1.3 of the Cambridge Handbook.

From the June 2023 exam series on, we have changed the way we review evidence of need for access arrangements.

We may ask to see evidence of candidate need. This is to make sure you have the correct evidence on file to support your access arrangement application. We call this process an Evidence Review. You must save securely all evidence that supports your access arrangement applications, so it is available if we ask to see it.

Access arrangements for private candidates

Our access arrangement regulations apply to all candidates, including private candidates. When accepting entries from private candidates, you should find out if they have barriers to assessment.

You do this by asking them if they wish to declare any special educational needs and/or disabilities that require you to apply for access arrangements.

If a private candidate needs an access arrangement, they must provide evidence of need for you to complete the application form. You are responsible for checking that the evidence of need complies with our access arrangement regulations and for quality assuring the validity of evidence they provide, before you send the application to us. You must also keep the evidence file securely as we may need to see it as part of our Evidence Review process (we introduced this process from the June 2023 exam series on).

Quality assuring evidence of need for access arrangements for all candidates

We base our decisions on granting access arrangements on the following:

- the evidence the school provides of the candidate's barrier(s) to assessment
- their need for the arrangement(s) being requested
- the assessment objectives being tested within the syllabus.



Phase 2: Entries

Cambridge Handbook – Section 2

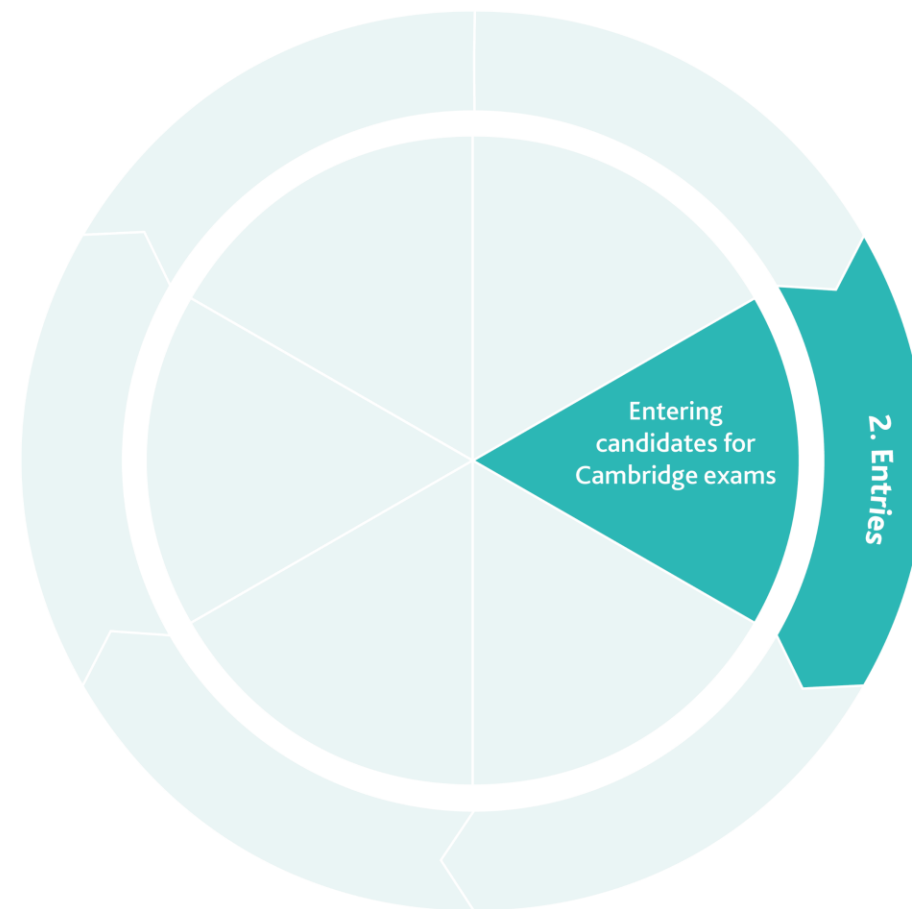
- Submit **estimated entries**
- Use the *Cambridge Guide to Making Entries* to work out **final entries**
- Submit entries using Cambridge International **Direct**
- Statements of entry




[Phase 2 Entries](#)







Cambridge Handbook – Section 2 Entries







Direct

 CAMBRIDGE


Products and Services ▾ About Us ▾ Careers ▾ Our other sites ▾ Global EN ▾

[School Support Hub](#) [Cambridge Primary support site](#) [Cambridge Lower Secondary support site](#) [Cambridge International Direct](#) 

[Submit for Assessment](#) [Online Learning – professional development](#) [Assessment Specialist support site](#) [Online Learning – student support](#) 



CIE Direct

 CAMBRIDGE
International Education

Go to other CIE sites:

[Log out](#)

[Home](#) [Bulletins](#) [My Messages - 13](#) [Administer Exams](#) [Support Materials](#) [Ask CIE](#)

You have [13 new secure messages](#)

New features
CIE Direct has been updated. You can now:


- ▶ submit your entries online
- ▶ keep an eye on upcoming dates and deadlines via the 'Dashboard'
- ▶ download reports so your candidates can check their entry details
- ▶ create timetables based on your Centre's eligibility and entries
- ▶ produce timetable clash reports.
- ▶ submit your internally assessed marks online
- ▶ submit your forecast grades online

Welcome to **CIE Direct**
The online tool for Cambridge Exams Officers

Latest bulletins [View all bulletins >](#)

Administer exams [View Dashboard >](#)
Download and upload files
Exchange files securely with CIE using [File Exchange](#).
View entries and results
[View your entries and results](#) by qualification or by Candidate.
Manage the Candidate results website
Set up and administer access to your [Candidate results website](#).

Last login: Wednesday, 10 December 2014 - 04:22 PM GMT

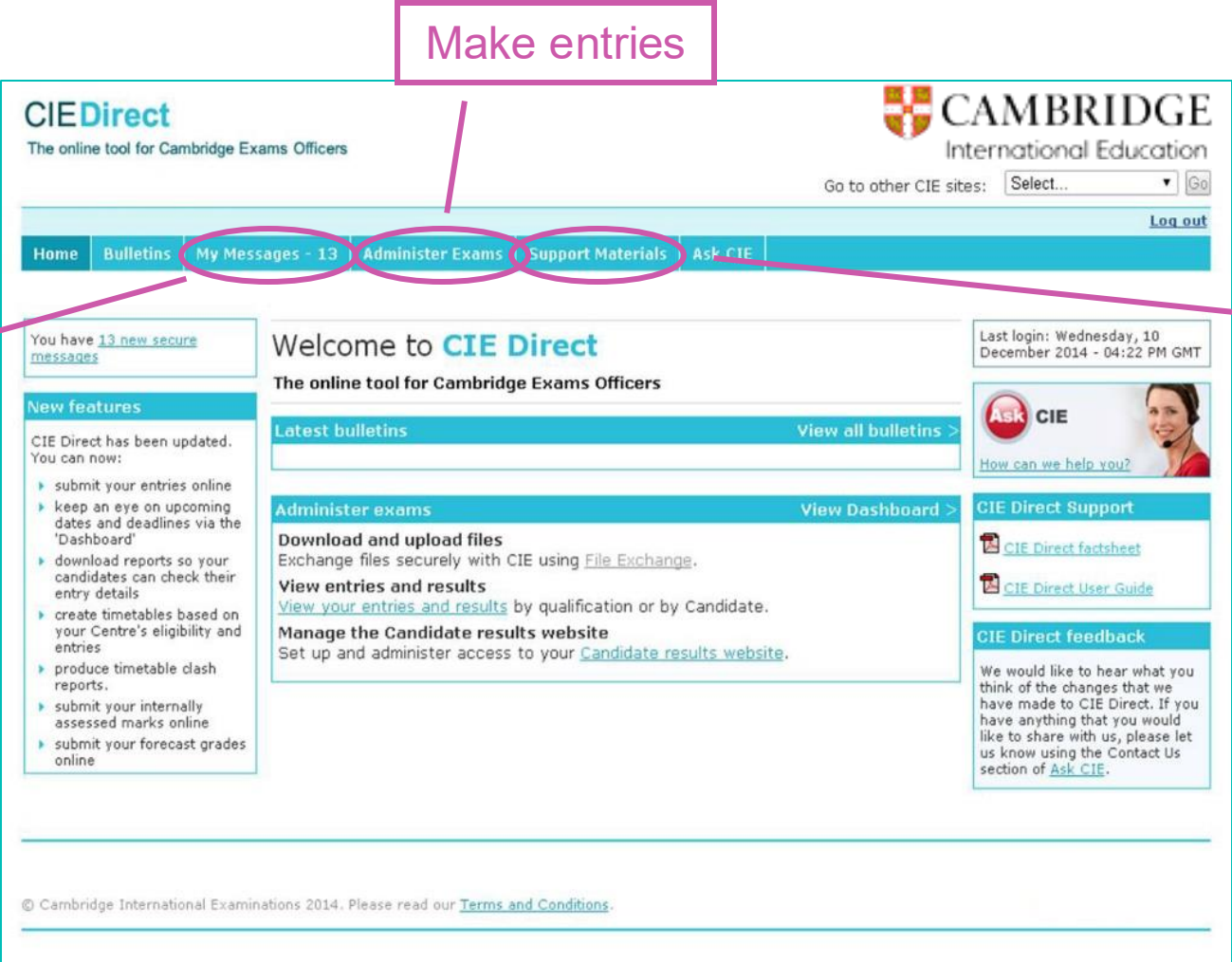
 
[How can we help you?](#)

CIE Direct Support
[CIE Direct factsheet](#)
[CIE Direct User Guide](#)

CIE Direct feedback
We would like to hear what you think of the changes that we have made to CIE Direct. If you have anything that you would like to share with us, please let us know using the Contact Us section of [Ask CIE](#).

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Direct



The screenshot shows the CIE Direct website interface. Annotations include:

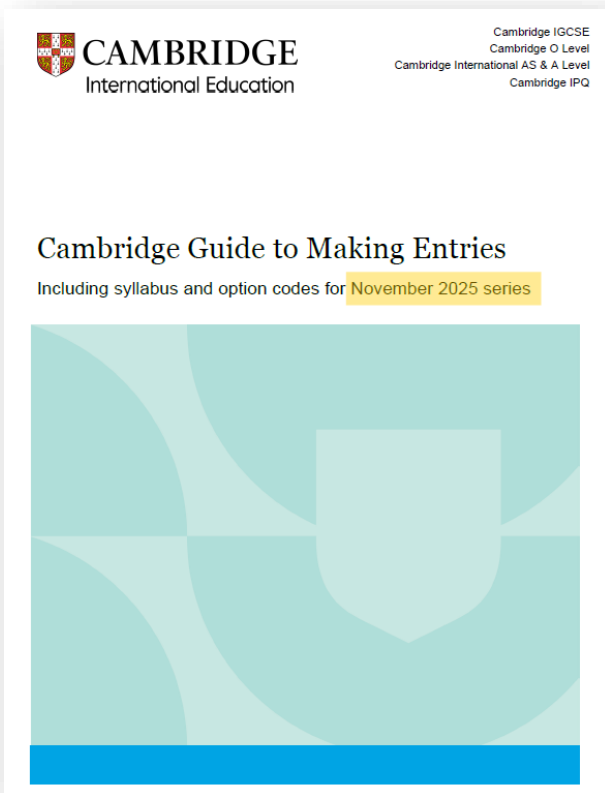
- Make entries**: A pink box pointing to the **Administer Exams** link in the top navigation bar.
- Fees list**: A pink box pointing to the **My Messages - 13** link in the top navigation bar.
- Download Guide to making entries**: A pink box pointing to the **Support Materials** link in the top navigation bar.

The website content includes:

- Header**: CIEDirect logo, Cambridge International Education logo, and a "Go to other CIE sites" dropdown menu.
- Navigation Bar**: Links for Home, Bulletins, My Messages - 13, Administer Exams, Support Materials, and Ask CIE.
- Welcome to CIE Direct**: A central section with a "Latest bulletins" link and a "View all bulletins" button.
- Administer exams**: A section with links for "Download and upload files", "View entries and results", and "Manage the Candidate results website".
- CIE Direct Support**: A section with links for "CIE Direct factsheet" and "CIE Direct User Guide".
- CIE Direct feedback**: A section with a text box for user feedback.

At the bottom, there is a copyright notice: © Cambridge International Examinations 2014. Please read our [Terms and Conditions](#).

Making entries

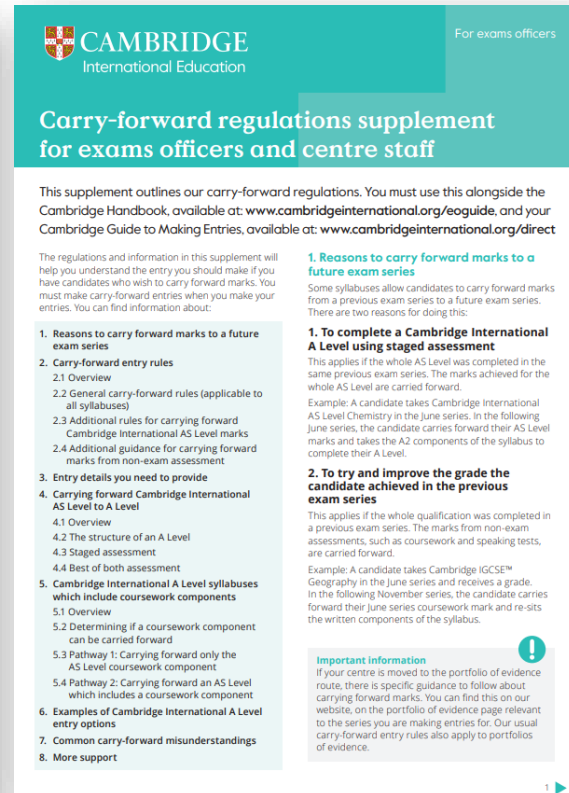


CAMBRIDGE
International Education

Cambridge IGCSE™
Cambridge O Level
Cambridge International AS & A Level
Cambridge IPQ

Cambridge Guide to Making Entries

Including syllabus and option codes for **November 2025 series**



CAMBRIDGE
International Education

For exams officers

Carry-forward regulations supplement for exams officers and centre staff

This supplement outlines our carry-forward regulations. You must use this alongside the Cambridge Handbook, available at: www.cambridgeinternational.org/eoguide, and your Cambridge Guide to Making Entries, available at: www.cambridgeinternational.org/direct

The regulations and information in this supplement will help you understand the entry you should make if you have candidates who wish to carry forward marks. You must make carry-forward entries when you make your entries. You can find information about:

- Reasons to carry forward marks to a future exam series**
- Carry-forward entry rules**
 - Overview
 - General carry-forward rules (applicable to all syllabuses)
 - Additional rules for carrying forward Cambridge International AS Level marks
 - Additional guidance for carrying forward marks from non-exam assessment
- Entry details you need to provide**
- Carrying forward Cambridge International AS Level to A Level**
 - Overview
 - The structure of an A Level
 - Staged assessment
 - Best of both assessment
- Cambridge International A Level syllabuses which include coursework components**
 - Overview
 - Determining if a coursework component can be carried forward
 - Pathway 1: Carrying forward only the AS Level coursework component
 - Pathway 2: Carrying forward an AS Level which includes a coursework component
- Examples of Cambridge International A Level entry options**
- Common carry-forward misunderstandings**
- More support**

1. Reasons to carry forward marks to a future exam series

Some syllabuses allow candidates to carry forward marks from a previous exam series to a future exam series. There are two reasons for doing this:

1. To complete a Cambridge International A Level using staged assessment

This applies if the whole AS Level was completed in the same previous exam series. The marks achieved for the whole AS Level are carried forward.

Example: A candidate takes Cambridge International AS Level Chemistry in the June series. In the following June series, the candidate carries forward their AS Level marks and takes the A2 components of the syllabus to complete their A Level.

2. To try and improve the grade the candidate achieved in the previous exam series

This applies if the whole qualification was completed in a previous exam series. The marks from non-exam assessments, such as coursework and speaking tests, are carried forward.

Example: A candidate takes Cambridge IGCSE™ Geography in the June series and receives a grade. In the following November series, the candidate carries forward their June series coursework mark and re-sits the written components of the syllabus.

Important information

If your centre is moved to the portfolio of evidence route, there is specific guidance to follow about carrying forward marks. You can find this on our website, on the portfolio of evidence page relevant to the series you are making entries for. Our usual carry-forward entry rules also apply to portfolios of evidence.



CAMBRIDGE
International Education

Fees list: China

October and November 2025 series

Introduction

In this list you will find our:

- Cambridge Pathway qualification entry fees for:
 - Cambridge Primary
 - Cambridge Lower Secondary
 - Cambridge Upper Secondary
 - Cambridge Advanced
- Cambridge Professional Development Qualification (PDQ) fees
- administration fees.

Cambridge Primary and Cambridge Lower Secondary



CAMBRIDGE
International Education

Cambridge IGCSE™
Cambridge O Level
Cambridge International AS & A Level

Cambridge Final Exam Timetable November 2025

Administrative zone 5

Test date windows

Cambridge IGCSE	02
Cambridge O Level	02
Cambridge International AS Level	02
Cambridge International A Level	02

Weekly view

29 September-04 October 2025	03
06-10 October 2025	04
13-17 October 2025	05
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03-07 November 2025	08
10-13 November 2025	09

Syllabus view (A-Z)

Cambridge IGCSE	10
Cambridge O Level	11
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Please study the final timetable and identify any potential timetable clashes. You should wait until you have submitted your entries and received your timetable clash report before applying for a timetable deviation. For further details about timetable clothes and applying for a timetable deviation please see section 1 of the Cambridge Handbook.

Where there is more than one paper in a single session

If a candidate is entered for two papers which are timetabled for the same session they may have a fully supervised break between the two papers. The regulations regarding Key Time and Full Centre Supervision must be followed - for further details about our Key Time and Full Centre Supervision regulations please refer to the Cambridge Handbook.

Look! This document is interactive ...

This timetable has interactive features, just click on text in the contents above to go to the section you want to read. There is also an interactive section at the bottom of each page inside. You can use this in the same way, just click and you will be taken to the relevant page.

Interactive features work best in Adobe Reader 9 or Adobe Acrobat. You can download the latest Adobe Reader for free at www.adobe.com/products/reader.html

Version 1, March 2025
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www.cambridgeinternational.org



[Guide to making entries](#)



[Carry-forward regulations](#)



[CI Direct – My messages](#)



[Exam timetable](#)

Making entries

Information required for candidate entries:

- Candidate Number
- Full name
- Date of Birth
- Gender
- Status (School / Private)
- Previous Centre Number / Previous Candidate Number (for carry-forward entries only)
- Syllabus code
- Option code

Create Candidate

Required fields are indicated with an asterisk *

Personal Details

Candidate Number: ?
Leave blank to automatically generate

Name: * ?

Date of Birth: * Day: Month: Year:
☐ Date of birth not known for this Candidate

Gender: * ☐ Male
☐ Female
☐ Not specified

English first language? ☐ Yes
☐ No
☐ Not specified

Identification Details

CID UCI:

National ID Number:

Education Details

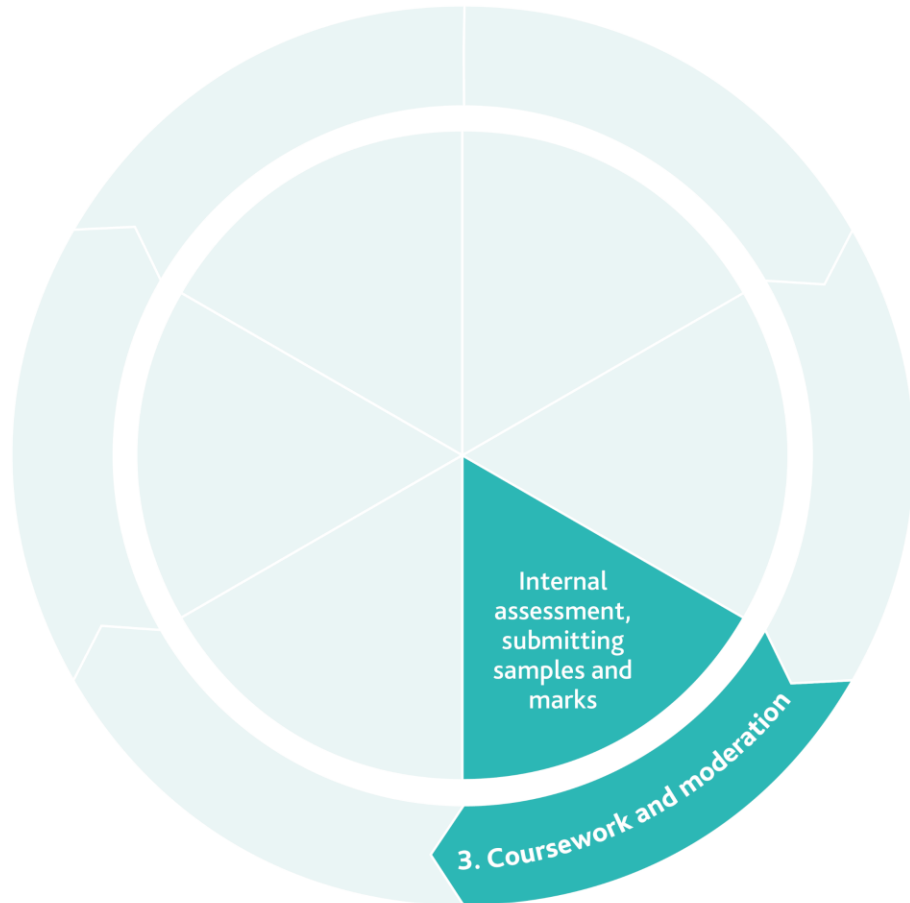
Status: * ☐ School
☐ Private

Previous Centre Number:

Previous Candidate Number:

[Save](#) [Cancel](#)

Phase 3: Coursework and moderation



Cambridge Handbook – Section 3

- Internally assessed/moderated components
- Externally assessed components
- Samples database
- Submit for Assessment
- Send samples



[Phase 3 Coursework and Moderation](#)



Cambridge Handbook – Section 3

Samples database

[Home](#) > [Exam administration](#) > [Cambridge Exams Officers' Guide](#) > [Phase 3 – Coursework & Moderation](#) > [Samples database](#)

Samples database

Use the database to find out:

- How to submit marks and/or work for a certain syllabus, e.g. via Submit for Assessment or in hardcopy.
- When to submit your marks for moderated coursework and non-coursework tests.
- When to submit your candidates' work.
- Which forms to complete and return with your candidates' work.

Uploading and submitting work

For moderated coursework and non-coursework tests, you submit the marks and a sample of your candidates' work to us for external moderation. For examined coursework, you submit the work of all your candidates to us.

There is more information about coursework and non-coursework tests in section 3 of the [Cambridge Handbook](#).

The samples database tells you whether you use Submit for Assessment to submit work to us.

Qualification type

- ☒ Cambridge International AS & A Level, Cambridge IGCSE and O Level, Cambridge Checkpoint Global Perspectives
- ☐ Cambridge Professional Development Qualifications

Your location

China

Series

November

Syllabus code

0511 0510 [Clear syllabus codes](#)

[Add syllabus code](#)

Search



Samples database

Showing Cambridge International AS & A Level, Cambridge IGCSE and O Level, Cambridge Checkpoint Global Perspectives results for: 0510, 0511.

Syllabus

Sample selection

Deadlines

Forms

Cambridge IGCSE

English as a Second Language

0510/31

Speaking

We select the sample using the criteria below

[View criteria](#)

November deadlines

For marks: 28 October 2025

For sample: 31 October 2025

[Internal moderation of speaking tests](#)

[Speaking Examination Summary Form](#)

[Access Arrangements Cover Sheet](#)

[Submit for Assessment Admin Guide](#)

Type: Speaking

Moderated

Syllabus

Criteria H

How to submit your work:

1. Save each candidate's audio recording as a separate file in .mp3 format.
2. Submit the total marks for **all candidates** using the **Submit for Assessment** portal <https://submitforassessment.cambridgeassessment.org.uk/>
3. **Submit for Assessment** will identify candidates to be submitted in the sample and generate an automatic email listing these candidates.
4. Upload the audio recording for **each candidate** listed in the sample request to **Submit for Assessment**.
5. Upload the completed marks breakdown form(s) for **all candidates**.
6. Upload any other completed forms/paperwork required for the component.
7. **Do not send us work or marks in hard copy.**
8. For detailed guidance on how to upload work, see the section 'Administrative guides for subjects using the Submit for Assessment portal' on the Exams Officers section of our website.
9. You should retain a copy of all submitted work

Speaking

[View criteria](#)

For marks: 28 October 2025

For sample: 31 October 2025

[Access Arrangements Cover Sheet](#)

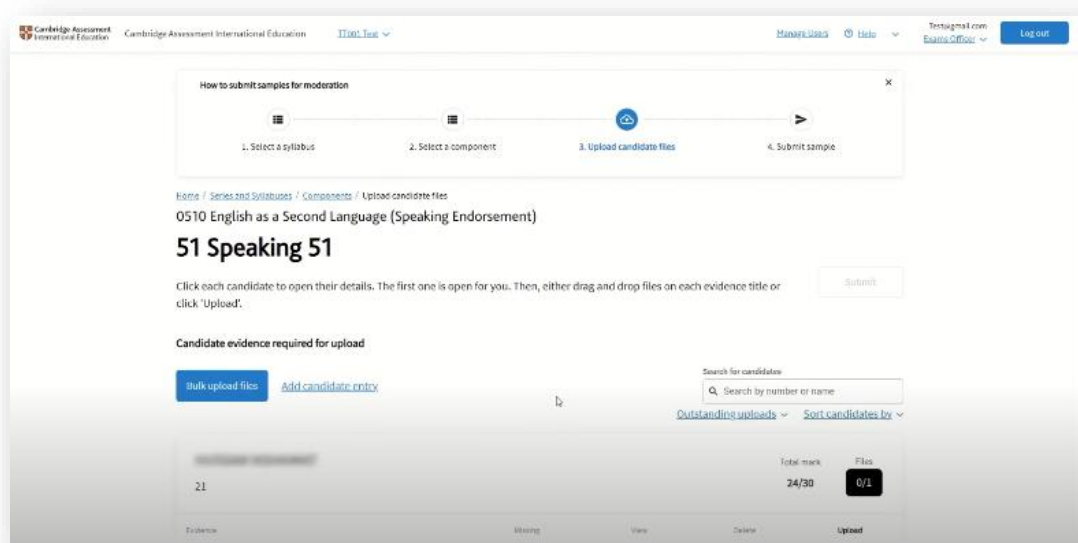
[Submit for Assessment Admin Guide](#)

Submit for Assessment

You upload marks and/or work for some examined and/or moderated components using Submit for Assessment.



Submit for Assessment



How to submit samples for moderation

1. Select a syllabus
2. Select a component
3. Upload candidate files
4. Submit sample

Home / Series and Syllabuses / Components / Upload candidate files

0510 English as a Second Language (Speaking Endorsement)

51 Speaking 51

Click each candidate to open their details. The first one is open for you. Then, either drag and drop files on each evidence title or click 'Upload'.

Candidate evidence required for upload

[Bulk upload files](#) [Add candidate entry](#)

Search for candidate:

[Outstanding uploads](#) [Sort candidates by](#)

21

Total mark: 24/30 Files: 0/1

Evidence Viewing View Delete Upload



CAMBRIDGE
International Education

For exams officers

Administrative guide Using Submit for Assessment

Guidance on preparing and submitting marks and work for moderated and examined syllabuses using our Submit for Assessment service.

Check the samples database on our website to find out for which syllabuses/components you must submit marks and work using Submit for Assessment.



FAQ about SfA

Frequently asked questions

We have provided answers to some common questions below.

When does Submit for Assessment open for each exam series?

The Submit for Assessment window opens for submitting marks and/or work from the following dates:

- March series: 1 February
- June series: 1 April
- November series: 1 October.

+ What should I do if it is taking a long time to upload a document?

+ I can no longer see my candidates in Submit for Assessment – why is this?

+ How can I check I have successfully submitted my files?

+ How do I find the component number that my candidates are entered for?

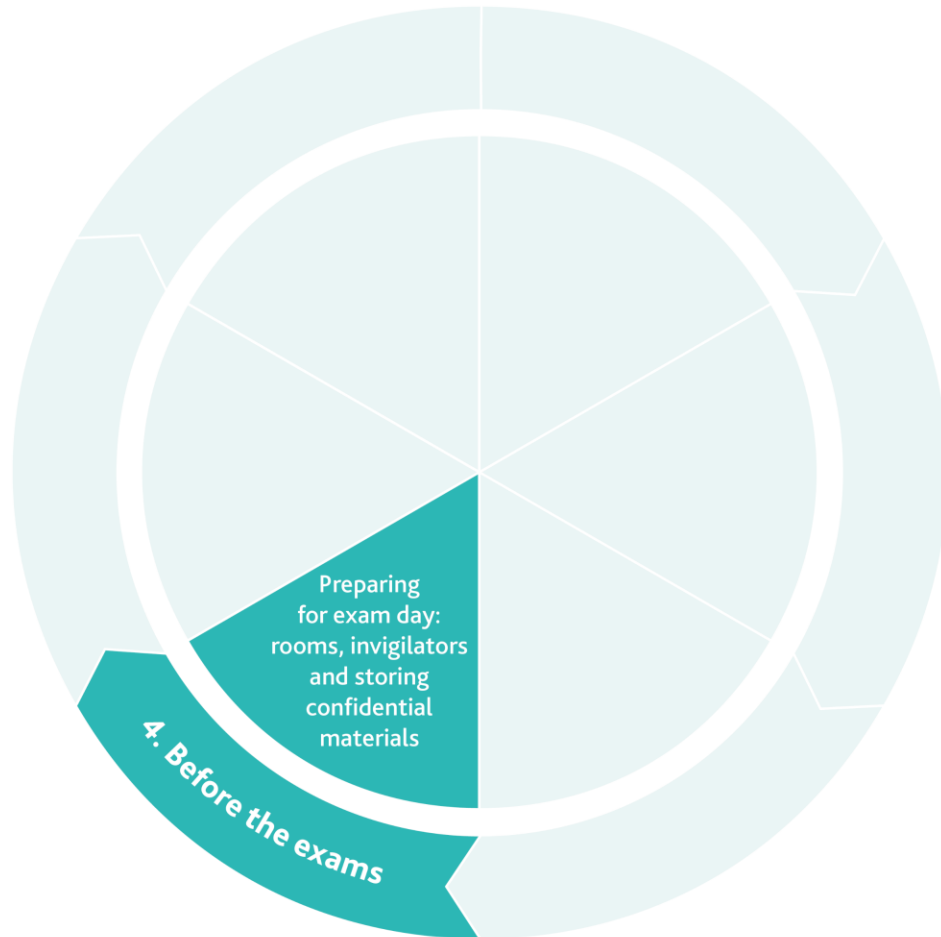
+ I have missed a submission deadline what should I do?

+ If I think I'm going to miss a submission deadline what do I need to do?

+ What should I do if I am unable to 'submit' after uploading files?

+ What should I do if I cannot see the syllabus to submit samples?

Phase 4: Before the exams



- In this phase exams officers will:
 - submit **forecast grades**
 - handle and store **confidential materials**
 - **prepare the candidates, exam room**, and resources for the exams
 - recruit and train **invigilators**.



[Cambridge EO Guide Website – Phase 4](#)



Cambridge Handbook – Section 4

Forecast grades

CIE Direct
The online tool for Cambridge Exams Officers

UNIVERSITY of CAMBRIDGE
International Examinations

Go to other CIE sites: Select...

Logged in as: Example Exams Officer, Test Centre Zone 6 (Z0600) [My Centre details](#) [Log out](#)

[Home](#) [Bulletins](#) [My Messages - 2](#) [Administer Exams](#) [Support Materials](#) [Ask CIE](#)

[Dashboard](#) [Results](#) [File Transfers](#) [Candidate Results website](#)

Series: November 2011 [Back to Dashboard](#)

You are here: [Dashboard](#) > [November 2011](#) > [Forecast Grades](#) > [Art and Design \(0400\)](#)

[Final Entries](#) [Reports](#) [Internally Assessed Marks](#) [Forecast Grades](#)

Art and Design (0400) [Download CSV](#)

Grades outstanding for 10 of 10 Candidates

Filter: [All](#) | [Unsubmitted](#) | [Submitted](#)


Items per page: [10](#) | [25](#) | [50](#) | [100](#) | [500](#)

Cand. No.	Name	Option	Forecast Grade	Status
1	TEST 1	E	<input checked="" type="radio"/> A* <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
2	TEST 2	E	<input type="radio"/> A* <input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
3	TEST 3	E	<input type="radio"/> A* <input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
4	TEST 4	E	<input type="radio"/> A* <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
5	TEST 5	E	<input type="radio"/> A* <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
6	TEST 6	E	<input type="radio"/> A* <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
7	TEST 7	E	<input type="radio"/> A* <input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
8	TEST 8	E	<input type="radio"/> A* <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
9	TEST 9	E	<input type="radio"/> A* <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required
10	TEST 10	E	<input type="radio"/> A* <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> U <input type="radio"/> X	Grade Required

Items per page: [10](#) | [25](#) | [50](#) | [100](#) | [500](#)

[Submit Grades to Cambridge](#) [Save changes without submitting](#) [Cancel](#)

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 PART OF THE
CAMBRIDGE ASSESSMENT
GROUP

- June series: 30 April
- November series: 31 October



Cambridge Handbook – Section 4.1



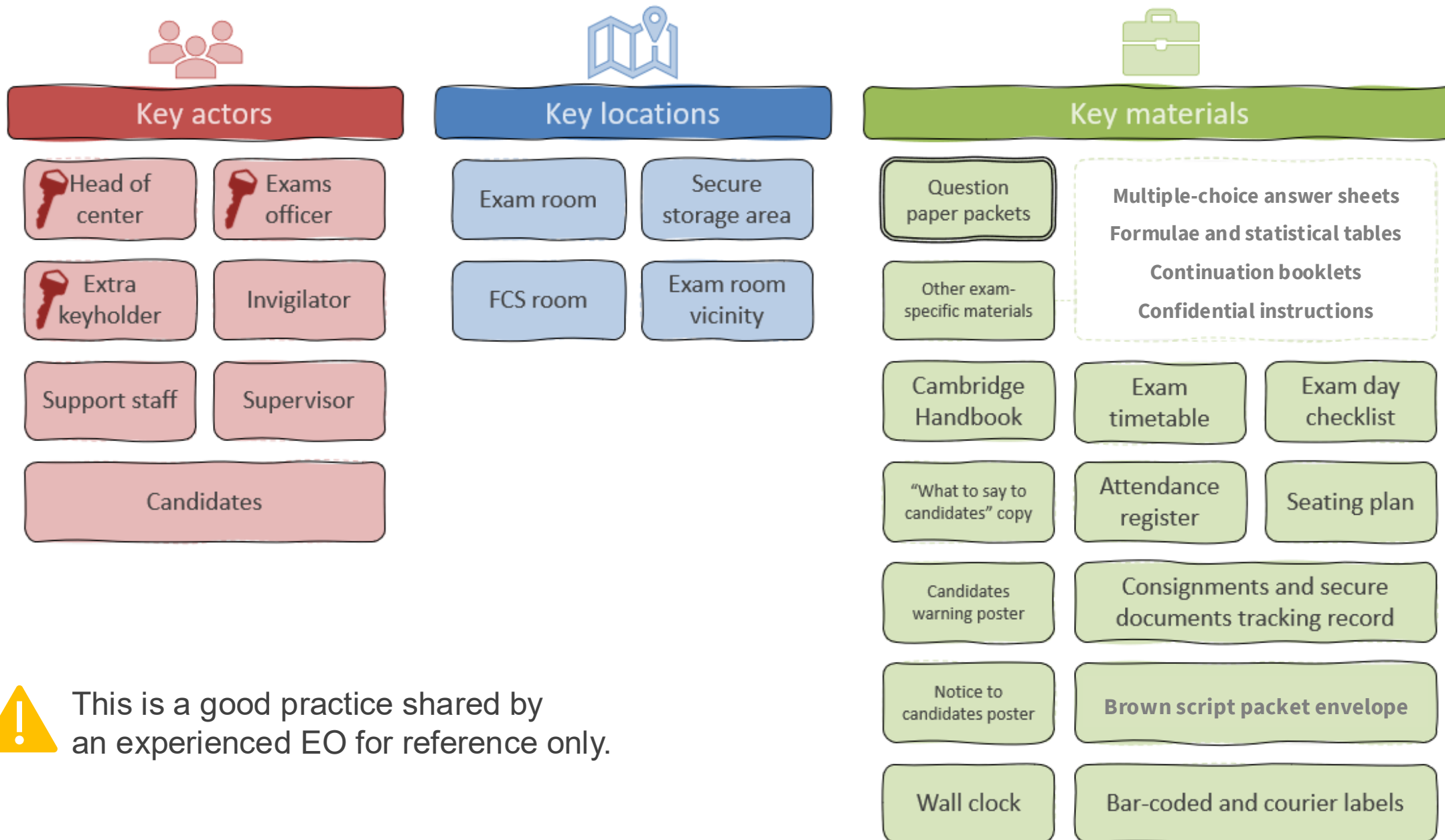
Forecast grades

Who will be involved before, during and after exams?

What type of venue (Where) will be required?

What materials are required?





This is a good practice shared by an experienced EO for reference only.

Training invigilators

- You are responsible for conducting a training session with your invigilators before the exam, even if they are experienced.



Invigilating Cambridge International Education exams 2025

Information for exams officers

Purpose of this training

- To enable exams officers to train invigilators.
- To provide specific information on running our exams.
- For invigilators to understand their role when invigilating our exams.
- To make sure invigilators give candidates across the world a fair and consistent exams experience.

How to deliver this training

- The training is formatted as a Microsoft PowerPoint presentation with extra information for the trainer in the notes section of each slide.
- There are slides for you to add your centre specific information.
- You can choose how you deliver this training, whether it is face to face, online or if you give it to invigilators to read.
- You should deliver it to all invigilators before each series, and you should keep records of this (more information below).
- The training should last between one and two hours depending on how you deliver it.
- If you wish to extend the training, make it more interactive or add a consolidation exercise, you can download extra material from our [website](#).

Invigilator requirements

Invigilator records

You must keep signed records of the following invigilator information:

- invigilator training records
- invigilators or supervisors used for each exam or period of Full Centre Supervision
- actual start and finish time of your exams
- start and finish time of any periods of Full Centre Supervision
- any changes to invigilators during each exam or period of Full Centre Supervision.

You can keep these records in any format; however, they must be easily accessible as we may ask to see them at any time. You should keep records for each series until you receive your candidates' certificates.

Invigilator suitability

See section 4.6 (j) of the Cambridge Handbook for information on suitability of invigilators. Invigilators can be teachers in your centre, or people you employ specifically to invigilate exams.

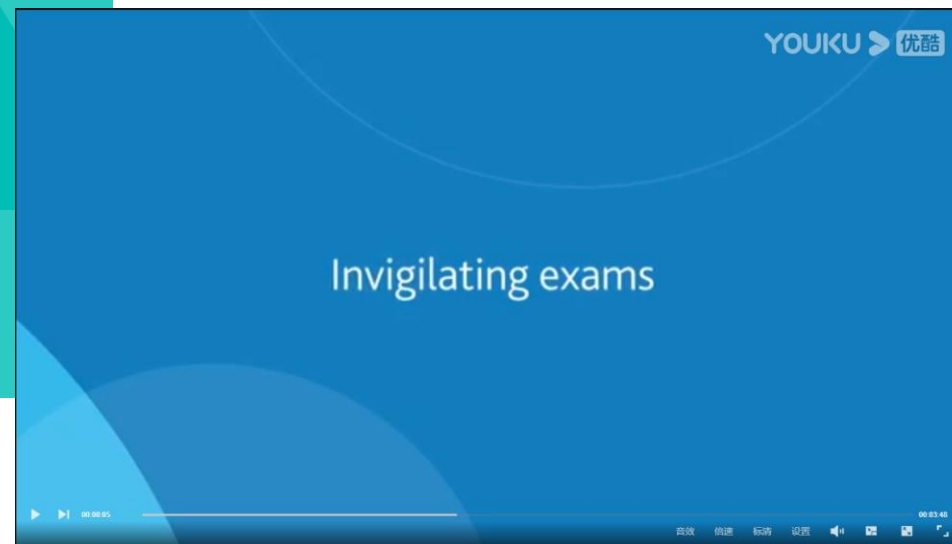


Invigilating Cambridge International Education exams 2025

A training presentation for exams officers to train invigilators

Presenter name(s)

Date and time



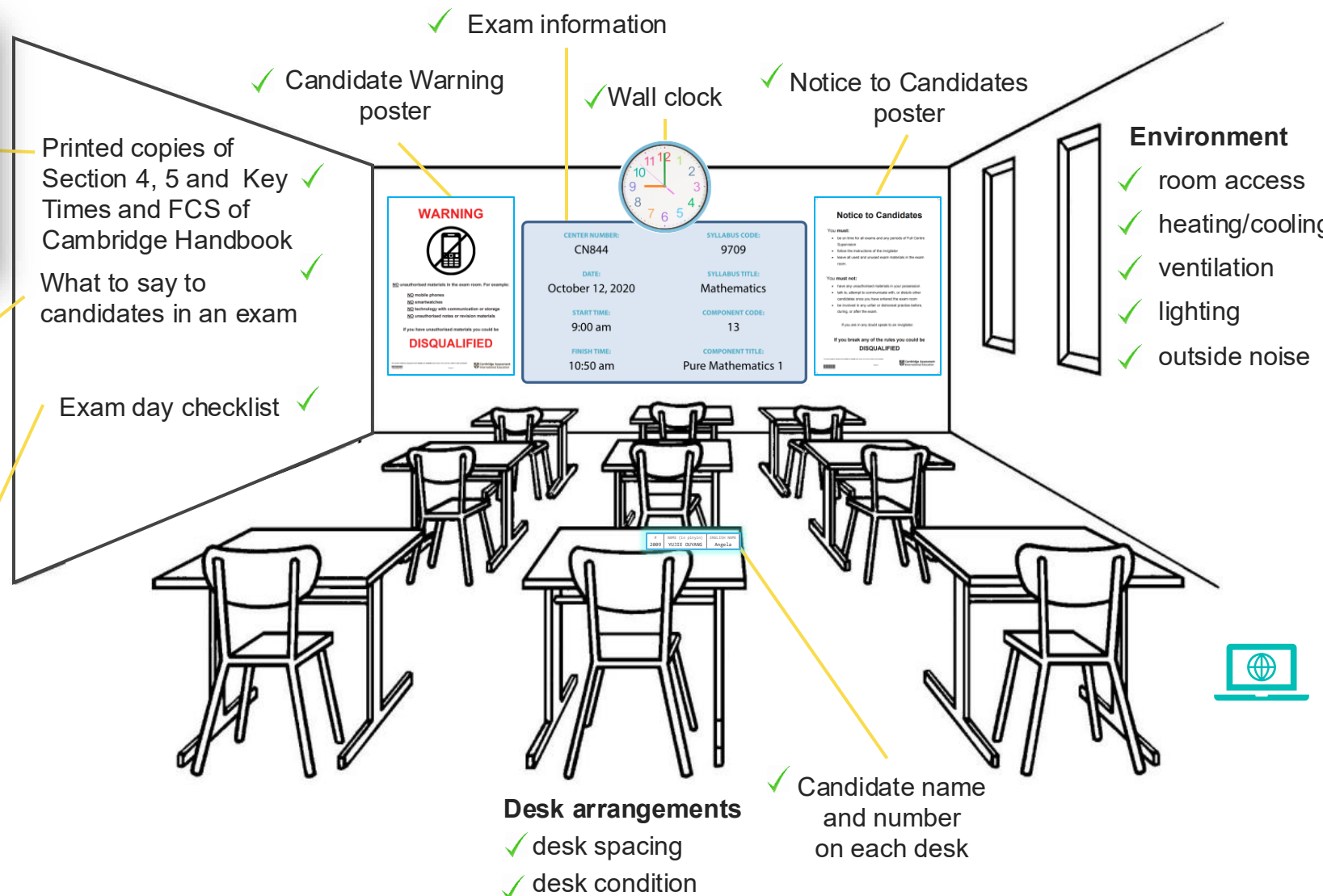
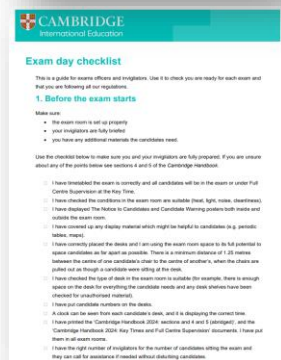
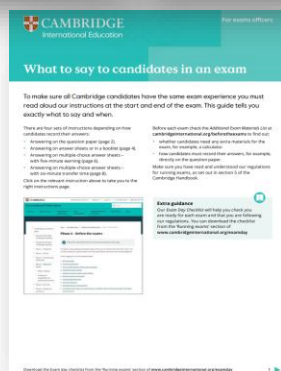
Training invigilators

Number and requirements of invigilators

Practical tests (including science practical exams and ICT tests)	At least 2 invigilators in each room <u>at all times</u> . At least 1 invigilator for every 20 candidates. At least one invigilator should be a subject specialist 1 suitably trained supervisor
All other exams (including Art & Design)	At least 1 invigilator to 30 candidates
Full Centre Supervision	At least 1 supervisor to 30 candidates
Separate invigilation	For candidates with specific needs in a separate room: 1 invigilator to 1 candidate

See Handbook for more specific requirements for syllabuses like ICT, Computer Science, and Art & Design.

Preparing the exam venue and exam room



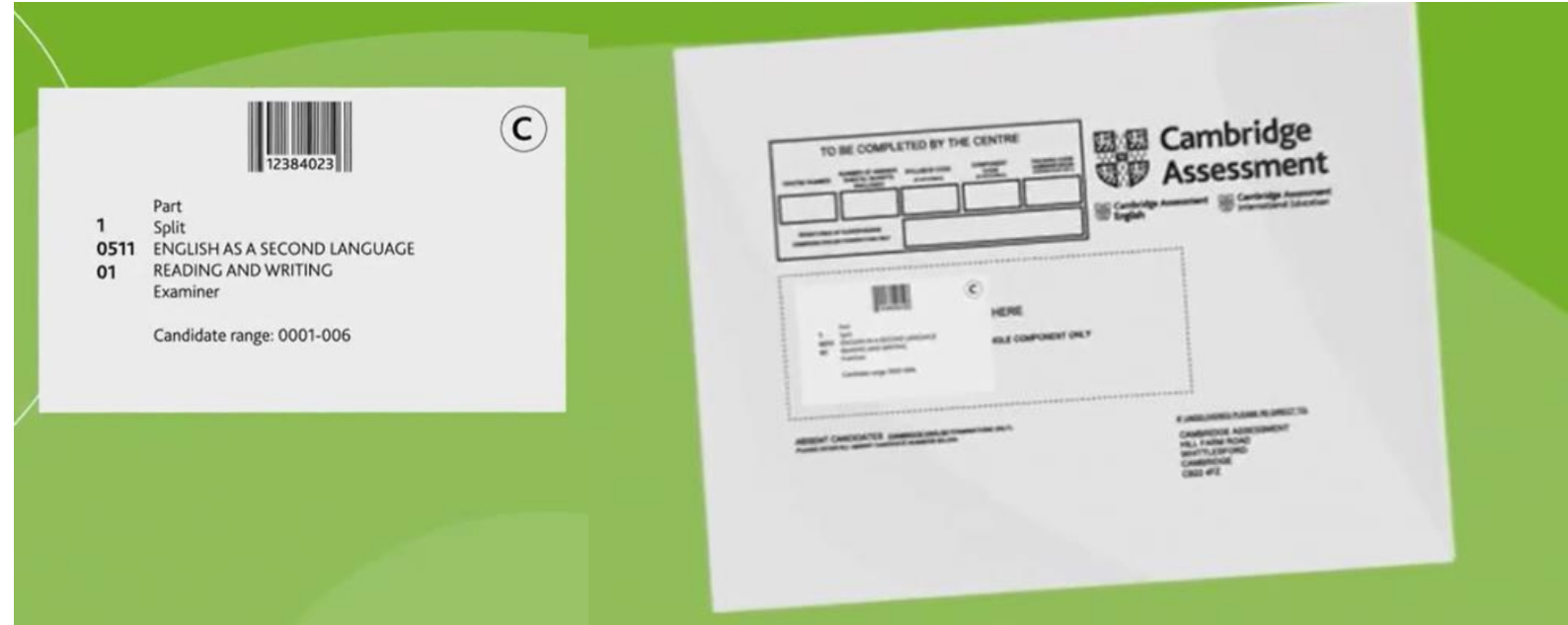
Phase 4 –
preparing the
exam room

[illegible][illegible]

Bar-coded label – what if not arrived in time?

Write on the script packet:

- ▶ Centre number
- ▶ Syllabus number
- ▶ Component number
- ▶ Number of scripts
- ▶ Candidate number range



Cambridge Handbook Section 5.4.1

Pre-exam Despatch Guide

Pre-exam despatch guide (International) November series

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 late September, you will also receive a despatch containing your confidential question papers.

What materials are in this despatch and what should 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.

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 31 October using Direct.
- To find out how to submit marks and work for internally assessed and/or externally assessed components (such as examined coursework and non-coursework tests), go to: www.cambridgeinternational.org/samples
- Once you have used the samples database to check the submission method you will need to use one or both of the following methods to submit marks and work to us, depending on the submission requirements for each component.

Use Submit for Assessment to submit marks and work. Submit for Assessment allows you to submit marks and work online for some internally assessed and/or externally assessed components (such as examined coursework and non-coursework tests), instead of sending them to us on CD or USB, or using Secure Exchange. There is more information about Submit for Assessment on our website: www.cambridgeinternational.org/submit-for-assessment and/or

Submit marks using Direct and then package and send us work following the steps below:


1. Submit your marks using Direct by 31 October. If you are an Associate Centre, submit marks to your Cambridge Associate.
 2. Label each piece of work in your sample using the enclosed identification labels.
 3. 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.
 4. 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.
 5. Send your samples using a method that provides a tracking facility (e.g. a courier) by 31 October. If you are an Associate Centre, return samples to your Cambridge Associate by the agreed date. 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.


Important information






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: www.cambridgeinternational.org/scriptreturn for detailed guidance.

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
Materials you need to complete and return to Cambridge			
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 exam materials list.	
<p>! Candidates must use specific multiple-choice answer sheets for Cambridge IGCSE and O Level foreign language, English as an Additional Language, and Cambridge IGCSE Mandarin Chinese (0457) listening exams. If you make final entries or these syllabuses, we pre-print the correct version of the multiple-choice answer sheet with candidate name and number and include in your despatch. You can find more information and see example forms at: www.cambridgeinternational.org/multiple-choice-igcse-o-level</p>			
Materials for submitting coursework 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.	
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 or 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	You must use the bar-coded labels and attach them to your script packets correctly. There is more information at: www.cambridgeinternational.org/barcode-to-script	

Supplementary materials

- Attendance register
- Multiple-choice answer sheet
- Answer booklet
- Notice to candidates
- Candidate warning poster
- Script despatch label
- More.....



[Administrative forms download](#)

Administrative forms and guidance documents

All our administrative forms and general extra guidance documents are listed below. You can also access these forms and documents through each phase of the Cambridge Exams Cycle.

You can access special consideration forms through the 'Support Materials' section of [Cambridge International Direct \(>Direct\)](#).

+ Preparation

+ Entries

+ Coursework & moderation

+ Before the exams

– Exam day

 [Supplementary attendance register: Exam day – Form 1 \(PDF, 622KB\)](#)

If you have extra candidates not listed on your pre-printed attendance registers. Complete a new form for each exam.

 [Supplementary multiple-choice answer sheet: Exam day – Form 2a \(PDF, 126KB\)](#)

Use only if you have extra candidates who do not have a pre-printed multiple-choice answer sheet. Please note that Exam day - Form 2a replaces Exam day - Form 2.

Candidates must use specific multiple-choice answer sheets for Cambridge IGCSE and O Level foreign language, English as an Additional Language, and Mandarin Chinese listening exams. We pre-print these with candidate name and number and send to you. [Read more about these forms and see examples.](#)

Early question papers and pre-released materials

You can access in one of three ways:

- **School Support Hub**
- **Digital File Despatch (DFD)**
- **Printed**

See the table below which outlines how your school will receive early question papers and pre-release material for the syllabuses for which you have made entries. Please share this information with the relevant subject teachers.

 [Early question papers and pre-release material – November 2025 \(XLSX, 10KB\)](#)



Cambridge Handbook – Section 4.2



[Early question papers and pre-released materials](#)

Receiving and storing confidential materials

1. Question papers arrive at your school



2. Must check the delivery but not open it.



3. Collect the delivery & move to storage room



4. Carefully check despatch content (question paper packets)



5. Must keep the record & report to Cambridge if any problems

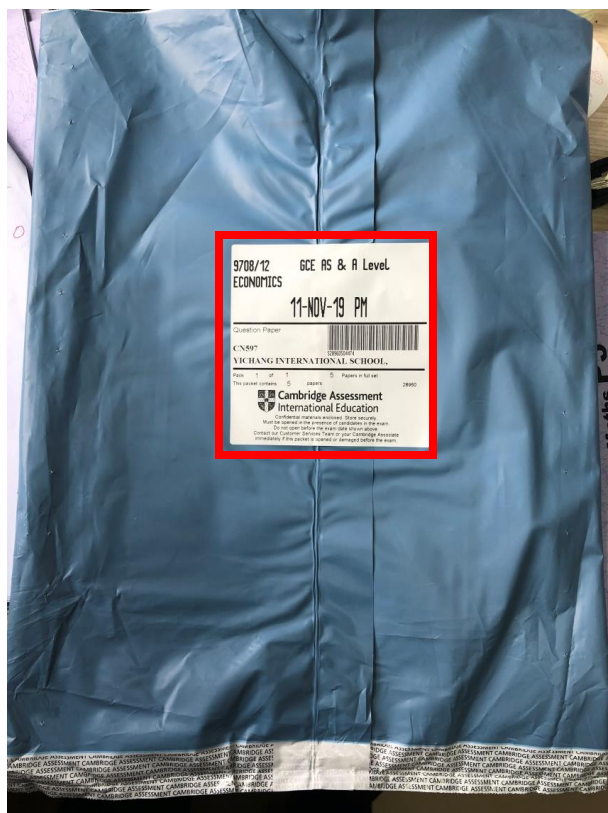


6. Move all confidential materials to the secure container

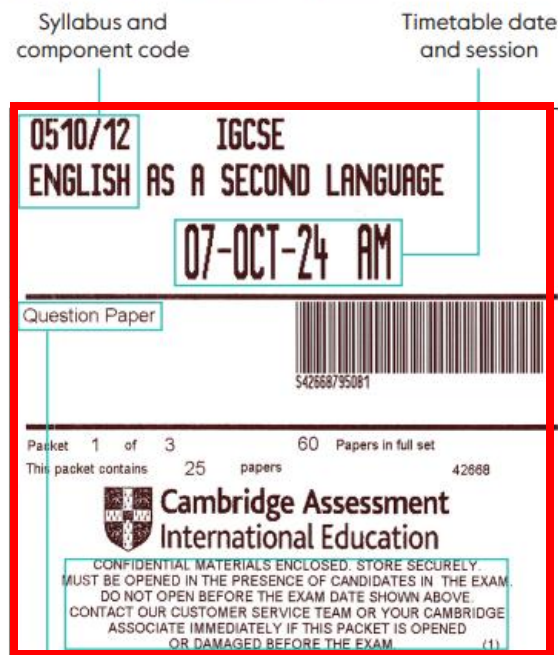


Receiving and storing confidential materials

Handling confidential materials



Example of a question paper packet label



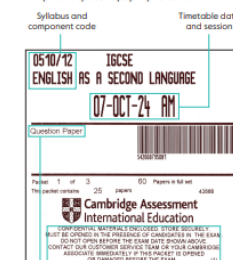
Contents of the packet

Handling instructions

Handling confidential materials we send you

Before each exam series, we send you confidential materials for individual components in blue question paper packets. Depending on the component, there are different regulations and below we explain how you must handle our confidential materials. There are general instructions for handling all questions papers for timetable exams, as well as specific instructions for particular syllabuses and components.

Example of a question paper packet label



Contents of the packet

Handling instructions

Handling question papers for all timetable exams

- Before each timetable exam, two members of staff should collect the question paper packet from secure storage.
- Before opening the packet, two members of staff must independently check it is undamaged.
- They must also check the details on the label are correct. This includes checking the centre number, exam date, session, subject title, syllabus and component number are correct.
- When the blue question paper packet is opened, the front cover of the question paper will be visible through the transparent inner bag. Two members of staff must open check that the day, date, time, subject and component are correct. They should make a final check to make sure that the inner packet has not been opened and is undamaged before opening it.
- If a packet is opened in error on the exam day, tell us straight away and complete and return Exam Day - Form 11 so we can support you and maintain the security of the exam.
- For exams with large numbers of candidates, see sections 5.7.1.4 and 5.7.2.3 of the Cambridge Handbook.
- After the exam, store all question papers and answer booklets securely for 24 hours after the end of the exam or Key Time, whichever is later.

More details at:
www.cambridgeinternational.org/beforetheexams
 and www.cambridgeinternational.org/forms
 Email info@cambridgeinternational.org

Contents of packet	How to handle packets securely
Question papers for: <ul style="list-style-type: none"> Cambridge IGCSE ICT (0417) and (0983). Cambridge International AS & A Level Information Technology (9626). Cambridge International AS & A Level Computer Science (9618), including insert for component 2. 	<ul style="list-style-type: none"> Conduct test on the date shown in the timetable. Candidates from the same centre must take their test at the same time. You must gain our permission if you need to run more than one sitting. See section 12.4 of the Cambridge Handbook. Start of the exam: <ul style="list-style-type: none"> Before opening the packet, two staff members must independently check it is undamaged. They must also check the details on the label are correct. This includes checking the centre number, exam date, session, subject title, syllabus and component number are correct. They should make the same checks on the question paper before opening the transparent inner bag. Store question papers securely between sittings if running more than one. Candidates in different sittings must not have contact with each other. After the exam: <ul style="list-style-type: none"> Store all question papers securely until 24 hours after the end of the test window date. The supervisor must open and read the instructions as soon as they arrive. Store the instructions securely at all times. Do not share the information with candidates or any other centre.
Instructions for science practical tests and music listening tests	Before the exam: <ul style="list-style-type: none"> Speaking tests must take place within the test date window. Only the teacher-examiner conducting the tests can view the materials beforehand.
Speaking test cards and teachers/examiners booklets	Before the exam: <ul style="list-style-type: none"> Speaking tests must take place within the test date window. Only the teacher-examiner conducting the tests can view the materials beforehand.

Instructions for science practical tests and music listening tests

Speaking test cards and teachers/examiners booklets

- The supervisor must open and read the instructions as soon as they arrive.
- Store the instructions securely at all times.
- Do not share the information with candidates or any other centre.

Before the exam:

- Speaking tests must take place within the test date window.
- Only the teacher-examiner conducting the tests can view the materials beforehand.

For Cambridge IGCSE English as a Second Language (0510, 0511, 0991 and 0993) and Cambridge International AS Level languages (8022, 8238, 8028 and 8027):

- Open speaking test cards and teachers/examiners booklets one day before the test and give them straight to the teacher/examiner.

For all other Cambridge IGCSE's with speaking test components

- Open the speaking test cards and Teacher's Notes booklets four working days before the test and give them straight to the teacher/examiner.

After the speaking test:

- Store all materials securely until the end of the test window, even if you have completed your tests before that date.

Important information

- If you do not receive materials for late or amended entries in main despatches, they will arrive at a later date.
- Make sure all confidential despatches are passed to the exams officer or Head of Centre on arrival.
- If the despatch has been damaged or opened in transit, or is damaged before the exam day, complete and return **Before the exams - Form 3**.
- If any of the packets listed on the despatch note are missing, complete and return **Before the exams - Form 2**.
- Store all packets securely according to the regulations in part 4 of the Cambridge Handbook.



Handling confidential materials poster

Science practical exams

- What are confidential instructions?
- How do I store the confidential instructions?
- Where do I find chemicals and materials?
- Seating arrangements
- How to manage large numbers of candidates?



Managing science practical exams

How to manage your science practical exams

This guidance document is for exams officers, teachers, and supervisors in centres that offer Cambridge International science qualifications that include a practical component. It offers advice on how to use and store confidential instructions, chemicals and materials, and ways in which to manage the number of candidates in practical exams.

What are confidential instructions?

Confidential instructions list all the chemicals and materials required for each specific practical exam. They are confidential and only intended for the member of staff in charge of the laboratory (the supervisor) to carry out preparations before the exam. Under no circumstances must any information in the instructions be given to candidates.

Confidential instructions are sent to you once you have made final entries. Therefore, we encourage you to enter candidates at the earliest possible opportunity.

How do I store the confidential instructions?

You must keep confidential instructions under secure conditions at all times, and the Head of Centre must make sure the contents remain confidential. You must not discuss the instructions with any other centre. If you have any questions, you must ask us. Do not open any question paper packets before the exam.

You must report any known or suspected breach of any confidential material to us. See section 5 of the [Cambridge Handbook](#).

Why are there differences between the confidential instructions and the question paper?

There may be differences between the identity and/or concentrations of chemicals and materials in the confidential instructions and those on the question paper. This is perfectly normal and candidates must not be told the details from the confidential instructions. Differences may be for safety reasons, or so you do not have to find a less widely-available chemical.

Example

The confidential instructions may specify 0.1 mol dm⁻³ hydrochloric acid because it is inexpensive and widely available. However, the question paper may specify 1 mol dm⁻³ propanoic acid which better suits the context of the exam question.

Do you supply chemicals and materials for practical exams?

For some syllabuses, the confidential instructions list any chemicals and materials that we supply. You must check the despatch list against the list in the confidential instructions as soon as they arrive and let us know about any discrepancies immediately. Open the packets containing perishable materials (for example, enzymes) as soon as they arrive and keep them in a refrigerator that is not accessible to unauthorised people.

Listening exams

- **NEW** Global listening
- Administrative guide: how to access, securely download, store and use audio files.
- You must treat digital confidential materials in the same way as printed materials.



Global listening



Cambridge Handbook – Section 4 & 5.

Administrative guide

Using Global Listening

Guidance on accessing Global Listening and:

- using the sample audio file
- downloading and saving audio files
- securely checking audio files
- saving audio files to multiple devices
- securely transporting and playing audio files.

To help you keep a record of the audio files you download from Global Listening, you can download our [Record of audio files \(XLSX, 138KB\)](#).

Syllabuses using Global Listening

In the March 2025 exam series, audio files for the following syllabuses and components will be available to download from Global Listening:

+ Cambridge IGCSE

In the Checkpoint May and October 2025 test series, audio files for the following syllabuses and components will be available to download from Global Listening:

+ Cambridge Checkpoint

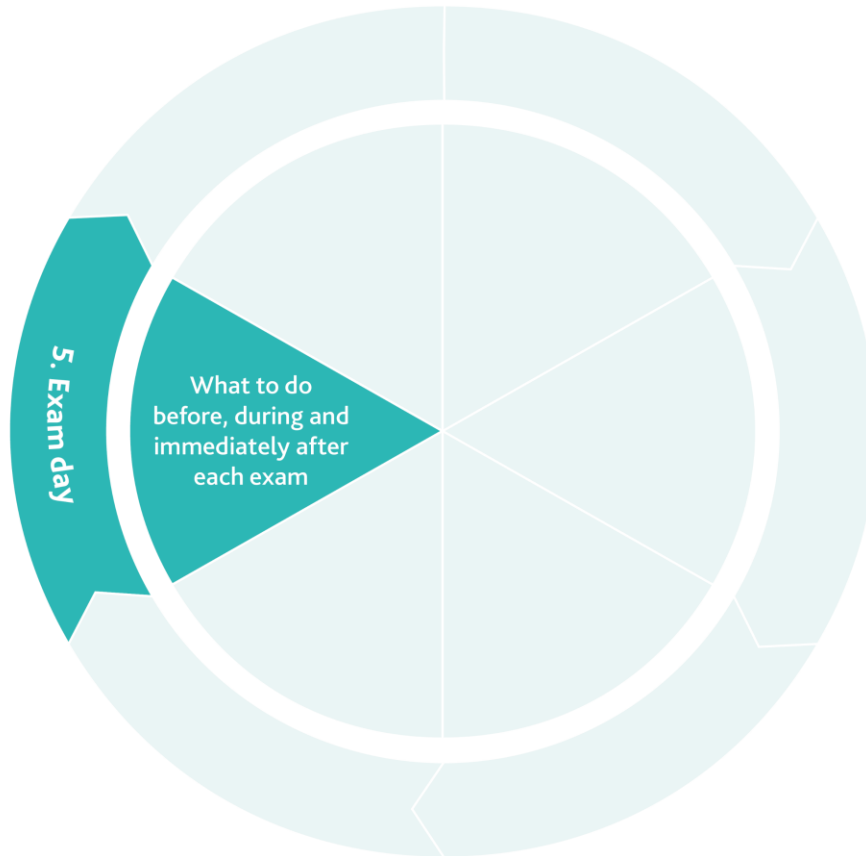
In the June 2025 exam series, audio files for the following syllabuses and components will be available to download from Global Listening:

+ Cambridge IGCSE

+ Cambridge IGCSE (9–1)

+ Cambridge International AS & A Level

Phase 5: Exam day



- This is when candidates sit their exams.
- In this phase exams officers will:
 - run exams
 - deal with the unexpected, potential malpractice and security inspections
 - have regular meetings with invigilators
 - pack and despatch scripts to us.



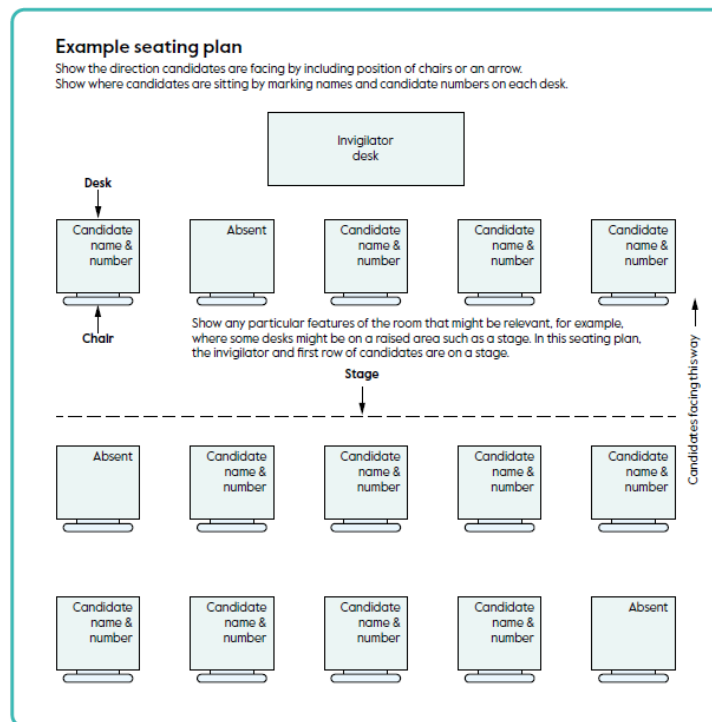
[Cambridge EO Guide Website – Phase 5](#)



Cambridge Handbook – Section 5

Phase 5: Exam day

- Seating plan
- Authorised and unauthorised materials
- Emergencies
- Special instructions for particular exams
- Malpractice
- 24-hour security rule



Cambridge EO Guide Website – Phase 5



Cambridge Handbook – Section 5

WARNING



NO unauthorised materials in the exam room. For example:

NO mobile phones

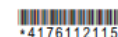
NO smartwatches

NO technology with communication or storage

NO unauthorised notes or revision materials.

If you have unauthorised materials, you could be


DISQUALIFIED



This poster must be displayed both inside and outside each exam room and be visible to all candidates.



Useful resources

 CAMBRIDGE
International Education

Exam day checklist

This is a guide for exams officers and invigilators. Use it to check you are ready for each exam and that you are following all our regulations.


1. Before the exam starts

Make sure:

- the exam room is set up properly
- your invigilators are fully briefed
- you have any additional materials the candidates need.

Use the checklist below to make sure you and your invigilators are fully prepared. If you are unsure about any of the points below see sections 4 and 5 of the *Cambridge Handbook*.

- ☐ I have timetabled the exam is correctly and all candidates will be in the exam or under Full Centre Supervision at the Key Time.
- ☐ I have checked the conditions in the exam room are suitable (heat, light, noise, cleanliness).
- ☐ I have displayed The Notice to Candidates and Candidate Warning posters both inside and outside the exam room.
- ☐ I have covered up any display material which might be helpful to candidates (e.g. periodic tables, maps).
- ☐ I have correctly placed the desks and I am using the exam room space to its full potential to space candidates as far apart as possible. There is a minimum distance of 1.25 metres between the centre of one candidate's chair to the centre of another's, when the chairs are pulled out as though a candidate were sitting at the desk.
- ☐ I have checked the type of desk in the exam room is suitable (for example, there is enough space on the desk for everything the candidate needs and any desk shelves have been checked for unauthorised material).
- ☐ I have put candidate numbers on the desks.
- ☐ A clock can be seen from each candidate's desk, and it is displaying the correct time.
- ☐ I have printed the "Cambridge Handbook 2024: sections 4 and 5 (abridged)", and the "Cambridge Handbook 2024: Key Times and Full Centre Supervision" documents. I have put them in all exam rooms.
- ☐ I have the right number of invigilators for the number of candidates sitting the exam and they can call for assistance if needed without disturbing candidates.

 CAMBRIDGE
International Education

Advice for severe weather, political unrest and natural disasters

The safety of candidates and centre staff is the most important thing. Follow any advice from the relevant authorities in your country about school closures. If candidates are unable to complete their exams, you may re-enter them in the next series.

Timetable deviations

If it is not safe to run exams in the timetabled session, you can apply for candidates to take the exam at another time. This must be no more than 24 hours after the Key Time of the timetabled session. Apply for timetable deviations using [Preparation – Form 2](#). You must never conduct exams on an earlier day than the timetable date. Candidates must be under Full Centre Supervision from the scheduled Key Time until the new start time. You must follow the supervision arrangements in section 1.2.3.1 of the [Cambridge Handbook](#). We reserve the right to not accept scripts from a re-scheduled exam if there is evidence that the security of the exam has been breached.

Alternative venues

If it is not safe to conduct exams in your exam venue, you can apply to conduct them in an alternative venue by submitting [Entries – Form 5](#).

Question papers

If it is not safe to access question papers from your secure storage facilities, please email info@cambridgeinternational.org or telephone +44 (0)1223 553 554. We may be able to send your question papers electronically.

Special consideration

If a candidate is unable to attend an exam or completes the exam but has been adversely affected by a situation, you can apply for special consideration. Apply for special consideration through [Direct](#) or by submitting Exam Day – Form 7, which is available from the 'Support Materials' section of Direct. We review all applications individually.

Candidate scripts

If local courier services are disrupted or delayed, store answer scripts securely at your centre until the courier confirms they can despatch the scripts. Do not allow the courier to store the scripts. Let us know about any delays in returning scripts. Store any unopened question paper packets securely at your centre until after the exam series.

Administrative forms

Email any forms to info@cambridgeinternational.org for the attention of the Compliance team. Associate Centres must send forms to their Cambridge Associate.

This advice may change as the situation develops. Please keep us informed of your plans and any developments. For more information, visit www.cambridgeinternational.org or contact Customer Services on +44 (0)1223 553 554 or email info@cambridgeinternational.org.



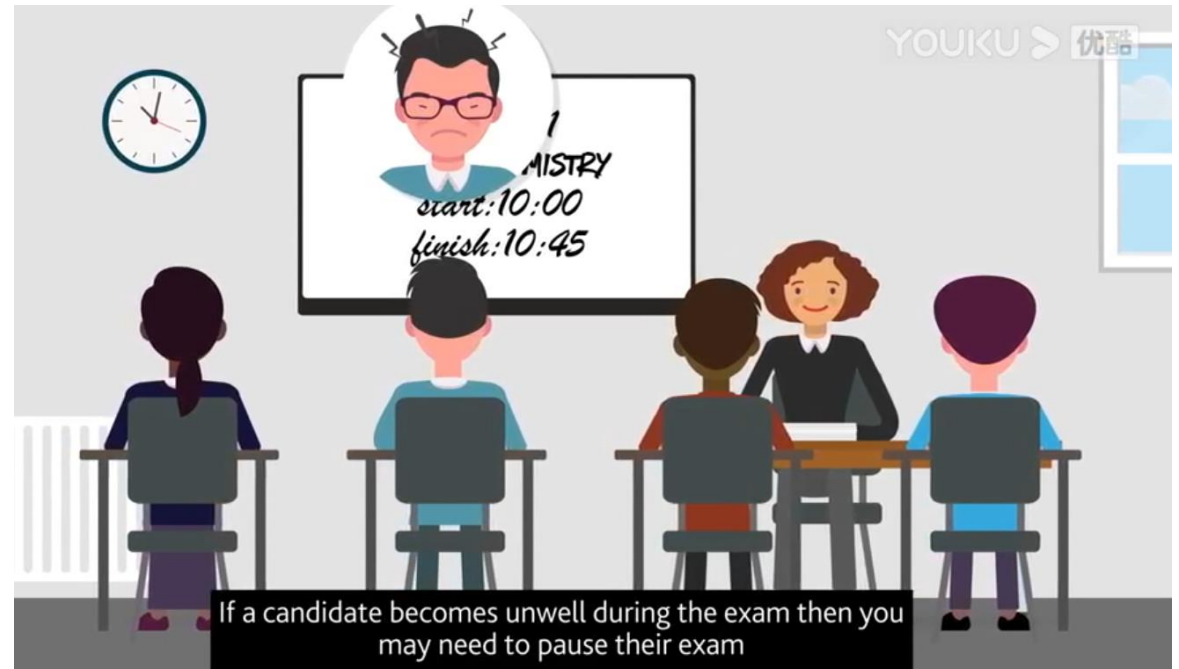
Running Exams



Cambridge EO Guide Website – Phase 5

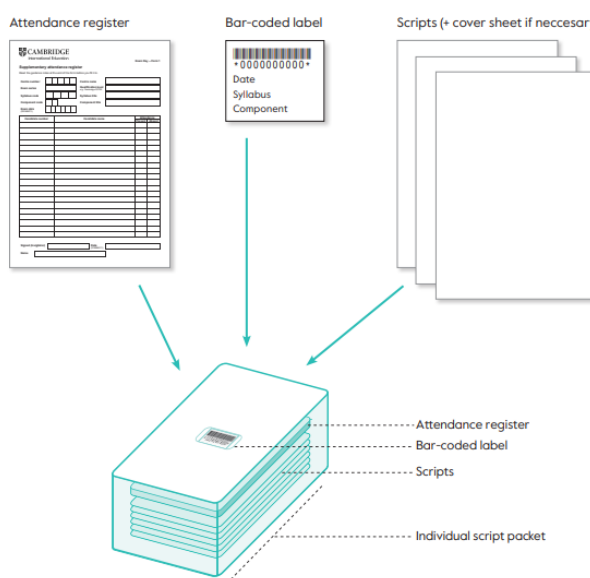
How to deal with the unexpected?

- What if a candidate arrives late for the exam?
- What if you discover any malpractices during the exam?
- Other unexpected situations...



Guidance for packing scripts


Guidance for packing scripts



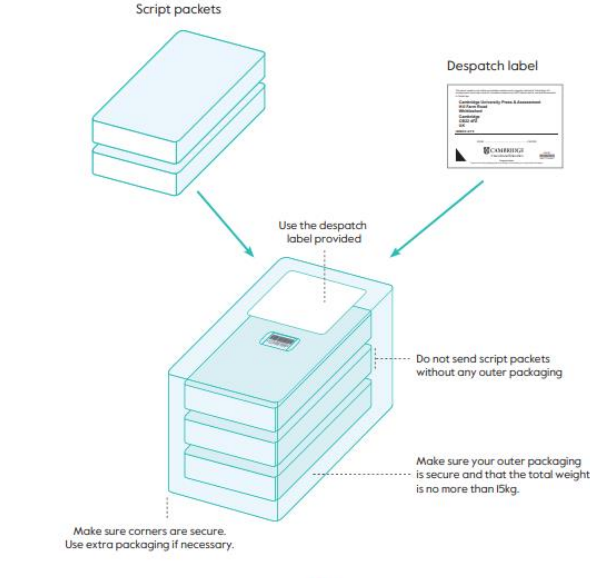
Important information

- Please do not include anything else in the script packets
- Do not send your scripts without outer packaging
- Despatch your packages following our guidance.

More details at: www.cambridgeinternational.org/examday or see section 5.4 of the Cambridge Handbook

 CAMBRIDGE International Education


Guidance for despatching scripts



Important information

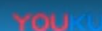
- Do not pack all components for a syllabus in one package
- Once you have packed your scripts contact a reputable courier who provides a tracking number
- Complete a script return form for every consignment
- Contact us if you have a large number of parcels and need to use air freight.

More details at: www.cambridgeinternational.org/examday or see section 5.4 of the Cambridge Handbook

 CAMBRIDGE International Education

Send us your scripts as soon as possible after the exam has finished, preferably on the same day.

Packing and despatching scripts



Packing and Despatching scripts

00:00:05 / 00:05:23



Despatching scripts



Cambridge Handbook – Section 5.4

5.3.2 The 24-hour security rule

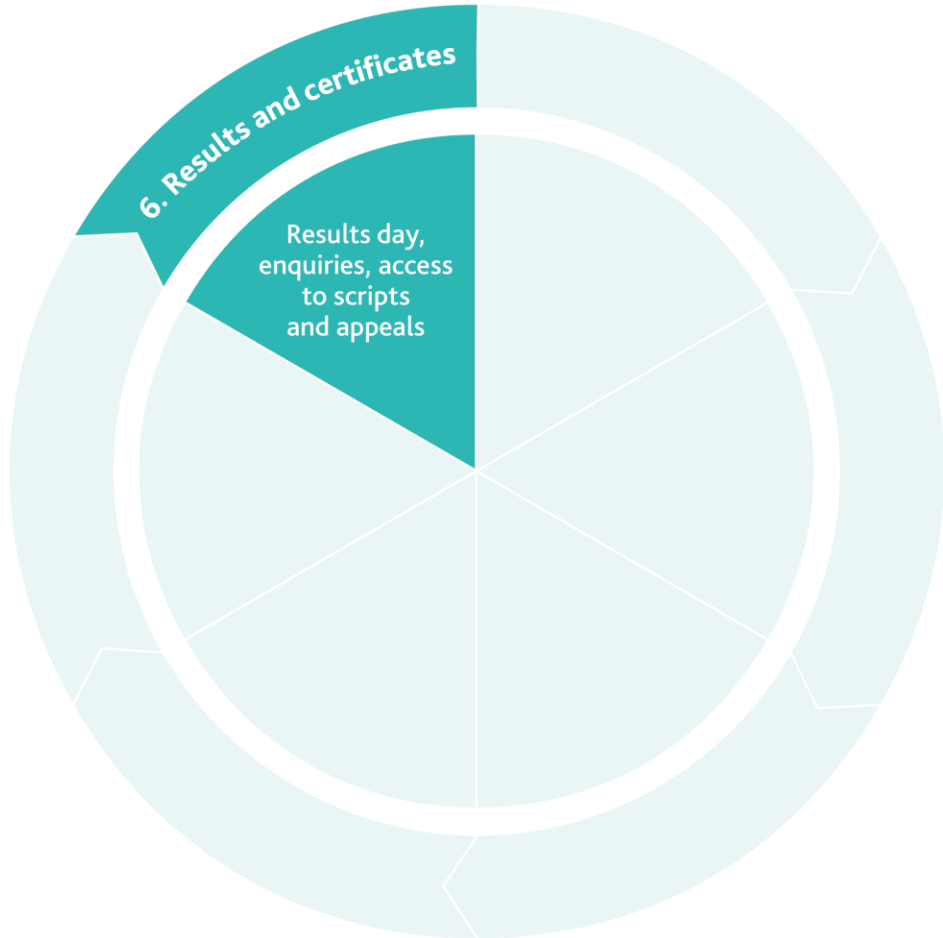
5.3.2 The 24-hour security rule

Candidates must not remove any question papers or question paper content from the exam room. This includes writing questions on statements of entry, typing question content into calculators, etc. This is not a complete list. You must apply the 24-hour rule to keep question papers and their contents secure.

All unused question papers, answer booklets and any other confidential exam material must be stored in your approved secure storage until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if you want to.

You must store all empty question paper packets in your approved secure storage until you receive certificates. We may need them to investigate suspected malpractice.

Phase 6: Results and certificates



- In this phase exams officers will:
 - prepare for results release
 - give candidates access to their results
 - submit enquiries about results
 - receive and send out certificates to candidates.



[Cambridge EO Guide Website – Phase 6](#)



Cambridge Handbook – Section 6

Cambridge IGCSE, O Level & Cambridge International AS & A Levels

Grading

- Cambridge IGCSE: A*-G
- Cambridge O Level: A*-E
- Cambridge International AS Level: a-e
- Cambridge International A Level: A*-E

Resit?

- Yes

Carry forward?

- Yes, within 13 months of the original exam series when they were achieved.



[Carry forward entry rules](#)



[Carry forward regulation supplements](#)

Results statistics & grade threshold tables

We publish results statistics and grade thresholds taken for each syllabus after each exam series.

You can find it on our website: 

- [Cambridge IGCSE](#)
- [Cambridge O Level](#)
- [Cambridge International AS & A Levels](#)

Grade thresholds – November 2024

Cambridge International AS & A Level Mathematics (9709)

Grade thresholds taken for Syllabus 9709 (Mathematics) in the November 2024 examination.

		Minimum raw mark required for grade:				
	Maximum raw mark available	A	B	C	D	E

Grade thresholds – June 2024

Cambridge IGCSE™ Economics (0455)

Grade thresholds taken for Syllabus 0455 (Economics) in the June 2024 examination.

		Minimum raw mark required for grade:						
	Maximum raw mark available	A	B	C	D	E	F	G
Component 11	30	21	18	15	13	12	10	8
Component 12	30	22	19	16	14	12	10	8
Component 13	30	22	19	16	14	12	10	8

How do we release results



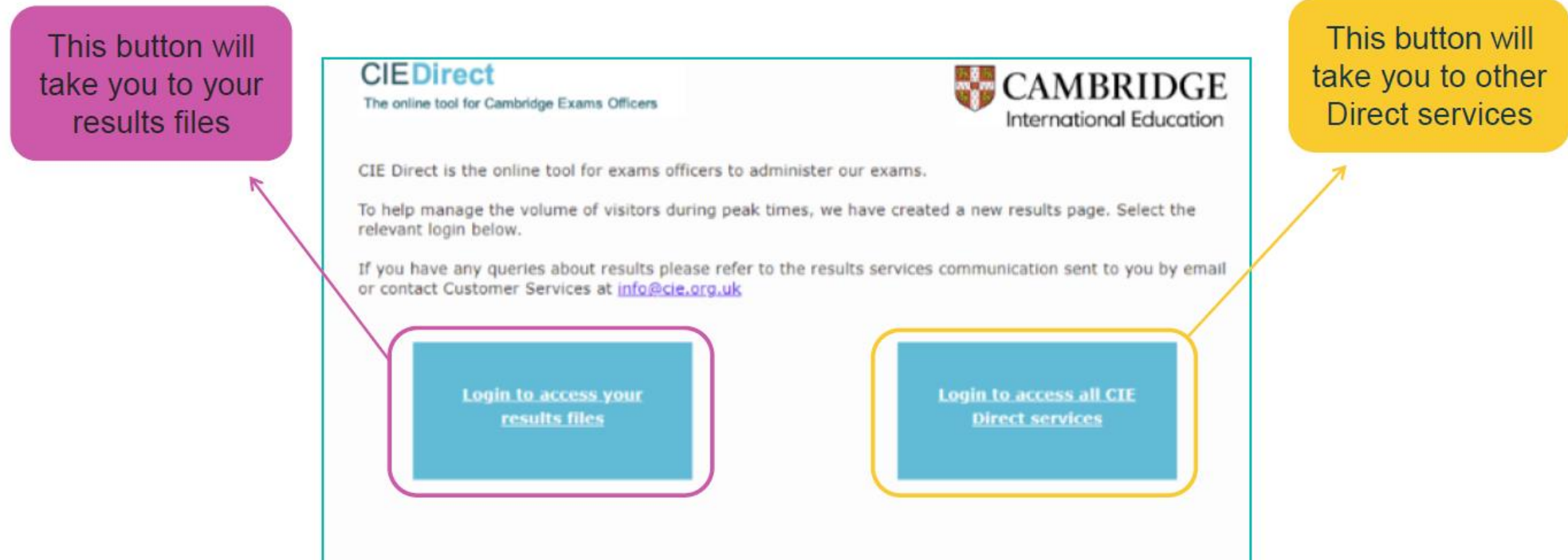
ONLINE RESULTS
ON DIRECT



HARD-COPY RESULTS
DESPATCHES TO CENTRE


Accessing results (Exams Officer)

- Be prepared before very busy results day
- Double check your log in details



Accessing results (candidates)

CandidateResults


CAMBRIDGE
International Education

Enter your login details to access your results:

Username:
(as provided by your centre)


Password:

If you are having difficulty logging in, please contact your Centre.

Cambridge International Education is the name of our awarding body and a part of Cambridge University Press & Assessment, but you may know us as Cambridge. See our [Legal Notice](#) for more information.



Preparing for results day


CAMBRIDGE
International Education
 For exams officers

Administering the candidate results service

Our candidate results service gives your candidates access to their results directly.

You control which of your candidates have access to this service, and which exam series they can view, through the 'Candidate Results website administration' page on [Cambridge International Direct \('Direct'\)](#).

You can create login details for the candidate results website from the following times:

- March and June exam series – late March
- November exam series – early October.

Important: The results displayed are for information only. Tell candidates they must **not** print screenshots of their results from the candidate results website to share with universities.

Accessing the 'candidate results website administration' page

- Log in to [Direct](#). Go to the 'Administer Exams' dashboard and click on 'Candidate Results website'. If you cannot see this link, email info@cambridgeinternational.org.

Administer exams

View Dashboard >

Download and upload files
Exchange files securely with CIE using [File Exchange](#).

View entries and results
[View your entries and results](#) by qualification or by Candidate.

Manage the Candidate results website
Set up and administer access to your [Candidate results website](#).

- Select the relevant series from the dropdown menu and click 'Go'.

[Home](#)
[Bulletins](#)
[My Messages: 3](#)
[Administer Exams](#)
[Support Materials](#)
[Ask CIE](#)

[Dashboard](#)
[Special Consideration Online](#)
[Results](#)
[File Transfers](#)
[Candidate Results website](#)

Candidate Results website administration

University of Cambridge International Examinations (CIE) is offering Centres the facility to administer an online results website for Candidates. This service enables Candidates to view their personal exam results online without having to go into school or college.

By signing up for this service you will be agreeing to administer and support your Candidates' access to the Candidate Results site and will be responsible for answering any queries from them.

Please select a series for which candidate login credentials are to be generated.

Please select: Series

NOTE: Candidate credentials can only be created for series which have a valid entry

- Once you have selected a series, you can see if any of your candidates already have access. The

Cambridge University Press & Assessment 2024

Giving candidates their results



You decide how to give
candidates their results



How can you support
them?



Information and
guidance is available on
our website

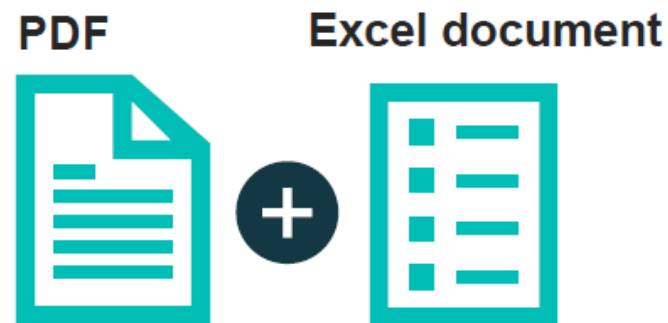
Results documents online

For candidates:



Electronic statement
of results

For teachers:



Electronic broadsheet
results file in both PDF and
Excel formats

Statement of results (SoR)

Statement of Results

GENERAL CERTIFICATE OF EDUCATION ADVANCED SUBSIDIARY LEVEL AND ADVANCED LEVEL

Candidate Name A SAMPLE CANDIDATE	Date of Birth XX/XX/XXXX	Centre / Cand. No. XXXXX/XXXX
Centre Name A SAMPLE CENTRE	Series March 2024	To be quoted on all correspondence

GCE AS & A Level

Syllabus	Syllabus Title	Qualification	Result
9489	History	Advanced Level	B(b)
9609	Business	Advanced Level	A(a)

Syllabus grades on results documents

GCE AS & A Level			
Syllabus	Syllabus Title	Qualification	Result
9489	History	Advanced Level	B(b)
9609	Business	Advanced Level	A(a)

'NO RESULT' or 'X'



**Candidate was absent or
withdrawn.**

'PENDING' or 'Q'



**We cannot issue results,
they will follow.**



See the Cambridge Handbook 6.1.5

Check you have...



Received all documents



Received a statement of results for every candidate



Given statements of results to all candidates

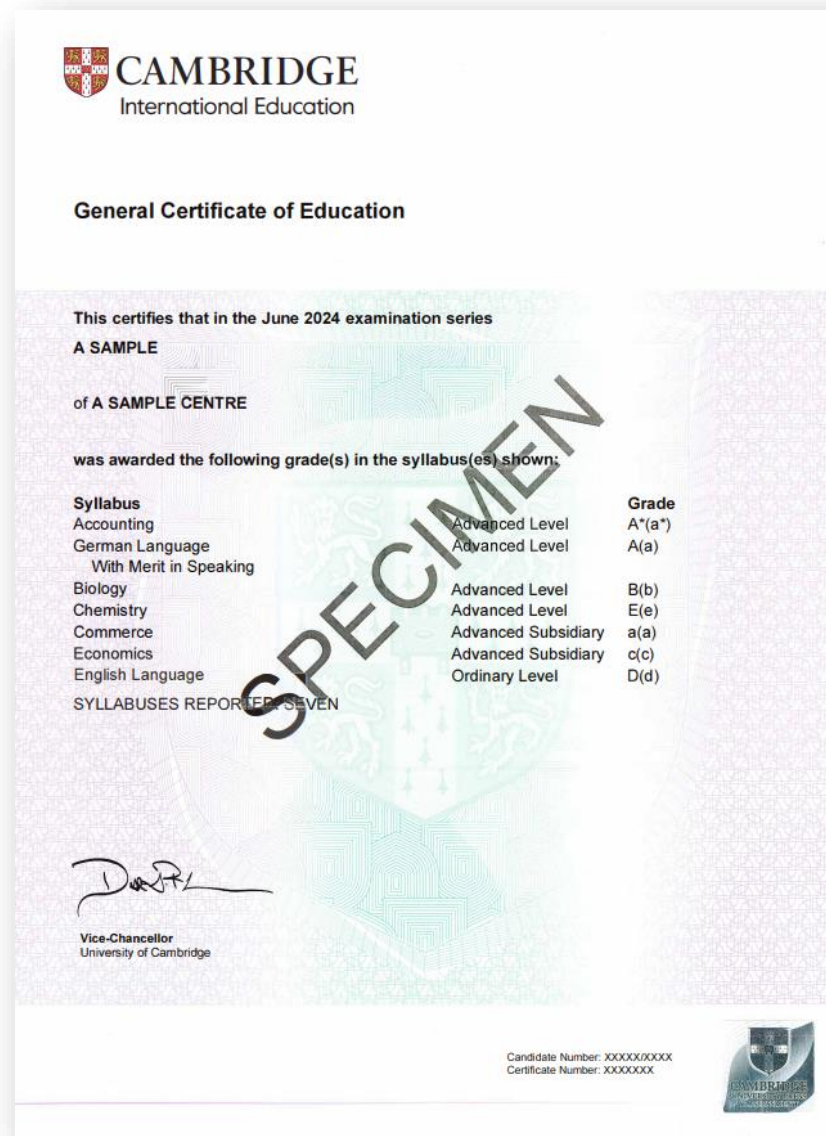


Contact Customer Support if there are any errors on documents

Certificate

- Cambridge reserve the right to change a candidate's result until certificates are issued.
- You must check certificates carefully and contact info straightaway if any damaged or missing
- You must keep unclaimed certificate in a safe place for 12 months.
- We will not issue copies of certificates.

More details please refer to Handbook 6.4



Other Results Services

Priority result services

- **Jun series: 25 Jul 2025**
- **Nov series: 19 Dec 2025**
- Not necessary if for UK universities

Enquiries about results

Certifying statements

Verification of results

Result analysis (Direct): *free of charge*

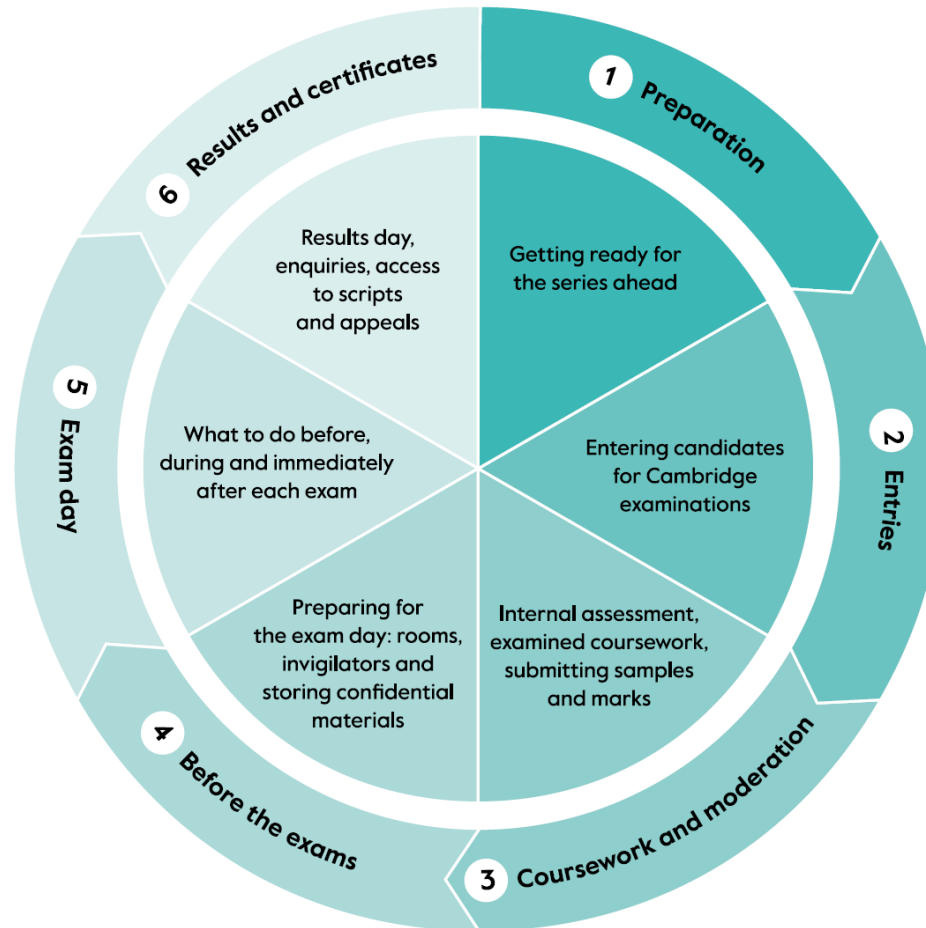


[Cambridge EO Guide Website – Phase 6](#)



Support for exams officer

The Cambridge Exams Cycle



Support for exams officers

Support for exams officers

Find guidance, support and training to help you deliver our exams effectively.



Regulations

Resources and key documents every exams officer needs.



Guidance

Find everything you need to get started, and keep up to date with our latest news and developments.



Tools and systems

The tools and systems you need to run our exams.



Training

Webinars, videos and self-study courses to guide you at each step of the way.

Guidance documents

For exams officers

Cambridge Handbook 2025

Regulations and guidance for administering Cambridge exams

Includes:

- Cambridge Primary Checkpoint and Lower Secondary Checkpoint
- Cambridge IGCSE™

Key dates for November 2025 series (International)

Key dates for Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level

Preparation	Late March	Final timetable and Cambridge Guide to Making Entries
Entries	10 May	Estimated entries deadline
	1 July	Deadline for ordering modified papers
Preparation	21 July	Deadline for requesting access arrangements for June 2025 series
	10 September	Deadline for requesting access arrangements for June 2025 series
Before the exams	June to September	We send your early question paper despatch
	Early to mid-September	We send your question paper despatch
	16 August	Final entries deadline
Entries	21 September	Entries deadline for retake entries from the June 2025 series only
	21 September	Late entries deadline
Before the exams	Mid-August to early October	We send exam stationery
Exam day	Early October	Start of timetabled exam period
Before the exams	31 October	Deadline for forecast grades
Exam day	Mid-November	End of timetabled exam period
	November to December	Marking and grading period
Results and certificates	Mid-January	Cambridge IGCSE and Cambridge O Level results released
	Mid-January	Cambridge International AS & A Level results released
	26 February	Deadline for enquiries about results
	Late March	We send certificates

For more information go to www.cambridgeinternational.org/examsofficersguide

Cambridge IGCSE
Cambridge O Level
Cambridge International AS & A Level
Cambridge IPQ

Cambridge Guide to Making Entries

Including syllabus and option codes for **November 2025 series**

Cambridge Exams Officer eNews

July 2025

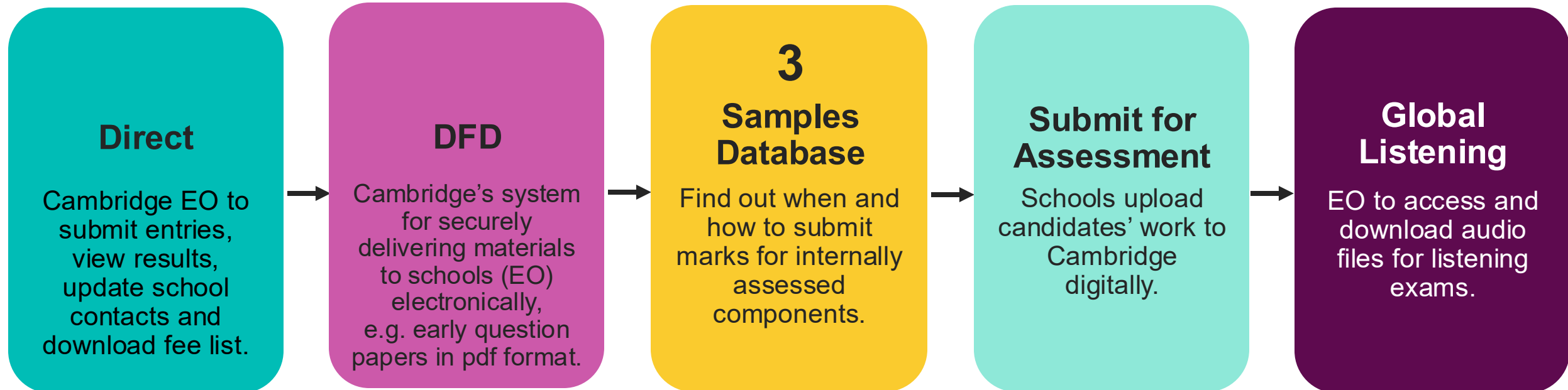
Monitoring your email until results release

From now until results release, we may contact you with questions about candidate scripts or candidate exam attendance. Make sure you, or another member of staff, is available to answer these urgent queries. If we cannot resolve the problem, we may have to issue 'NO RESULT' or 'PENDING' outcomes.

Make sure your centre is always contactable during working hours, including school holidays and school closures. To do this, we strongly advise that you temporarily set up your emails to redirect to a colleague or central email address so that someone from your centre can reply if you are unavailable.

Not to be missed!

Tools and systems you need to run Cambridge exams



Free training for exams officers

- **Online course:** *NEW*

Introduction to being a Cambridge exams officer (12 week, modular, 1-2 hours per week).

How to book?

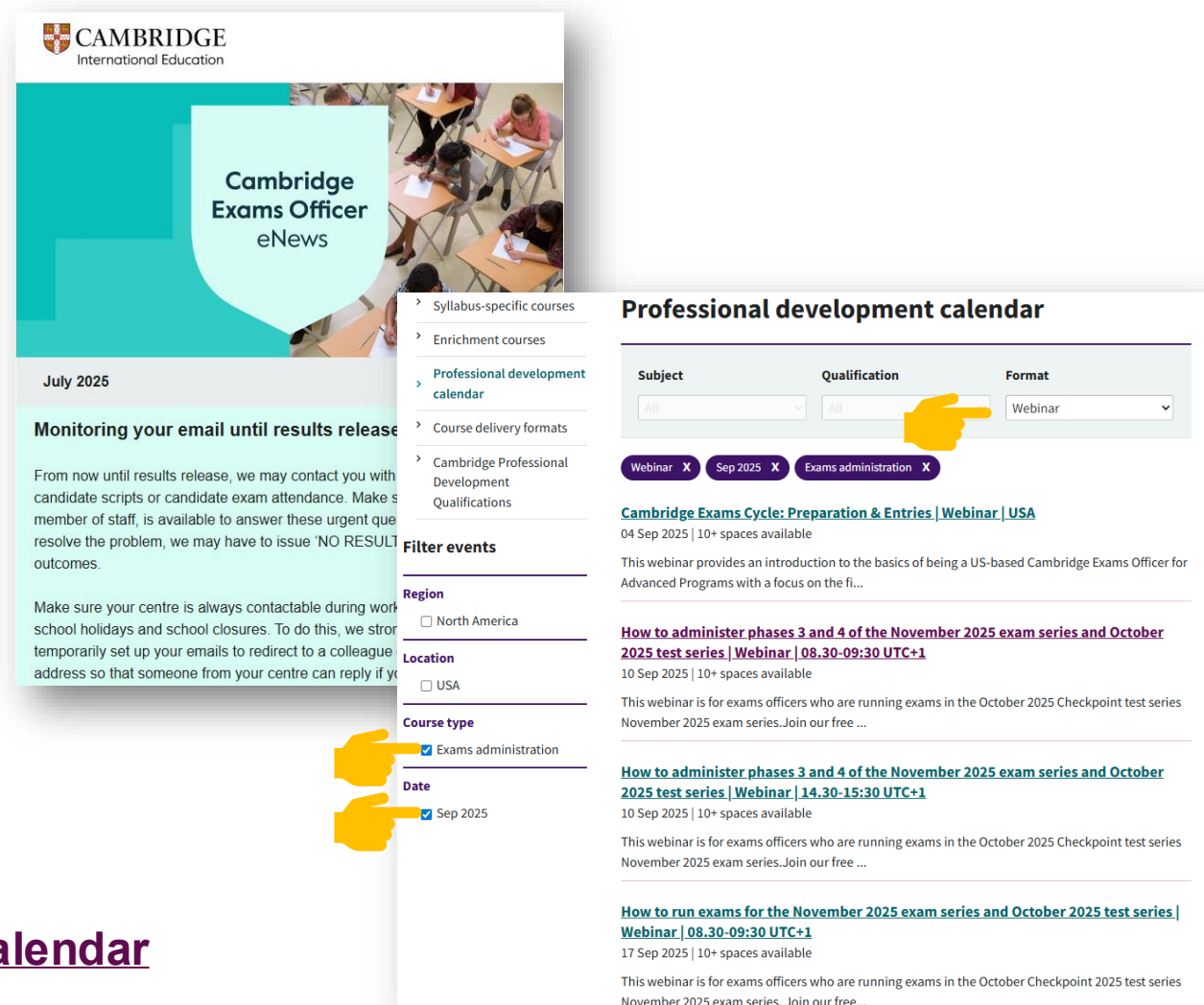
Please see the announcement from EO eNews:

 [Cambridge Exams Officer eNewsletter](#)

- **Webinars:**

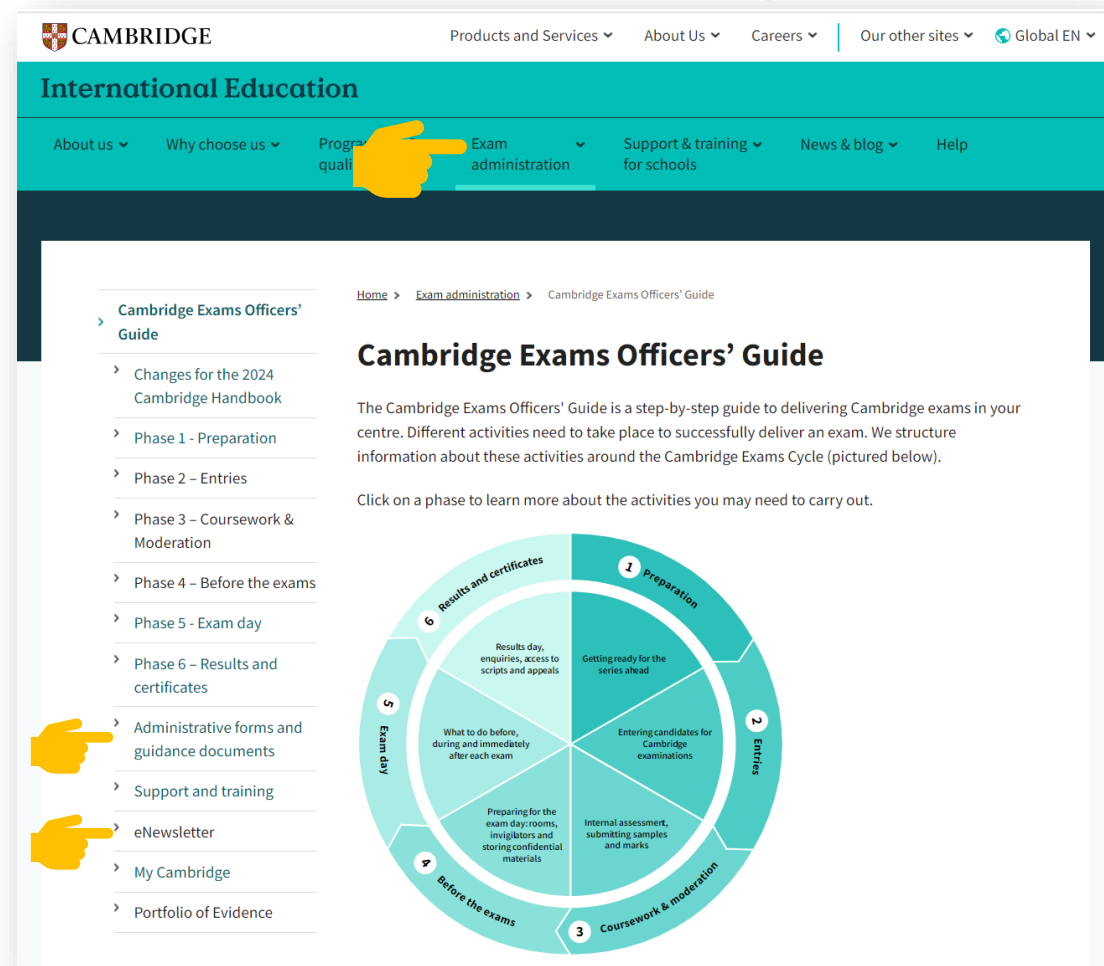
- Exams officer focus webinars
- How to prepare for the series ahead
- How to administer phase 3 and 4
- How to run exams and/or tests
- How to prepare for results release

How to book?  [Professional Development Calendar](#)



The screenshot displays the Cambridge Exams Officer eNews interface. On the left, a sidebar menu lists various resources: Syllabus-specific courses, Enrichment courses, Professional development calendar (highlighted with a yellow arrow), Course delivery formats, and Cambridge Professional Development Qualifications. The main content area shows a 'July 2025' newsletter preview with a headline 'Monitoring your email until results release' and a brief description. On the right, the 'Professional development calendar' is visible, featuring a table with columns for Subject, Qualification, and Format. A yellow arrow points to the 'Format' dropdown menu, which is currently set to 'Webinar'. Below the table, there are filters for Region (North America), Location (USA), and Course type (Exams administration, selected). The calendar lists several webinars, including 'Cambridge Exams Cycle: Preparation & Entries | Webinar | USA' and 'How to administer phases 3 and 4 of the November 2025 exam series and October 2025 test series | Webinar | 08.30-09:30 UTC+1'.

Admin forms & guidance documents



Cambridge Exams Officers' Guide

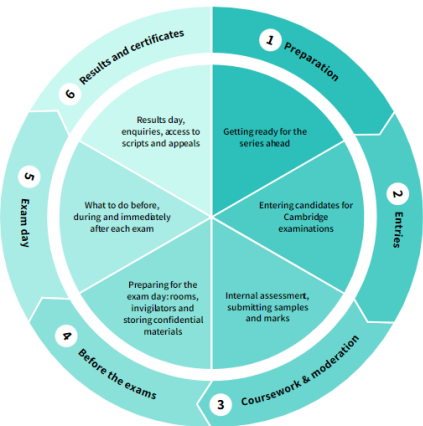
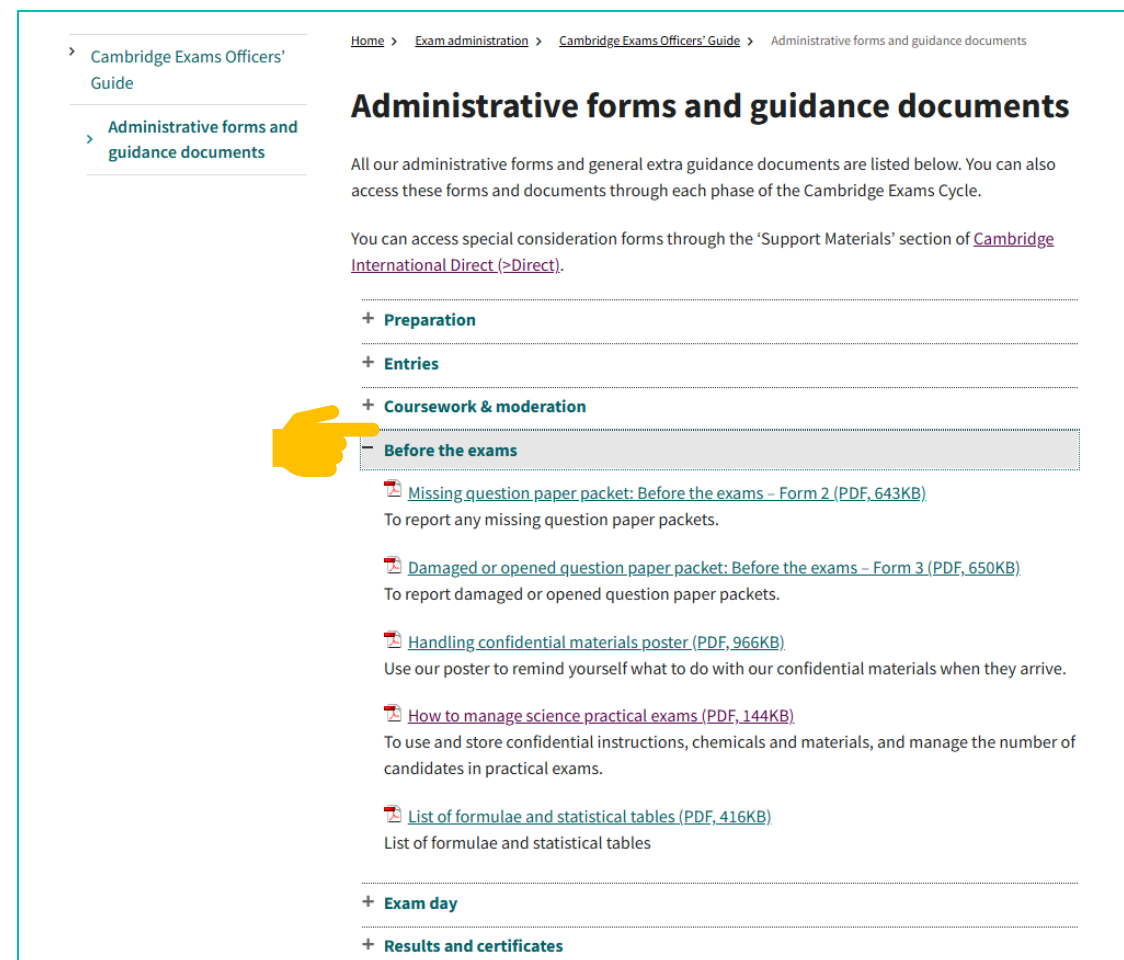
- Changes for the 2024 Cambridge Handbook
- Phase 1 - Preparation
- Phase 2 - Entries
- Phase 3 - Coursework & Moderation
- Phase 4 - Before the exams
- Phase 5 - Exam day
- Phase 6 - Results and certificates
- Administrative forms and guidance documents**
- Support and training
- eNewsletter
- My Cambridge
- Portfolio of Evidence

Home > Exam administration > Cambridge Exams Officers' Guide

Cambridge Exams Officers' Guide

The Cambridge Exams Officers' Guide is a step-by-step guide to delivering Cambridge exams in your centre. Different activities need to take place to successfully deliver an exam. We structure information about these activities around the Cambridge Exams Cycle (pictured below).

Click on a phase to learn more about the activities you may need to carry out.

Home > Exam administration > Cambridge Exams Officers' Guide > Administrative forms and guidance documents

Administrative forms and guidance documents

All our administrative forms and general extra guidance documents are listed below. You can also access these forms and documents through each phase of the Cambridge Exams Cycle.

You can access special consideration forms through the 'Support Materials' section of [Cambridge International Direct \(>Direct\)](#).

- Preparation**
- Entries**
- Coursework & moderation**
- Before the exams**
 - [Missing question paper packet: Before the exams - Form 2 \(PDF, 643KB\)](#)
To report any missing question paper packets.
 - [Damaged or opened question paper packet: Before the exams - Form 3 \(PDF, 650KB\)](#)
To report damaged or opened question paper packets.
 - [Handling confidential materials poster \(PDF, 966KB\)](#)
Use our poster to remind yourself what to do with our confidential materials when they arrive.
 - [How to manage science practical exams \(PDF, 144KB\)](#)
To use and store confidential instructions, chemicals and materials, and manage the number of candidates in practical exams.
 - [List of formulae and statistical tables \(PDF, 416KB\)](#)
List of formulae and statistical tables
- Exam day**
- Results and certificates**



Administrative forms and guidance documents

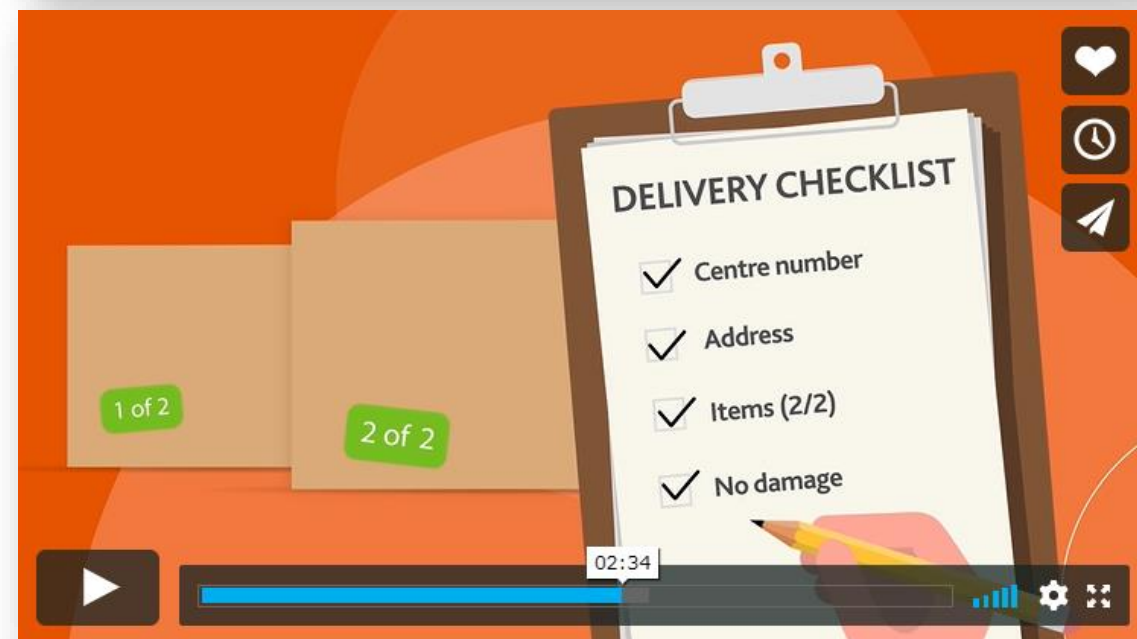
Learning video tutorials

Exams cycle support videos

- Key Times
- Using the Cambridge Guide to Making Entries
- Submitting marks and samples
- Completing an attendance register
- Packing and despatching samples
- Receiving and storing confidential materials
- Completing an attendance register
- Packing and despatching scripts
- Administering the candidate results service
- Submitting enquiries about results




[Support and training](#)



Help from Cambridge

International Education

About us ▾ Why choose us ▾ Programmes & qualifications ▾ Exam administration ▾ Support & training for schools ▾ News & blog ▾ Help ▾ 

International Education

What can we help you with?

Contact us


Call [+44 1223 553554](tel:+441223553554), or [Contact us](#).

Search 

FAQs and Important Announcements

- [Shipment of question papers, assessment materials and certificates](#)
- [When will November 2023 results be released?](#)
- [How do I register for Cambridge exams as a private candidate?](#)
- [Important Announcement: Password security protecting online transactions](#)

 Chat with us

Type your message here 

International Education

[International Education homepage](#)

[What can we help you with?](#) ▾ [School Administration](#) ▾ [Results - Release of Results](#)

Results - Release of Results

- [Can I receive Cambridge results via A2C even if I didn't make entries via A2C? \(UK schools\)](#)
- [How are results reported?](#)
- [Missing and/or Incorrect Statements of Results](#)
- [Results Information for the June 2021 series](#)
- [What results documentation do we send to schools? \(International\)](#)
- [What results documentation do we send to UK schools?](#)
- [When will June 2023 results be released?](#)
- [When will schools receive hard copy Statements of Results?](#)

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[Help from Cambridge](#)

9 key steps for Cambridge exams officers

1. **Favorite**: Bookmark the [Exam Administration page](#) on our website
2. **Review**: Read and annotate the most recent [Cambridge Handbook](#)
3. **Register**: Sign up for FREE [exams officer webinars](#)
4. **Prepare**: Review the current regulations and guidance, and prepare your internal process
5. **Login**: Sign into and familiarize yourself with [Cambridge International Direct](#)
6. **Save the dates**: Find out your [Key Time](#), review the final [timetable](#), and make all stakeholders aware of exam dates
7. **Learn how-to**: Watch [videos](#) to see how key processes work
8. **Plan your year**: Use the [Key Dates and Activities guide](#) to help plan and schedule your year with Cambridge
9. **Ask**: Always ask questions when in doubt. Contact info@ or talk to your peers.

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We update What's new page twice a year in September and February to make sure you have the latest information about what's new from Cambridge.

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<https://www.cambridge.org/internationaleducation>

Getting in touch



info@cambridgeinternational.org



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Sunday – Friday



24 hours

Tip for email: Please include '**centre number**' and **key words** of the enquiry in the **email title**.
(example: CN000 inquiry on IGCSE Music introductory training).

Thank you!



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