



CAMBRIDGE

Assessment and exam administration

Cambridge New School Induction for exams officers

Sophia Feng, Senior Implementation Manager, East Asia

Wing Feng, School Implementation Manager, East Asia

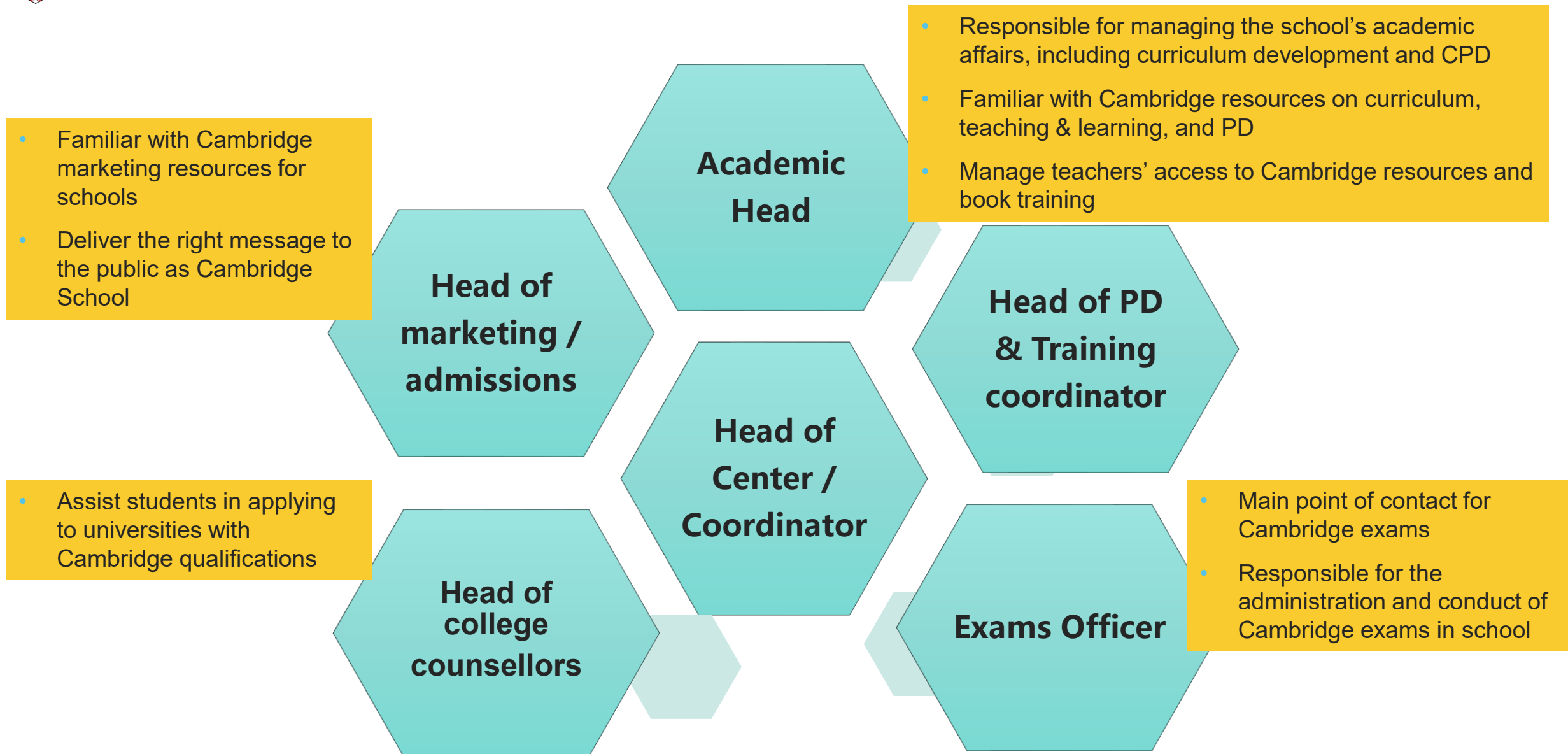
Yongjia Wei, Marketing Executive, East Asia

Tuesday 16 September 2025

Agenda

- Working with Cambridge
- Cambridge exam schedule
- 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

Objectives

- Master the **essentials** of Cambridge exams administration.
- Link **key tasks** to **each phase** of the Exams Cycle.
- **Reinforce understanding** of pre-webinar materials with **interactive quizzes**.
- Find support fast—**key guides** and **help** for daily tasks

Cambridge exams schedule

Our exam series



June / November series

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



March / May / October test series

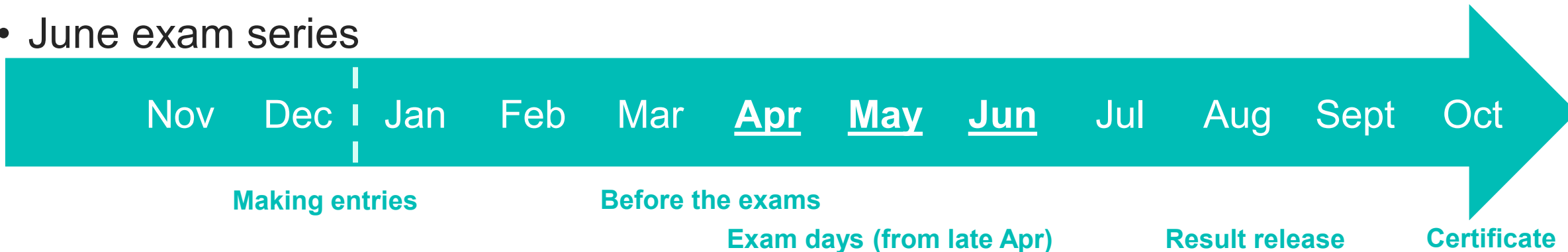
- Cambridge Primary Checkpoint
- Cambridge Lower Secondary Checkpoint

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

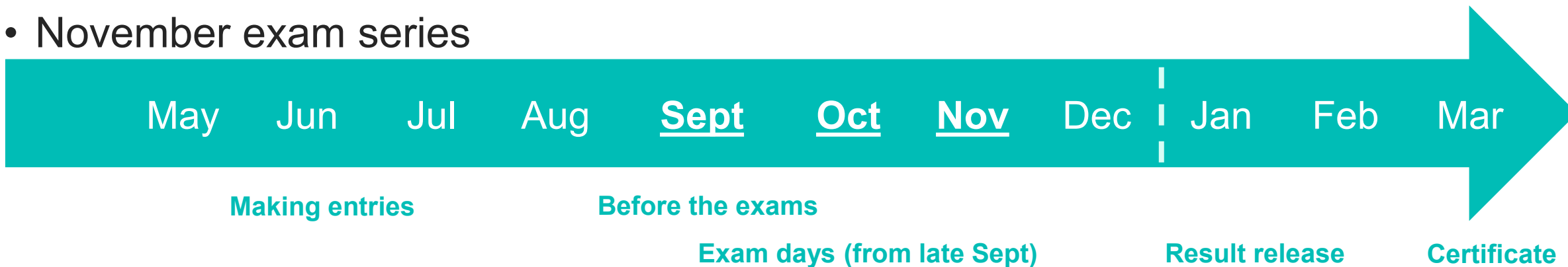
The key basics for administering Cambridge exams

Exams Officer's journey with Cambridge

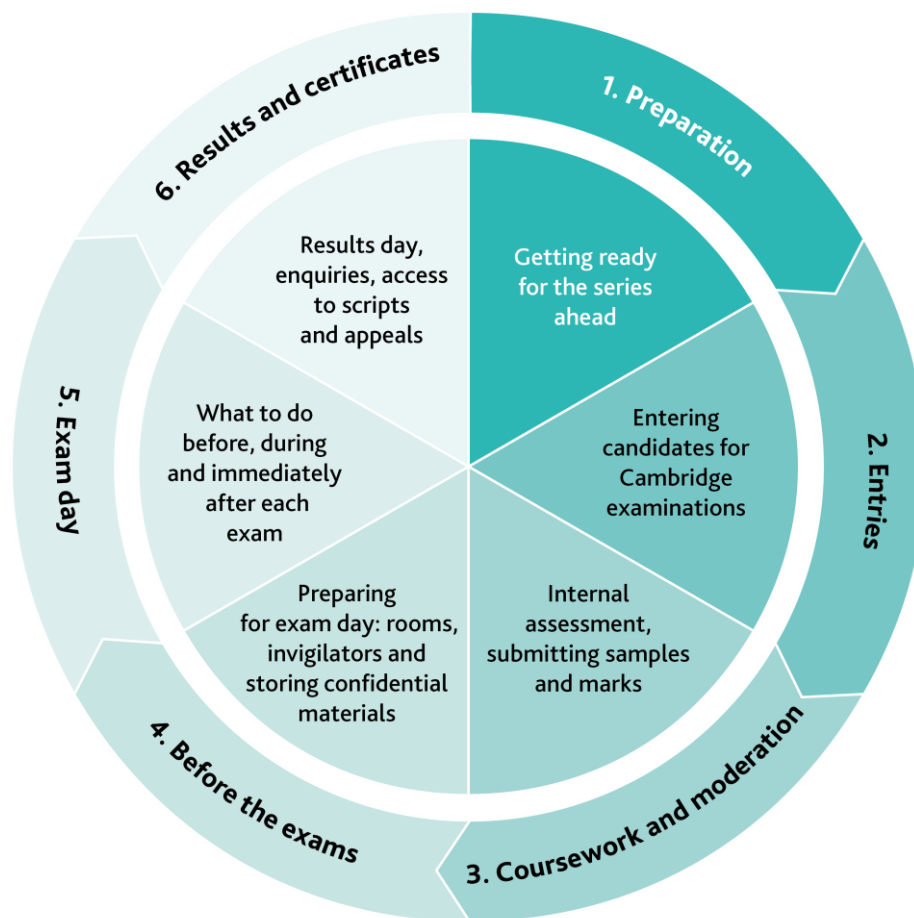
- June exam series



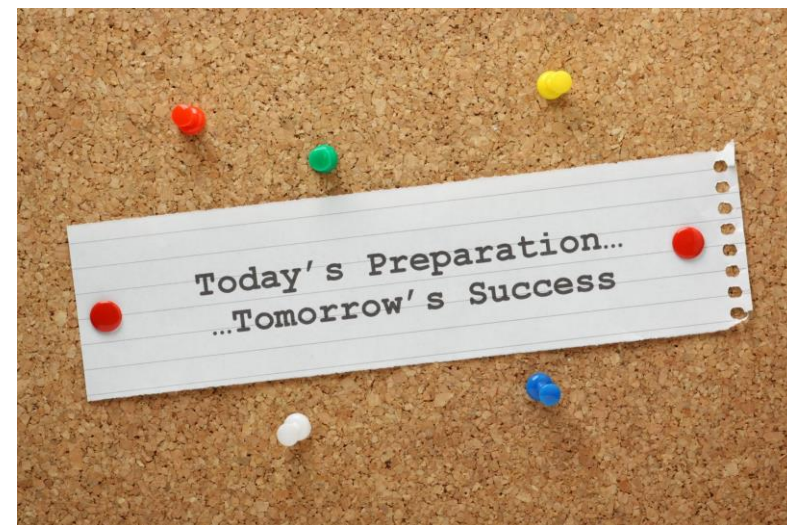
- November exam series



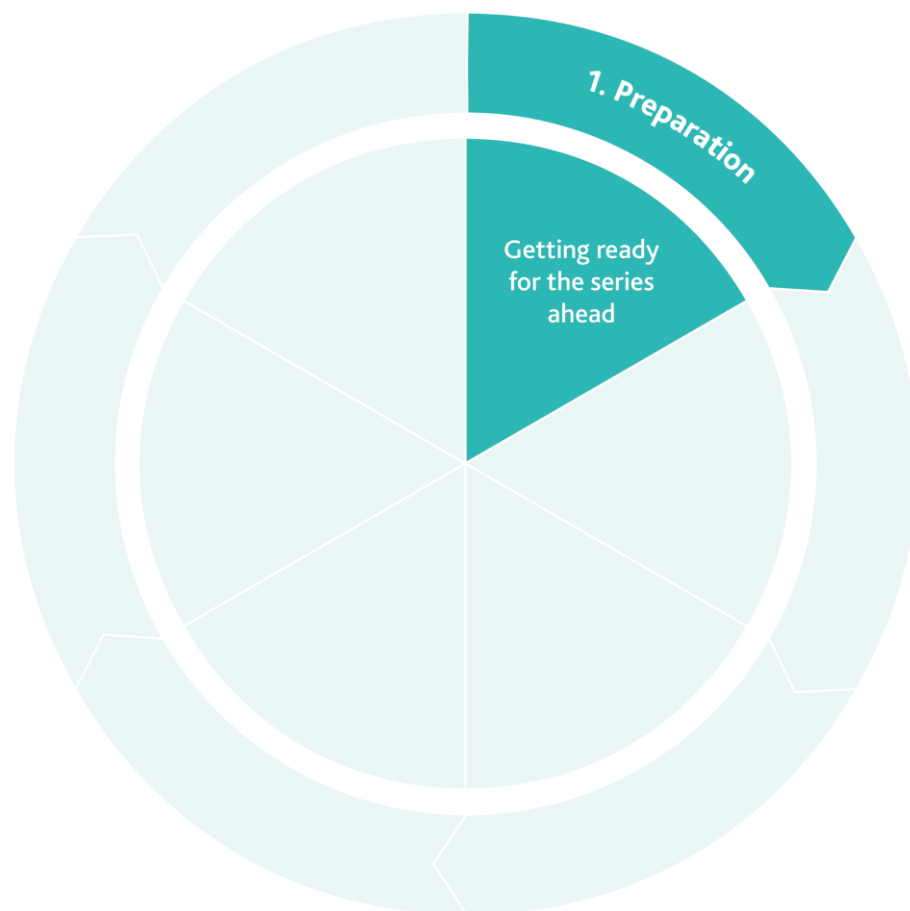
The Cambridge Exams Cycle



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 basics

- Administrative Zone
- Key Times
- Full Centre Supervision



[Phase 1 Preparation](#)



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

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

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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.

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Communicating timetable arrangements to candidates

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- 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/timetables), and will be shared with you in our monthly Cambridge Exams Officer eNewsletter. Visit www.cambridgeinternational.org/exams officers 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.

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Look! This document is interactive ...

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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)	0511/32	01/10/2025–26/10/2025
English as a Second Language (Speaking Endorsement) (Speaking)	0510/32	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
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

Quiz

True or false?

- Exams must start at the Key Time.



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	Afternoon session Key Time	Evening session Key Time
09:00	13:00	17:00
Key Time GMT/UTC 01:00	Key Time GMT/UTC 05:00	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.

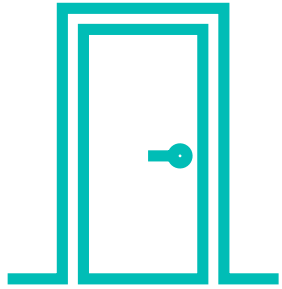
If candidates are not in their exam at the Key Time, they must be in a room under Full Centre Supervision until the Key Time has passed, or until the exam starts.



**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



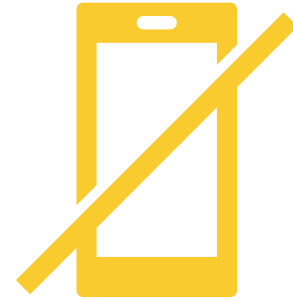
talk to each
other

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

Quiz - Timetable scenario 1

- Is Full Centre Supervision required in this scenario?



Key Time



11:00

12:00

13:00

14:00

15:00

EXAM
12:45 to 14:00

Quiz - Timetable scenario 2

- Is Full Centre Supervision required in this scenario?



Key Time



11:00

12:00

13:00

14:00

15:00



EXAM
13:30 to 15:00

Tips for Phase 1

- Get familiar with the key basics
- Use key dates card & monthly calendars
- Download and use the latest timetable
- Prepare your timetable with Cambridge's template
- Plan ahead

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 available on Direct
Entries	10 May	Estimated entries deadline
Preparation	1 July	Deadline for ordering modified papers
	21 July	Deadline for requesting access arrangements for new entries
	10 September	Deadline for requesting access arrangements for retake entries from the 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
Entries	16 August	Final entries deadline
	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
Results and certificates	November to December	Marking and grading period
	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



Key dates card & monthly calendars

[< Back to contents](#)

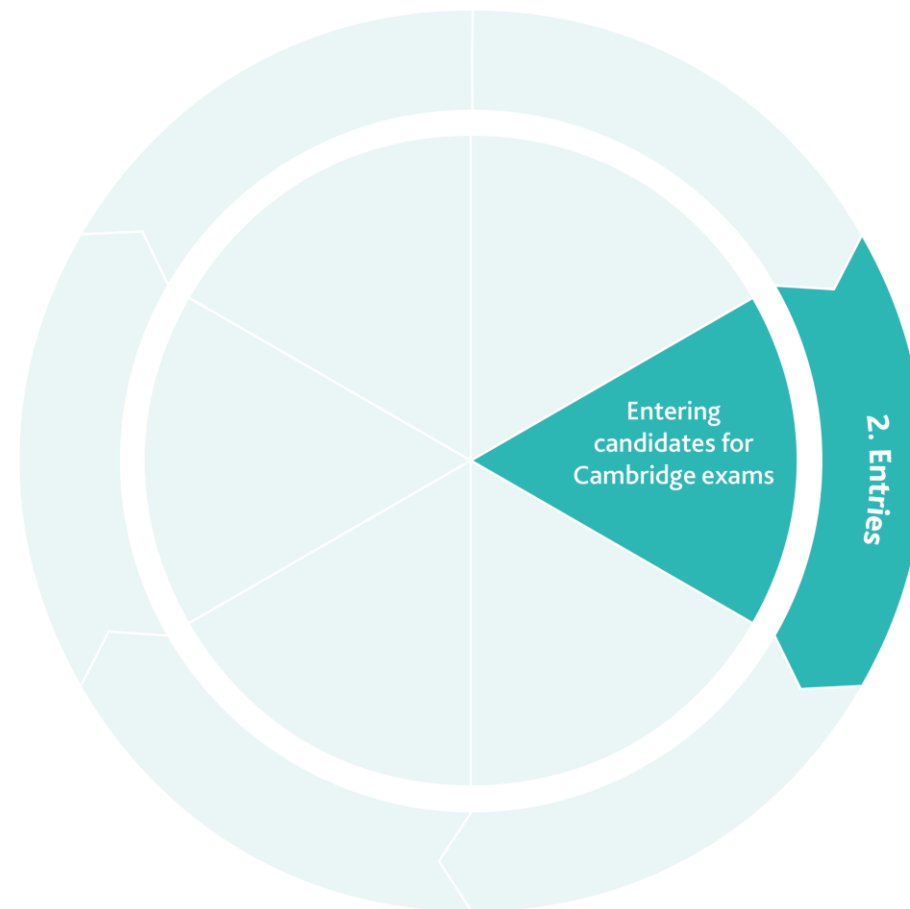
September 2025

September	You send	We send
Start of the month	Cambridge Exams Officer eNewsletter explaining all the tasks you need to complete this month.	
June series		
Mid-September	Estimated Entry Forms for the June 2026 series available from the 'Support Materials' section of Direct. To be returned by 10 October 2025.	
20	Deadline for submitting enquiries about results for the June 2025 series.	
	Deadline for submitting Coursework and Moderation – Form 6 .	
22	Deadline for letting us know if any details are incorrect on June 2025 results documentation without charge.	
November series		
Early/Mid-September	Question papers based on your final entries. Question paper despatches will be made on a regular basis for any late entries or amendments you have made.	
Mid-September	Early question papers and pre-release materials for some syllabuses available. Find out more at www.cambridgeinternational.org/prerelease	
15	Start of Cambridge IGCSE and Cambridge O Level speaking test window in First Language English and languages other than English, and start of practical exam window (see November 2025 final timetable for full details of test windows for each component).	
21	Final entries deadline for retake entries from the June 2025 series only. When making the entry include the previous centre number and candidate number, and tick the retake indicator for each syllabus the candidate is retaking.	
	Late entries deadline. See sections 2.3 and 2.4 of the Cambridge Handbook for our late entry regulations.	
Late September	Apply for timetable deviations at least four weeks before the exam (Preparation – Form 2).	
	Start of timetabled exam period (late September to mid-November).	

Phase 2: Entries

Key basics

- Cambridge Direct
- Guide to Making Entries



[Phase 2 Entries](#)



Cambridge Handbook – Section 2 Entries

Direct

 CAMBRIDGE

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[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:

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

You have [13 new secure messages](#)

Welcome to CIE Direct

The online tool for Cambridge Exams Officers

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

[How can we help you?](#)

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

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](#).

CIE Direct Support

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

CIE Direct feedback

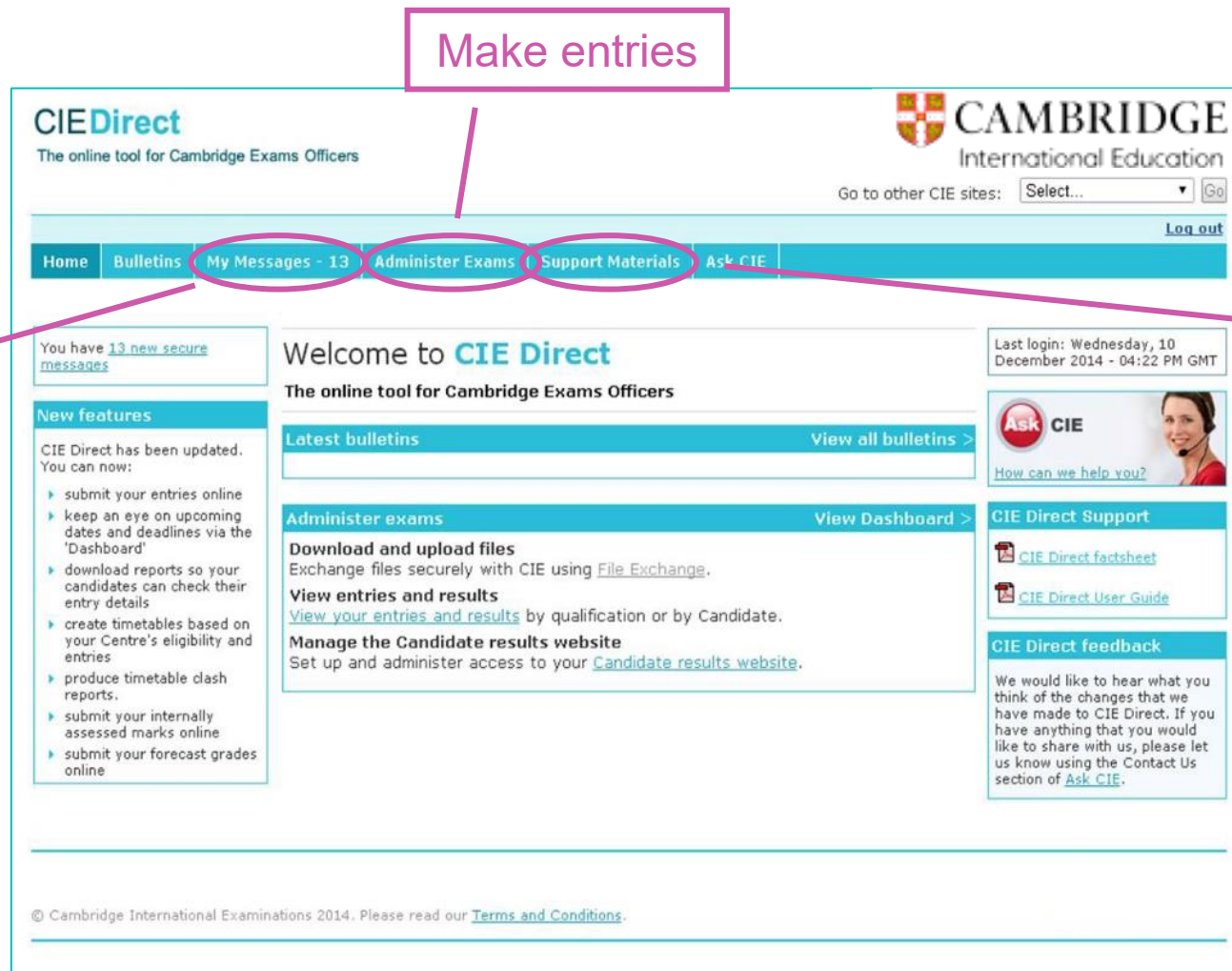
We would like to hear what you think of the changes that we have made to CIE Direct. If you have anything that you would like to share with us, please let us know using the Contact Us section of [Ask CIE](#).

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Quiz

- What can Direct do?
 - A. Make entries
 - B. Download fee list (e.g. programme fee, entry fee)
 - C. Change your school contact details
 - D. All of the above 

Direct



The screenshot shows the CIE Direct website interface. At the top, the Cambridge International Education logo is on the right, and the CIE Direct logo with the tagline 'The online tool for Cambridge Exams Officers' is on the left. A navigation bar contains links: Home, Bulletins, My Messages - 13, Administer Exams, Support Materials, and Ask CIE. A 'Log out' link is on the far right. A search bar with 'Go to other CIE sites:' and a 'Go' button is also present. A pink box labeled 'Make entries' points to the 'Administer Exams' link. A pink box labeled 'Fees list' points to the 'My Messages - 13' link. A pink box labeled 'Download Guide to making entries /' points to the 'Support Materials' link. The main content area includes a 'Welcome to CIE Direct' message, a 'Latest bulletins' section, an 'Administer exams' section with links for 'Download and upload files', 'View entries and results', and 'Manage the Candidate results website', and a 'CIE Direct Support' section with links for 'CIE Direct factsheet' and 'CIE Direct User Guide'. A 'CIE Direct feedback' section is also visible. The footer contains copyright information for Cambridge International Examinations 2014 and a link to 'Terms and Conditions'.

CIE Direct
The online tool for Cambridge Exams Officers

Go to other CIE sites:

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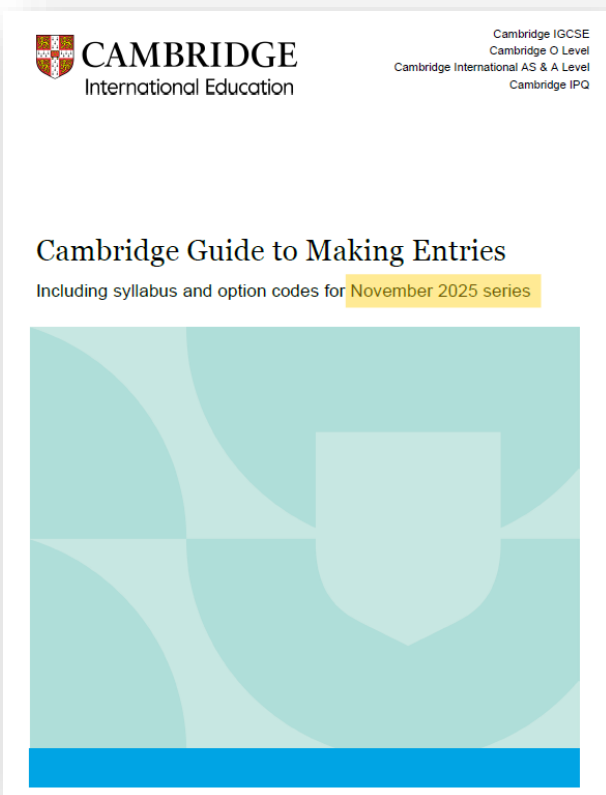
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Making entries

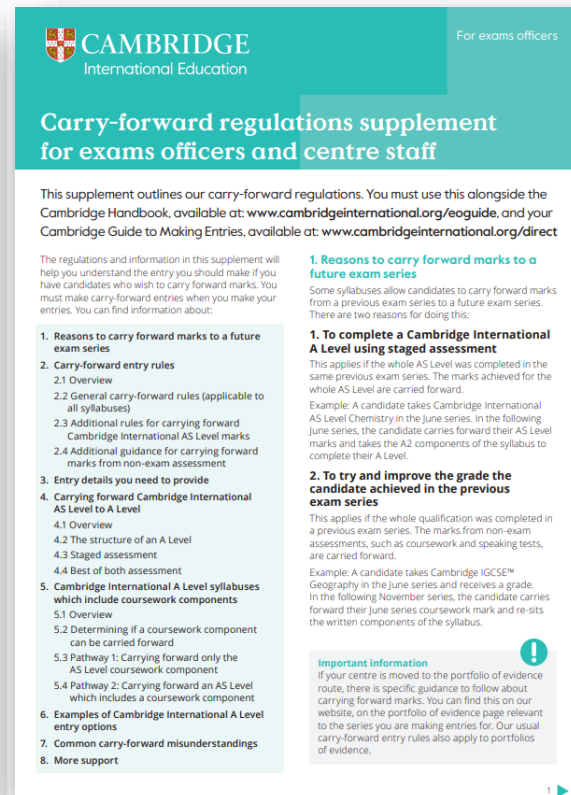


CAMBRIDGE
International Education

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**
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. 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

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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

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www.cambridgeinternational.org



Guide to making entries



Carry-forward regulations



CI Direct – My messages



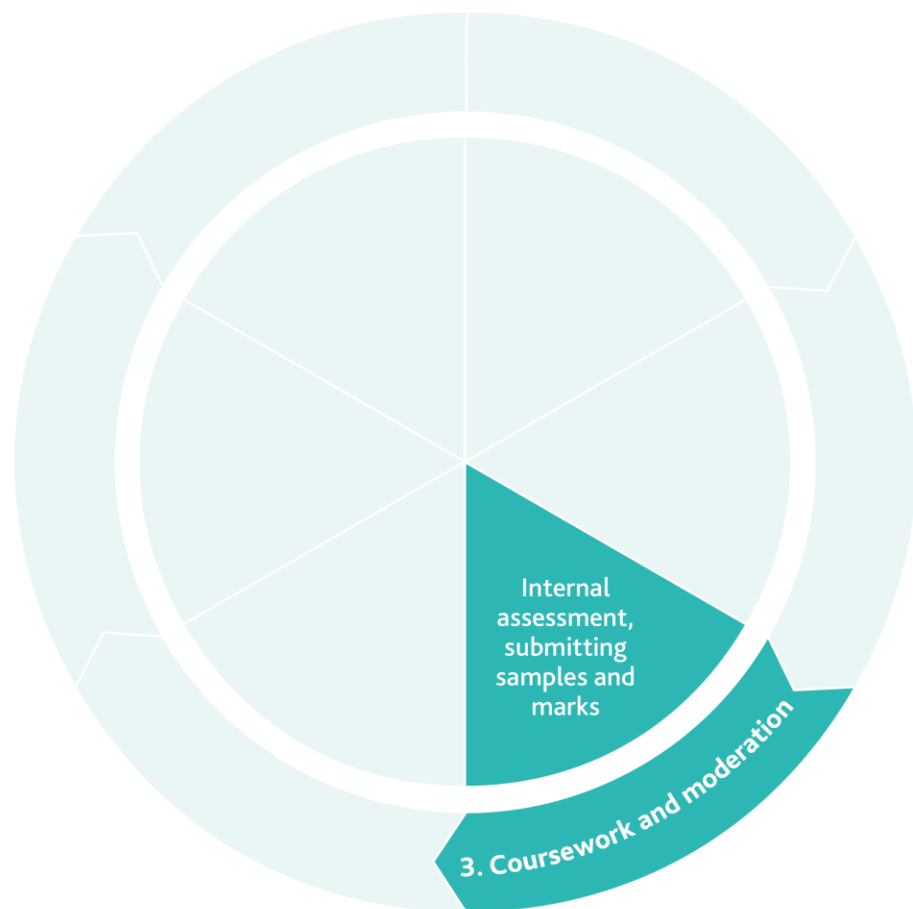
Exam timetable

Tips for Phase 2

- Understand all entry options
- Work closely with teachers at your school
- Set your own school deadline earlier
- Double and triple check
- Submit entries before deadline



Phase 3: Coursework and moderation



Key basics

- Samples Database
- Submit for Assessment (SfA)



[Phase 3 Coursework and Moderation](#)



Cambridge Handbook – Section 3

Example: Speaking Test

- How can Samples Database help you?

Cambridge IGCSE English as a Second Language 0511	
Paper 3 Speaking	Approximately 10–15 minutes 25%
40 marks	
Candidates take part in an interview, short talk and discussion	
Internally assessed and externally moderated	

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

We select the sample using the criteria below

November deadlines

[Internal moderation of speaking tests](#)

[Speaking Examination Summary Form](#)

[Access Arrangements Cover Sheet](#)

[Submit for Assessment Admin Guide](#)

0510/31

Speaking

[View criteria](#)

For marks: 28 October 2025

For sample: 31 October 2025

Type: Speaking
Moderated

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

[View criteria](#)

For marks: 28 October 2025

For sample: 31 October 2025

[Access Arrangements Cover Sheet](#)

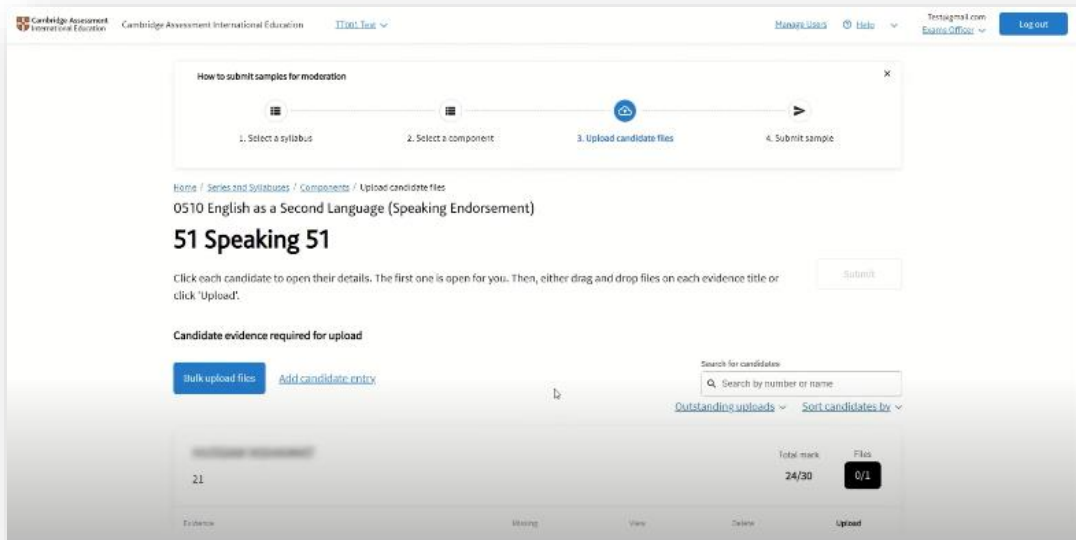
[Submit for Assessment Admin Guide](#)

Submit for Assessment

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



Submit for Assessment




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?

Tips for Phase 3

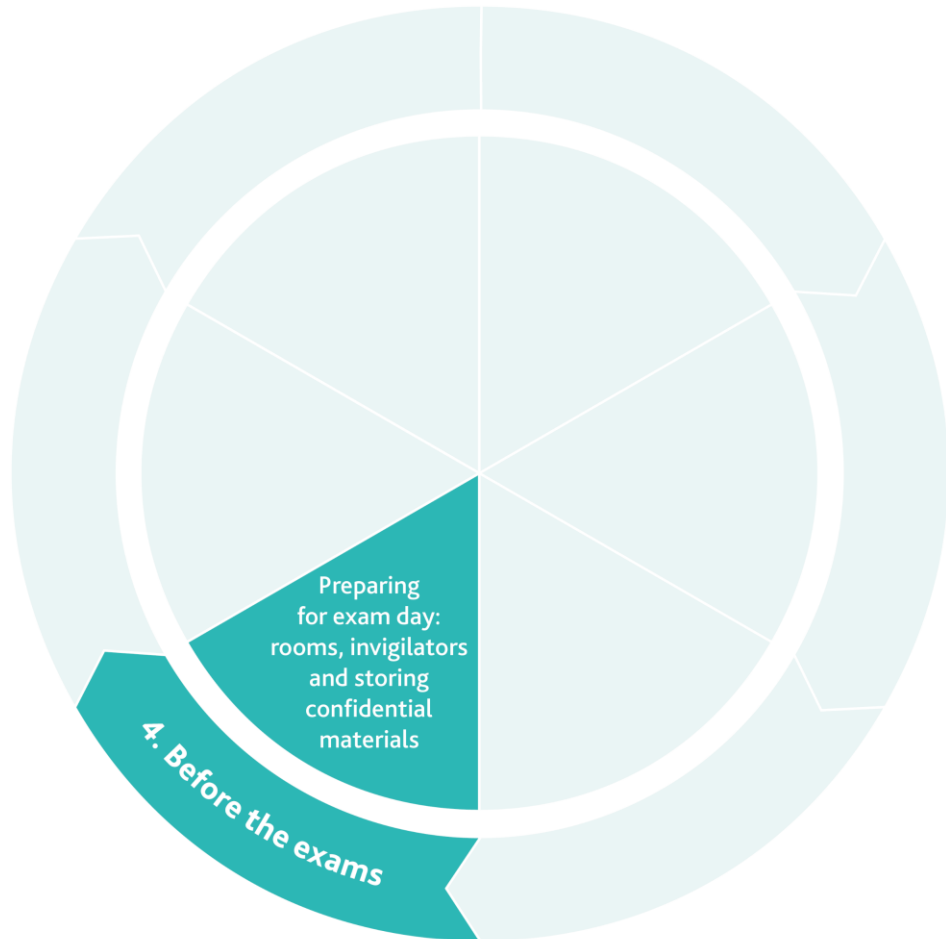
- Check Samples Database for each series
- Work closely with subject teachers
- Supervise candidates and authenticate their work
- Windowed tests must take place within timetabled period

Section 3: Coursework and moderation

In this section

3.1 The samples database and Submit for Assessment	64
3.2 Internally assessed coursework	65
3.3 Examined coursework	67
3.4 Non-coursework tests	70
3.5 Submitting marks for internally assessed coursework and non-coursework tests	75
3.6 Submitting internally assessed coursework and non-coursework tests	76
3.7 Submitting Cambridge Global Perspectives™ work	81

Phase 4: Before the exams



Key basics

- Who?
- Where?
- What?
- How?



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



Cambridge Handbook – Section 4

Who will be involved before, during and after exams?

What type of venues (Where) will be required?

What materials will be required?





Key actors



Head of center



Exams officer



Extra keyholder

Invigilator

Support staff

Supervisor

Candidates



Key locations

Exam room

Secure storage area

FCS room

Exam room vicinity



Key materials

Question paper packets

Multiple-choice answer sheets
Formulae and statistical tables

Other exam-specific materials

Continuation booklets
Confidential instructions

Cambridge Handbook

Exam timetable

Exam day checklist

"What to say to candidates" copy

Attendance register

Seating plan

Candidates warning poster

Consignments and secure documents tracking record

Notice to candidates poster

Brown script packet envelope

Wall clock

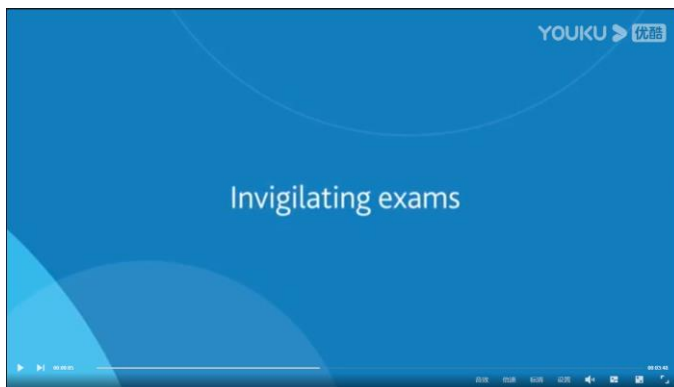
Bar-coded and courier labels



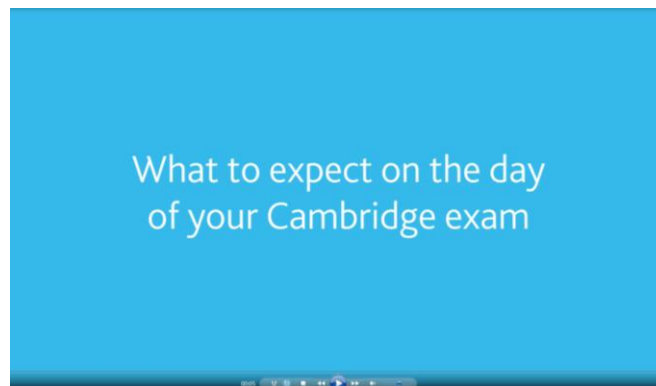
This slide is contributed by an experienced EO for reference only.

Tips for the ‘Who’

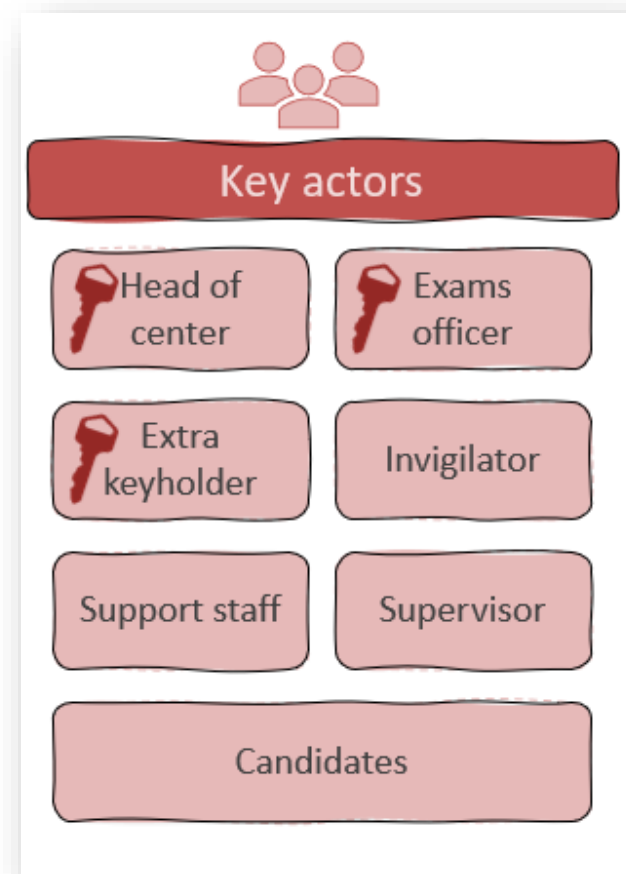
- Cambridge Handbook – Centre Responsibilities
- Roles and responsibilities for HoC, EO, key holders
- Invigilator and other staff training
- Candidate pre-exam briefing



[Training invigilators](#)



[What to expect on exams day](#)



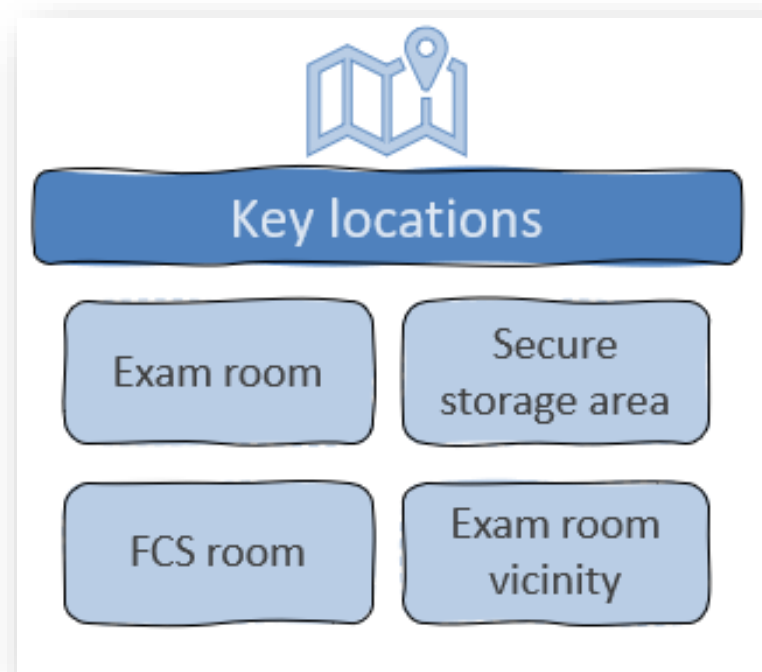
Tips for the 'Where'

Review Cambridge Handbook requirements:

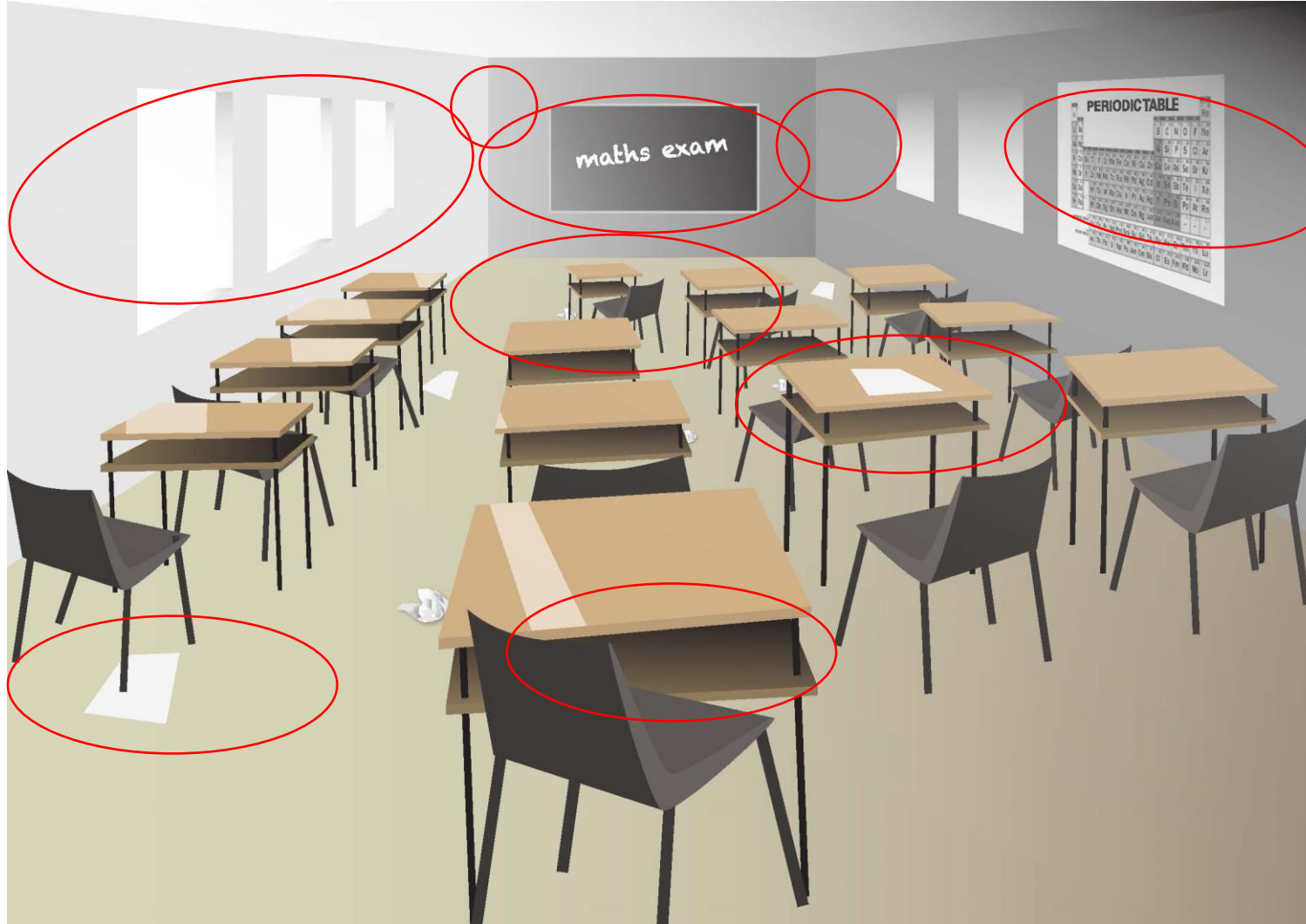
- Secure storage room
- Exam room preparation
- Full Centre Supervision

Develop your school-based working flow

Conduct exam day rehearsal



Quiz - What is wrong with this exam room?



Preparing the exam venue and exam room



Printed copies of **Section 4, 5 and Key Times and FCS of Cambridge Handbook**

What to say to candidates in an exam

Exam day checklist



✓ Exam information

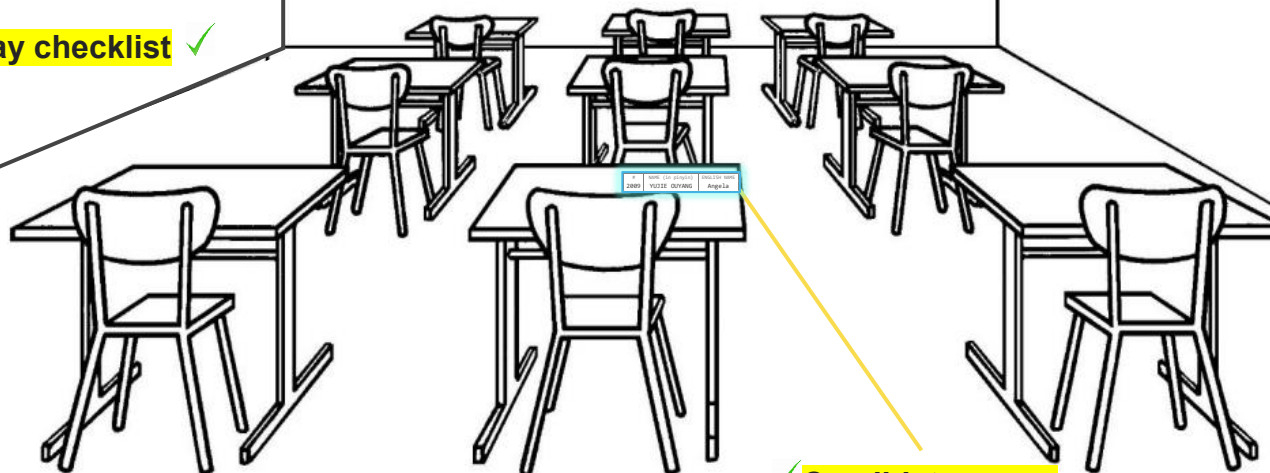
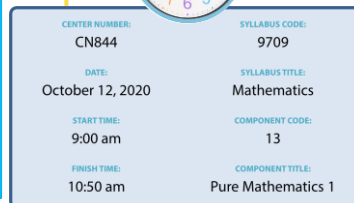
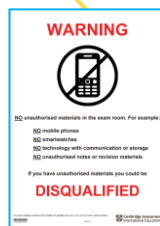
✓ Candidate Warning poster

✓ Wall clock

✓ Notice to Candidates poster

Environment

- ✓ room access
- ✓ heating/cooling
- ✓ ventilation
- ✓ lighting
- ✓ outside noise



Desk arrangements

- ✓ desk spacing
- ✓ desk condition

✓ **Candidate name and number on each desk**



Phase 4 – preparing the exam room

Tips for the ‘What’

Despatch types from Cambridge:

- **Entries confirmation** despatch
- **Early question paper** despatch
- **Pre-exam** despatch
- **Question paper** despatch
- **Bar-coded labels** despatch

Additional exams material: find out

- what else candidates need in the exam.
- what **you (school)** need to provide as well.
- where candidates should answer.
(QP/MCQ sheet/Answer booklets?)



[Pre exam despatches](#)



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.](#)

Tips for Phase 4 – How?

Use the right tools to navigate your preparation and start early:



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.

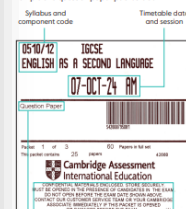
Use the checklist below to make sure you and your invigilators are fully prepared. If you are unsure about any of the points below see sections 4 and 5 of the *Cambridge Handbook*.

- 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 and 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.

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 timetabled 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 timetabled exams

- Before each timetabled 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 again 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 5.7.14 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/beforetheexam
www.cambridgeinternational.org/forms
 Email: info@cambridgeinternational.org



Contents of packets

Question papers for:

Cambridge IGCSE ICT (0417) and (0955)

Cambridge International AS & A Level Information Technology (9636)

Cambridge International AS & A Level Computer Science (9618), including insert for component 2.

How to handle packets securely

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 1.2.4 of the *Cambridge Handbook*.

Start of the exam

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

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 show the information with candidates or any other centre.

Instructions for science practical tests and must listening tests

Before the exam

Speaking test cards and teacher/examiner booklets

Open the question paper packet and store securely until the exam.

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.

Open confidential instructions on any point before the test.

Open question paper packets one working day before the test.

One hour before the exam

Head of department can open the question paper packet to check page references with specific sections of the test. 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. They should make the same checks on the question paper before opening the transparent inner bag.

Read question paper packet and store securely until the exam.

Start of the exam

Two staff members check packet(s) for correct centre number, exam date, session, subject title, syllabus and component number before opening.

After the exam

Store the question papers securely for 24 hours after the end of the exam or Key Time, whichever is later.

Spot-check DVDs as soon as they arrive.

Spot-check the sound and visual quality in the exam room one working day before the exam.

Do not view the material in full or remove it from the centre during spot checks.

Store material securely between checks until the exam.

The Head of Centre or exams officer must open and read erratum notices immediately unless the instructions on the erratum state otherwise.

Store erratum notice securely until the exam.

See our website for information on how we send you early or pre-release materials: www.cambridgeinternational.org/beforetheexam

Contact us if you need instructions on what to do with pre-release materials.

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 as arrived.

If the despatch has been damaged or opened in transit, or is damaged before the exam day, complete and return Before the exams – Form 5.

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*.



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.



Additional exam materials list June 2025 series

The additional exam materials list is updated before each series. You should make sure you only use the list for the relevant exam series and year.

This list is valid for any exam in the June 2025 exam series where candidates require additional exam materials. This PDF list will tell you:

- which additional materials candidates need in the exam
- which additional materials you need to provide
- which additional materials we provide
- whether candidates should answer directly on the question paper, on multiple-choice answer sheets or on an answer booklet provided as an insert in the question paper.

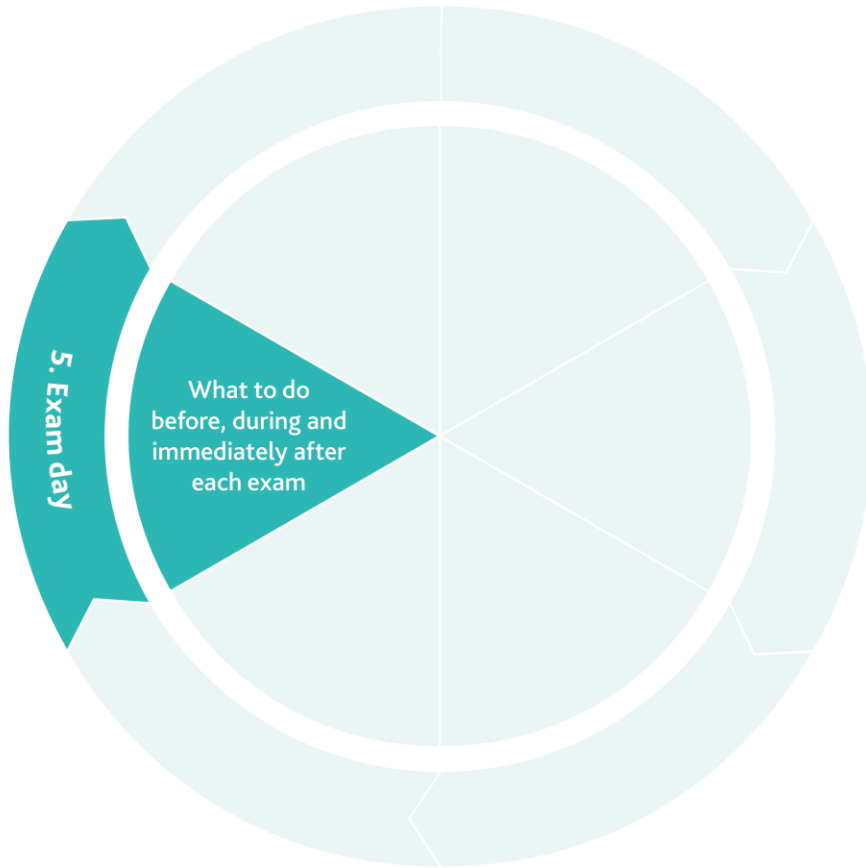
The 'Additional Materials' section on the front covers of question papers will say: 'You will need:'. This will list what the candidate needs and will include items we provide such as an answer booklet, an insert or a map. It will also include the **extra** exam materials that you need to provide to the candidate **in addition** to the standard materials that all candidates need.

Calculators are **no longer** listed in this document as additional exam materials for mathematics components. See 'Materials candidates must provide' below.

How to use the additional exam materials list

Use the bookmarks in this PDF to find the qualification, syllabus and component you need. You can download and print this additional exam materials list, but you should look out for any updates before the start of the exam series. We will let you know in the Exams officers e-Newsletter if we update the additional exam materials list. Make invigilators aware of the information and have a copy of this list available in the exam room.

Phase 5: Exam day



Key basics

- Run exams
- Prepare for the unexpected, potential malpractice and security inspections.



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



Cambridge Handbook – Section 5

Tips for Phase 5

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 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.

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

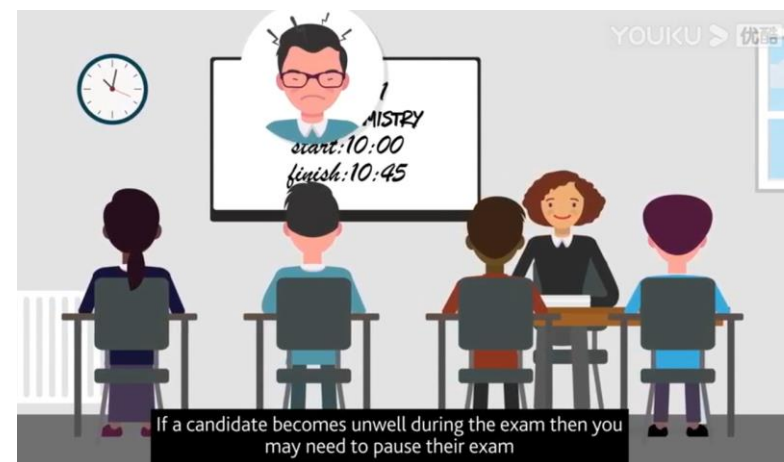
If local courier services are disrupted or delayed, store answer scripts securely at your centre until the courier confirms they can despatch the scripts. Do not allow the courier to store the scripts.

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.



Quiz

True or false?

- After the exam is over, all unused question papers can be disposed right away at school's discretion.



Handbook 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.

Quiz

True or false?

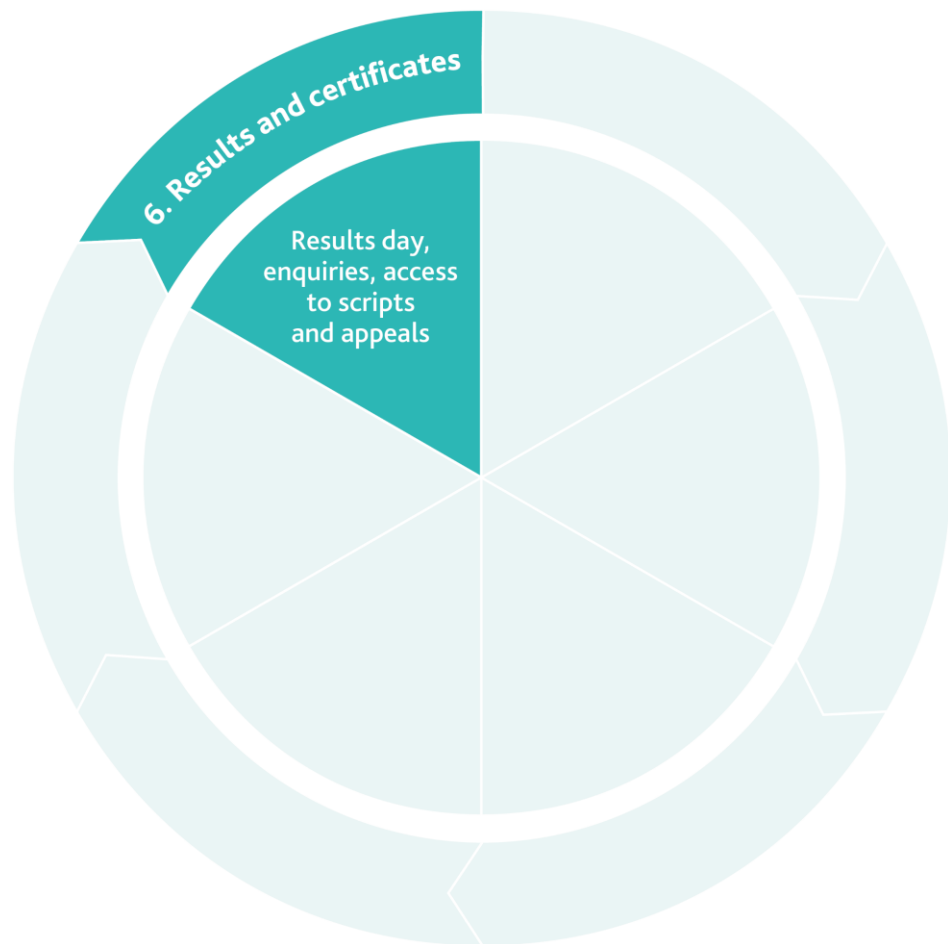
- The school should send scripts to Cambridge as soon as possible, preferably on the same day.



Important:

You must fill in the [Cambridge Script Return Form](#) EACH time you send us scripts.

Phase 6: Results and certificates



Key basics

- When are results released?
- How to access results?



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



Cambridge Handbook – Section 6

When are results released?

When are results released?

All candidates will receive their results at the same time, regardless of whether they sat their exams or followed the portfolio of evidence route.

Results release date

Results for the June 2025 exam series will be available on the following dates:

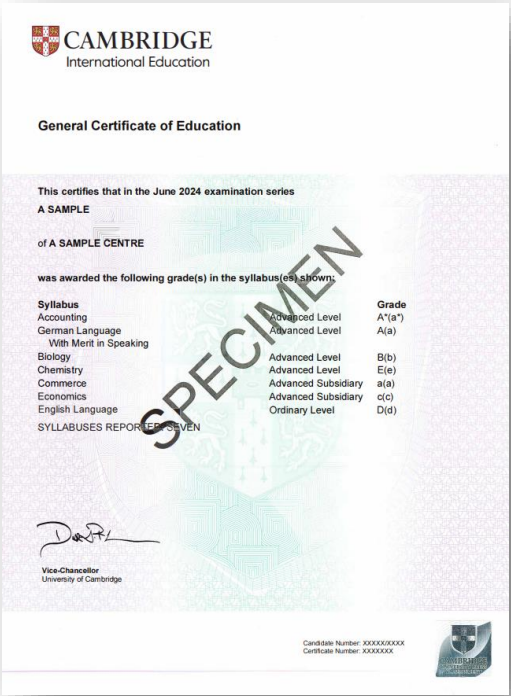
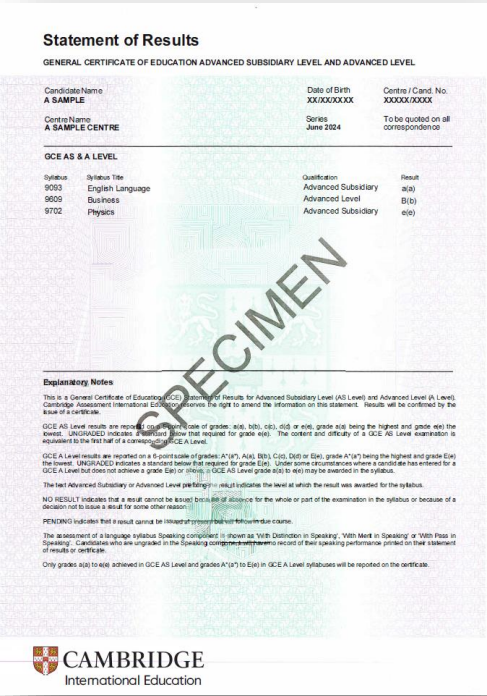
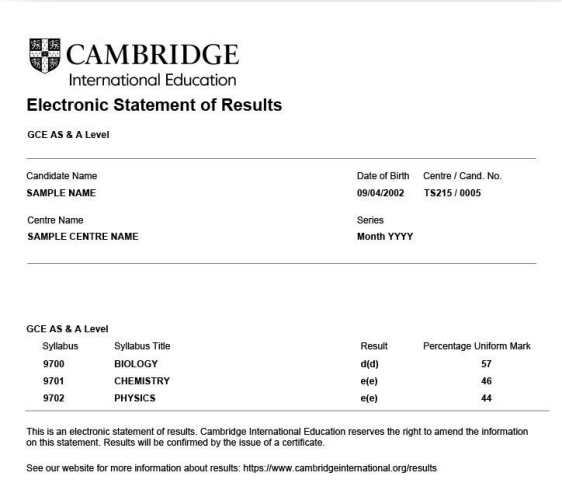
- **Cambridge International AS & A Level and Cambridge IPQ:** 12 August 2025 at 06:00 BST/UTC+1 . Results will be available to download from [Direct](#).
- **Cambridge IGCSE and Cambridge O Level:** 19 August 2025 at 06:00 BST/UTC+1. Results will be available to download from [Direct](#).

BST is British Summer Time. UTC is Universal Coordinated Time. Please convert these to your local time zone.



[When are the results released?](#)

Result and Certificate



Approx schedule	Electronic Statement of Results	Printed Statement of Results	Certificate
June series	August	Late August	End of October
November series	January	Late January	End of March

How do we release results?



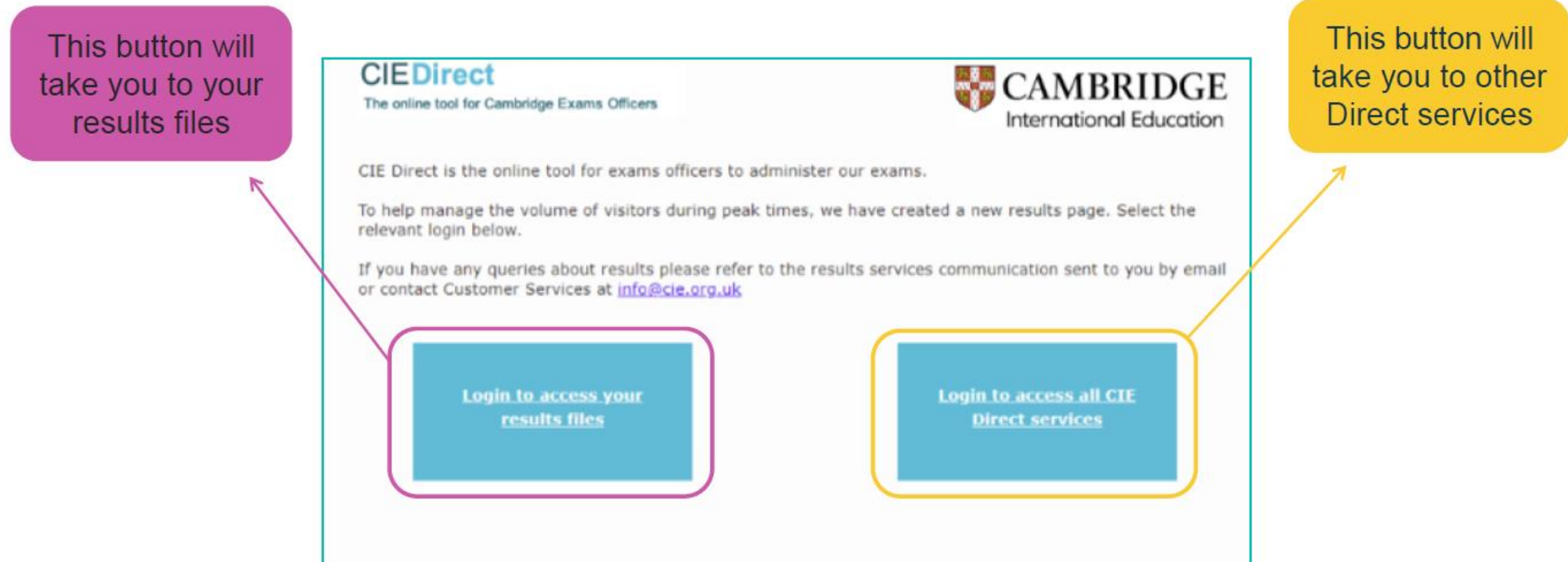
ONLINE RESULTS
ON DIRECT



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.



[Instruction on administering candidate results](#)



[Support video - how to administer Candidate Results Service](#)


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](#)
[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

Quiz

True or false?

- **If the certificate is lost**, Cambridge will not issue extra copies.

- We will **NOT** issue copies of certificates. But if it's lost, candidates/you may apply for a **certifying statement** (Handbook 6.5).
- For certificates, you must check them carefully and contact info straightaway if any damaged or missing (Handbook 6.4).

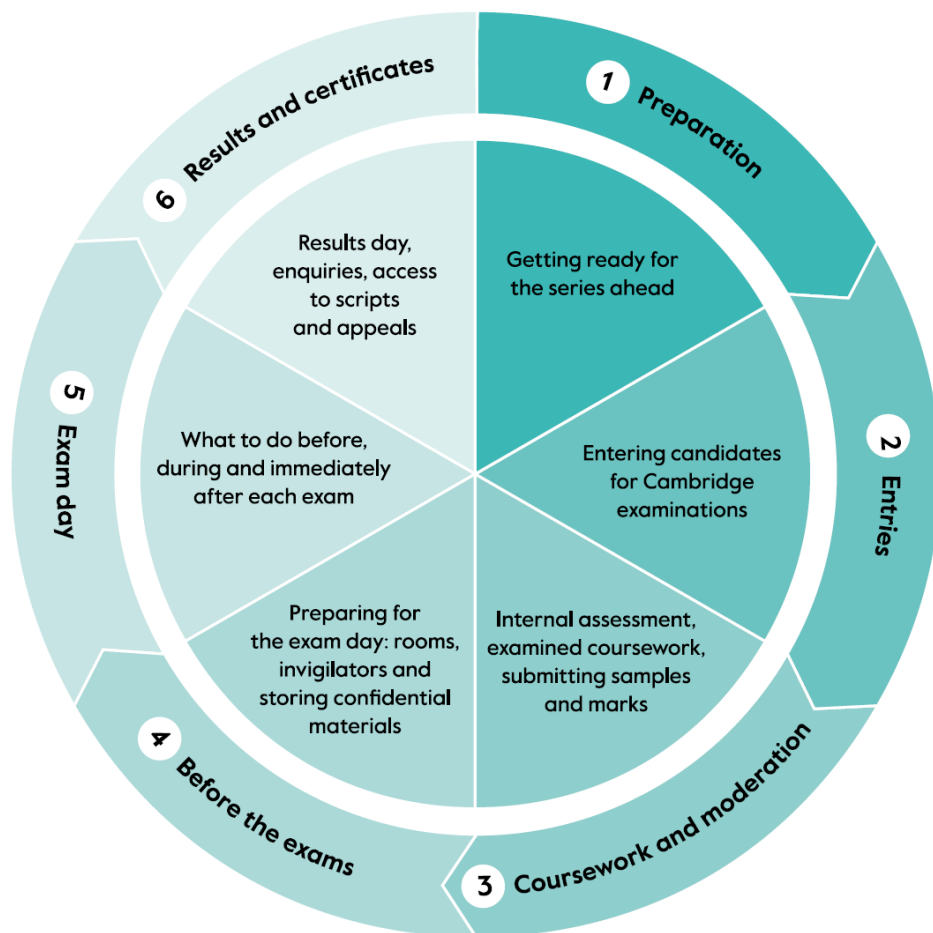


Tips for Phase 6

- Know the results release dates.
- Double check your log in details before results day.
- Prepare to give candidates access to their results.
- Check if you received all documents (e.g. a Statement of Results for each candidate).

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

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 Marking
Entries	10 May	Estimated entries deadline
Preparation	1 July	Deadline for ordering modified papers
	21 July	Deadline for requesting access arrangements
	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 previous series
	21 September	Late entries deadline
	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
Results and certificates	November to December	Marking and grading period
	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 Guide to Making Entries

Including syllabus and option codes for November 2025 series

Don't miss it!

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 it

- > Cambridge Exams Officers' Guide
- > Changes for the 2025 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

Cambridge Exams Cycle:

- 1. Preparation
- 2. Entries
- 3. Coursework & Moderation
- 4. Before the exams
- 5. Exam day
- 6. Results and certificates

Results day, enquiries, access to scripts and appeals

What to do before, during and immediately after each exam

Preparing for the exam day: rooms, invigilators and storing confidential materials

Getting set up

Internal submission

Don't miss it!

Cambridge Exams Officer eNews

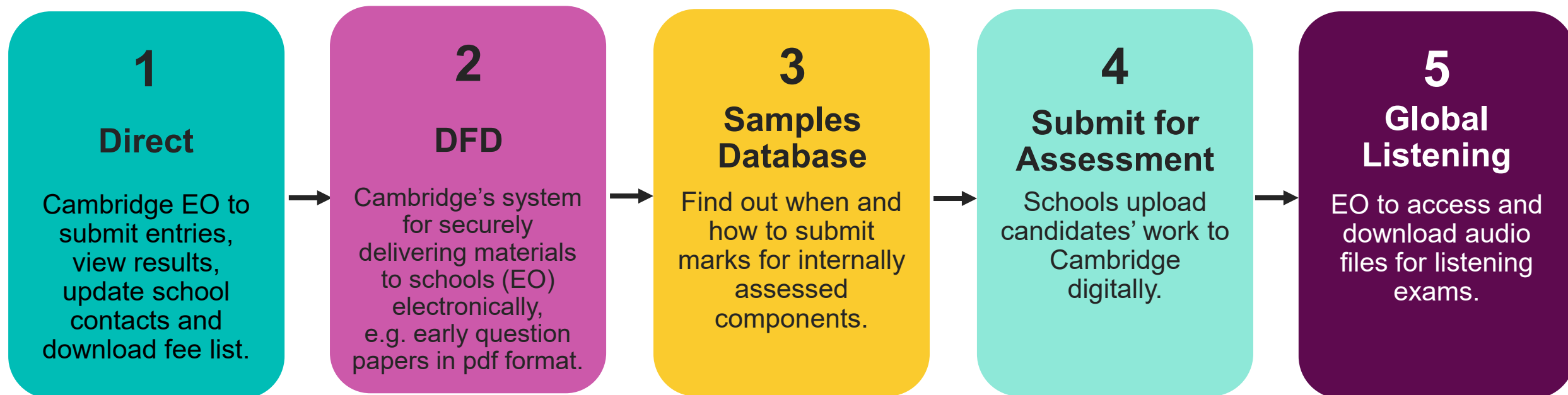
July 2025

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.

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?

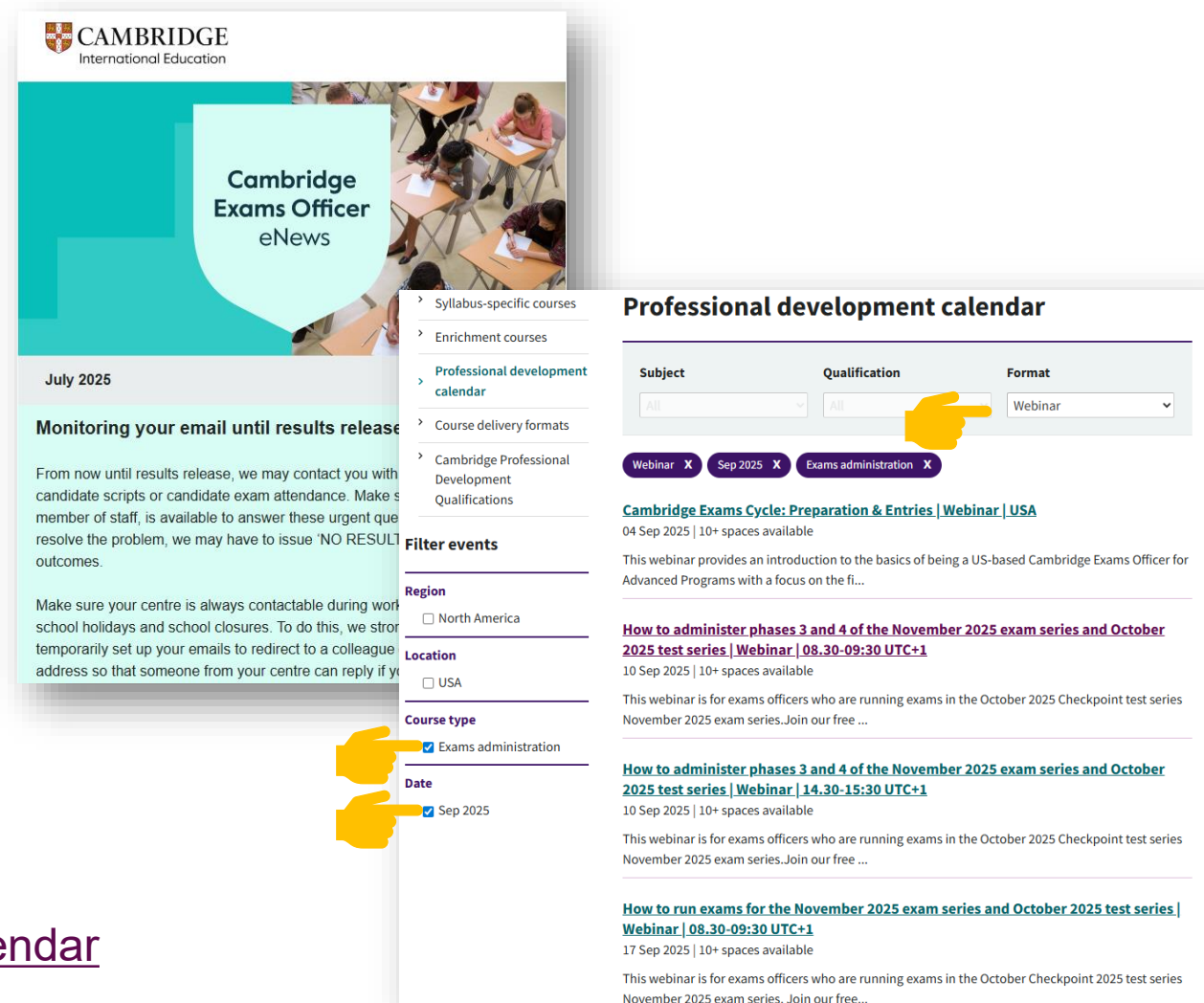
Please see the announcement from EO eNews:

 [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 image shows two overlapping screenshots from the Cambridge International Education website. The top screenshot is the 'Cambridge Exams Officer eNews' newsletter for July 2025. It features a teal header with the Cambridge logo and a photo of students in a classroom. The main content includes a section titled 'Monitoring your email until results release' with text about contacting the center during school holidays and closures. The bottom screenshot is the 'Professional development calendar' page. It has a search bar with dropdowns for 'Subject' (All), 'Qualification' (All), and 'Format' (Webinar). Below the search bar are filters for 'Region' (North America), 'Location' (USA), and 'Course type' (Exams administration). The calendar lists several webinars, including 'Cambridge Exams Cycle: Preparation & Entries | Webinar | USA' on 04 Sep 2025, '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' on 10 Sep 2025, and 'How to run exams for the November 2025 exam series and October 2025 test series | Webinar | 08.30-09:30 UTC+1' on 17 Sep 2025. A yellow hand icon points to the 'Format' dropdown in the search bar, and another yellow hand icon points to the 'Exams administration' checkbox in the filters.

Help from Cambridge

International Education

- [About us](#)
- [Why choose us](#)
- [Programmes & qualifications](#)
- [Exam administration](#)
- [Support & training for schools](#)
- [News & blog](#)
- [Help](#)

What can we help you with?

FAQs and Important announcements



- [What are Access Arrangements and how do I apply?](#)
- [Shipment of Question Papers, Assessment Materials and Certificates](#)
- [Understanding retake entries - International](#)
- [Final Entries - FAQs](#)
- [When will June 2025 results be released?](#)
- [How do I register for Cambridge exams as a private candidate?](#)
- [Password security and protecting online transactions](#)

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School Administration →



Becoming a Cambridge school →



Parents and students →



Recognitions and acceptance →



Websites →



Publications and copyright →

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?](#)

 Chat



[Help from Cambridge](#)

**Good
Luck**

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.

Staying connected with Cambridge

Follow us on social media



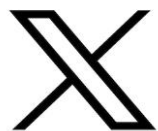
Connecting Cambridge learners from around the world. Look for **Cambridge International Education** <https://www.facebook.com/cambridge.int>



Bringing Cambridge programmes and qualifications to life, our videos are for teachers, exams officers and students. Look for **CambridgeSchools** on YouTube <https://www.youtube.com/user/CambridgeSchools/>



Keep up to date with all the latest news from Cambridge on the **Cambridge International Education** page on LinkedIn <https://www.linkedin.com/company/cambridgeinternational>



Follow **@CambridgeInt** for all the latest news and educational debate <https://twitter.com/CambridgeInt>



We share with you the latest information about Cambridge, teaching resources, as well as the latest news from the Cambridge school community in China. Follow us on **Cambridge_China**.

Stay tuned with us

What's new

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.

Visit the [web page](#) or sign up for [syllabus updates](#)

Website

Explore our official website for comprehensive information and resources.

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

Getting in touch



info@cambridgeinternational.org



+44 1223 553554



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).



CAMBRIDGE

