

Phase 2: Cambridge Guide to Making Entries

Video transcript

To make entries to our exams you will need the Cambridge Guide to Making Entries.

We send you the guide at the end of October for the June series and at the end of March for the November series.

You can also download the guide from the 'Support Materials' section of CIE Direct.

For the March series, the guide is available from www.cambridgeinternational.org/march

The guide is specific to each series and administrative zone, so make sure you are using the correct edition.

The guide includes the syllabus and entry option codes you will need to make your entries.

Entry option codes are set out in tables by syllabus. At the top of the table, you will see the syllabus name and code.

First, check the 'Notes' field to make sure your candidates are eligible to take the syllabus.

Next, work out which components your candidates will be taking, for example, components 12, 22 and 3.

Check that this combination of components is available. If it is, find the corresponding option code. In this case, it is AY.

If a candidate is taking components 12 and 22 but wants to carry forward their coursework mark from a previous series, you need to let us know when you submit your entries by entering them for a specific option. This candidate will be taking components 12, 22 and 83. The corresponding option code is CY.

You now have the two codes you need to make your entry on CIE Direct: the syllabus code, which indicates the subject, and the option code, which tells us the combination of components the candidate will be taking.

You will find detailed guidance on submitting entries in the *Cambridge Guide to Making Entries*.