

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.

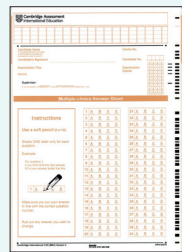
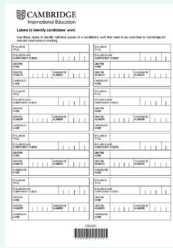
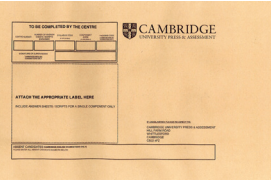
Important information

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.

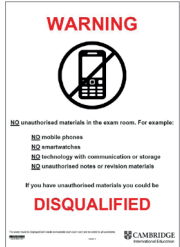
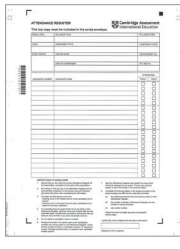
As a precaution do not send scripts for all the components of the same syllabus in the same outer package. Go to: www.cambridgeinternational.org/scriptreturn for detailed guidance.

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.
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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.	
 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			
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.	
	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		
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	Pack the scripts or internally assessed samples for the component into the appropriately sized packet (scripts and samples for different components must be packed separately). Enclose the correct attendance register if applicable. Complete the information on the front of the packet and attach the correct bar-coded label.	

View our 'Packing and despatching samples' video at www.cambridgeinternational.org/courseworkandmoderation

Item	Description and quantity	What do I need to do with it?	Example
Script return labels	Labels for returning scripts. Four sheets per centre.	Attach to the outer packaging containing your packets of scripts.	
General materials for use in the exam room			
'Notice to Candidates' and 'Candidate Warning' (A2 posters)	Posters outlining our exam regulations for candidates. Two copies of each poster per centre.	Before the exam period starts, make sure you display a copy of both posters outside and inside all exam rooms. You can download additional copies at: www.cambridgeinternational.org/forms	
Attendance registers	The attendance register is a formal record of all the candidates registered to take each exam. One per component.	Before the exam starts, use the attendance register to record whether the candidates listed are present or absent. Return the top copy with the scripts in the script return packet. Keep the bottom copy for your own records. If necessary, you can download additional attendance registers at www.cambridgeinternational.org/forms	
Component specific materials for use in the exam room			
Formulae and statistics tables	Reference guides containing important formulae and tables for candidates taking mathematics or statistics exams. One table per candidate for specific exams. These are also available online: www.cambridgeinternational.org/search/qcsearch.aspx?q=Formulae	Hand copies to candidates. They can use annotated booklets up until the exam. For the exam you must issue new, unmarked copies. The components that require the tables are detailed in the additional exam materials list (see next page).	
Continuation booklets	For components where answer booklets are inserted in the question paper.	Make available in the exam room. Hand out to candidates who need them. The components that require candidates to write on an answer booklet provided as an insert in the question paper are detailed in the additional exam materials list (see next page).	

Additional exam materials list

For components where candidates need additional materials, use our list to find out:

- which additional materials you need to provide
- which exam materials we provide
- whether the 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 exam materials list is available online whenever you need it. You can:

- search for information relating to the exams you are managing
- print off the information you need so you have a record in the exam room
- share the link to the list with any staff members who might need access.

How to use the materials list

Step 1. Download the list from our website at:

www.cambridgeinternational.org/beforetheexams

Step 2. Search for the component codes using the bookmarks.

Step 3. Click on the 'additional information' bookmark to view our regulations for dictionaries and calculators, the standard materials candidates need for every exam and items not included in the list.

Step 4. Print the relevant pages of the list.



Important information

Check whether you have all the necessary materials for each exam. Make invigilators aware of the information and have a copy of your print-out available in the exam room.

Samples database

The samples database explains how to administer internally assessed (also known as moderated) coursework, non-coursework tests, examined coursework and some practical examined components.

Use the database to find out:

- when and how to submit your marks for internally assessed coursework, non-coursework tests and some practical examined components
- when and how to submit your candidates' work
- which forms to complete and return with your candidates' work.

For internally assessed coursework and non-coursework tests, you submit all the marks and a sample of your candidates' work to us for moderation. For examined coursework and some practical components, you submit the work of all your candidates to us and we mark it.

Visit the samples database at:

www.cambridgeinternational.org/samples

How to use the database

Step 1. Visit www.cambridgeinternational.org/samples

Step 2. Click 'Use the Cambridge samples database'

Step 3. Select your country from the drop-down menu

Step 4. Enter up to five syllabus codes and select 'Search'.

Learn more! If you have any questions about administering our exams, please visit the 'Help' section of our website at www.cambridgeinternational.org/help