



CAMBRIDGE

International Education

Getting Started

A guide to exam administration

A guide to exam administration for
Associate and British Council Exams
Officers managing multiple schools.

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Welcome

Welcome to Cambridge International Education. We are delighted that you and your schools are now part of the Cambridge community.

Exams officers play a key part in the continuing success of schools around the world that take Cambridge tests and exams. We work very closely with Exams Officers and build strong relationships with them. Without you it would be impossible to successfully run and administer our exams.

We provide detailed information on all aspects of the Cambridge Exams Officer role and deliver all the support you need at each stage of the process. You will have access to digital guides and booklets, including the **Cambridge Handbook**, which details our regulations and our exams' administrative processes. You will also find more information online at www.cambridgeinternational.org/examsofficersguide

This guide:

- gives you an overview of the exams cycle and your responsibilities as a Cambridge exams officer
- helps you get started with running Cambridge exams
- tells you where to find more information and support.

We hope you find the guide useful and we look forward to working with you.

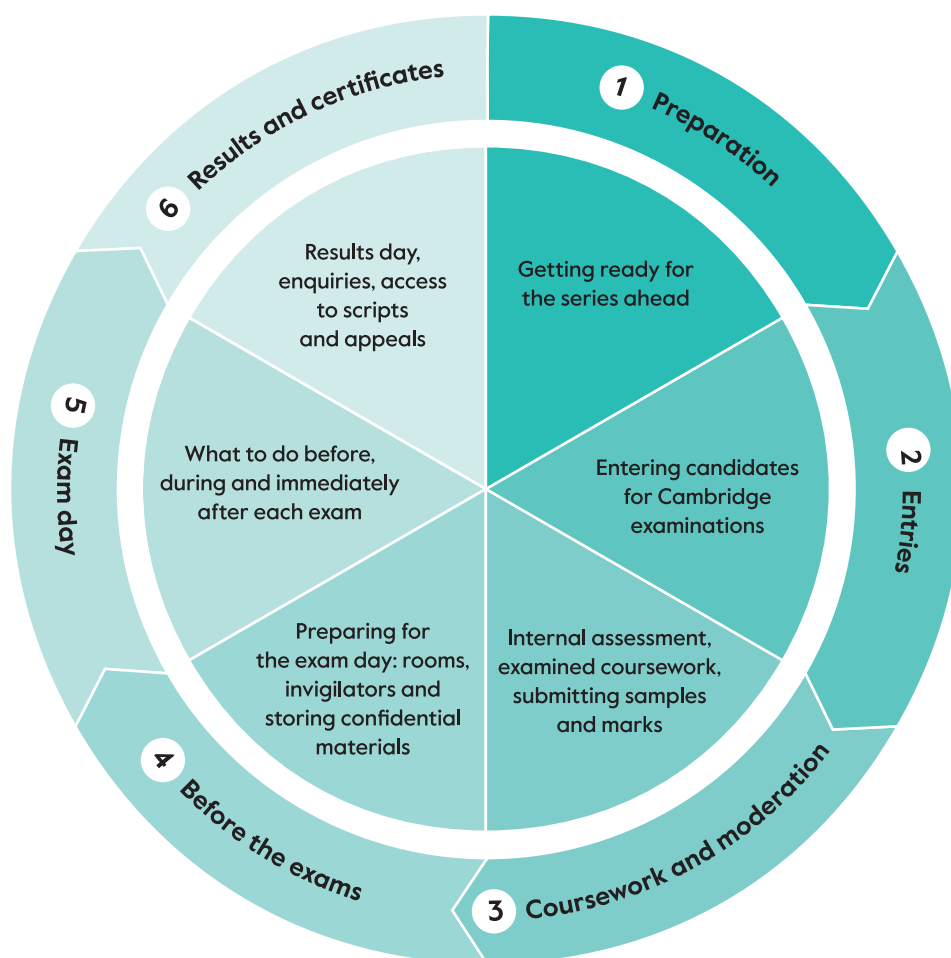


Online training for exams officers

Access our online training course 'Getting to know the Cambridge Exams Cycle' to understand more about running Cambridge exams. See page 18 for more details.

Cambridge Exams Cycle overview

Many different activities need to take place to successfully deliver an exam. To help Exams Officers manage their workload, we group the different tasks and activities you may need to carry out into six different phases. We call this the 'Cambridge Exams Cycle'.

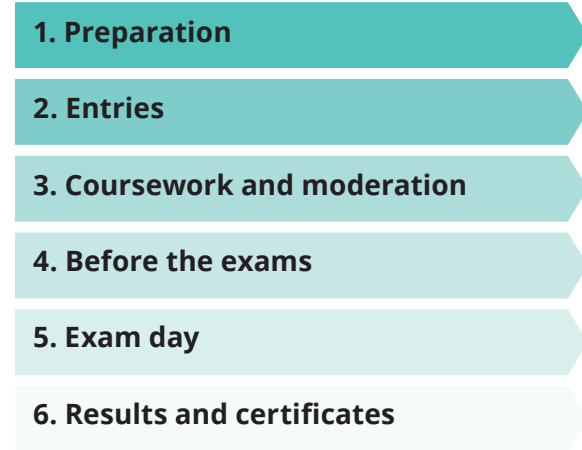


We run a number of exam series each year so many of our Exams Officers are administering several series at the same time.

The Cambridge Exams Cycle includes every stage of the exam administration process, from the preparation that takes place before the series starts to giving your candidates their certificates.

All our support for Exams Officers is structured around the exams cycle, so at a glance you can see which phase of the cycle an activity or task relates to – helping you prioritise and manage your workload.

The cycle has six phases:



Key to icons

To make it easier for you to find the information you need we have developed a set of icons. You will see them throughout our emails and guidance documents. They will help you get to the information you need quickly.



Administrative forms



Important dates



Checkpoint



Important information

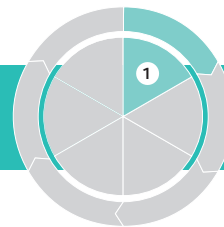


Extra guidance



Regulations

1. Preparation



Prepare for the exam series ahead by:

- understanding the key dates and activities
- drafting your exams timetable
- working with teachers to identify candidates who may need extra support during their exams.

Key dates and activities

The **Cambridge Handbook** contains an overview of the main activities and tasks for each exam series. Monthly calendars showing all your key dates and activities are also available from www.cambridgeinternational.org/examsOfficersguide

See also pages 11–12 for a sample overview of key dates and activities for an exam series. This will give you an idea of the activities you need to manage each series.

As an Exams Officer responsible for administering exams for more than one school/centre you will need to set earlier deadlines for your schools. This is to make sure they provide you with the information and/or documentation you need in good time for you to meet Cambridge's final deadlines.

Preparing your exam timetable

We publish the final timetable for each exam series on our website at least six months before the exams. We allocate all exam centres to one of six administrative zones. Some of our documents, including the final timetable, are specific to the administrative zone.

Find out your centre's administrative zone in the 'Exams administration' section of our website. Take the time to study the Cambridge timetable so you can create exam timetables for each of your schools/centres, you will need to think about:

- the number of exams you will manage over the series
- the number of rooms you need to reserve
- the number of invigilators you need
- seating plans for each exam
- communicating your centre exam timetables to candidates and teachers.

Your exam timetables should show whether the exams will be in the morning or afternoon sessions. To help maintain the security of our question papers, we give you a Key Time (one for morning sessions and one for afternoon sessions).

We have further enhanced our security measures by introducing an evening session and Key Time for centres in administrative zones 4 and 5.

1. Preparation continued

You need to know your Key Times to work out your schools'/centres' exams timetables. Candidates taking timetabled exams must either be in the exam or under Full Centre Supervision at the Key Times. To find out your Key Times:

- go to www.cambridgeinternational.org/keytime
- select the relevant location from the drop-down list.

Your Key Times are shown in local time and then below in GMT/UTC. If your country observes Daylight Saving Time (DST) this information is also shown.

Full Centre Supervision is a specific type of supervision for candidates. It means that they must be supervised by teachers or invigilators and that they cannot communicate with anyone not doing the exam, or have access to any form of external communication, for example, a mobile phone, laptop or computer with or without access to the internet.

For more information about using Key Times and carrying out Full Centre Supervision, see the **Cambridge Handbook**.

Access arrangements

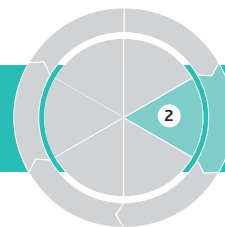
Access arrangements are pre-exam arrangements made on behalf of a candidate with particular needs, for example, the use of a scribe, modified papers or extra time. There are two different groups of access arrangements, each with their own application form and set of deadlines.

Group 1. Access arrangements: you must apply for these and keep a record of evidence of need.

Group 2. Modified papers: before you apply, you must have submitted a final entry for the relevant candidate, syllabus and component.

Read Section 1 of the **Cambridge Handbook** to understand each type of access arrangement and the application process for each one.

2. Entries



The process of letting us know which exams each candidate will be taking is known as 'making entries'.

Estimating entries

At least six months before each series, we will ask for your estimated entries for exams that take place before the main series starts. This helps us work out the number of question papers, pre-release materials and exam materials you will need for these exams. We do not charge a fee for estimated entries.

Working out your entries

It takes some time to gather all the information you need to make your entries. Work closely with subject teachers and heads of department to make sure you enter the right candidates for the right combination of components for a syllabus.

- We recommend you start working out your entries at least two months before the deadline. You may wish to give your Partner Schools/Associate Centres an earlier date to begin this process. Refer to the Cambridge Guide to Making Entries. See page 17 for help using the guide
- Set and publish your internal deadlines well before ours so you have enough time to collect and submit all the entries
- You can share entry reminder posters with schools to highlight your internal deadlines to teachers
- Give your teachers a template for their entry information along with an example of how to fill it in
- Make sure your schools/centres have double checked their entries with candidates and teachers before you submit them.

Making final entries

Submit your entries at least two weeks before the closing date so you have time to check them and submit any amendments before the deadline, avoiding any late entry fees.

You will need to set your Partner Schools/Associate Centres earlier deadlines if you are submitting entries on their behalf, or if you need to carry out checks if they submit them directly to us.

You need to submit your entries through Direct. Our quick and easy online entries system is available at <https://direct.cie.org.uk>

Direct is password protected. After we have registered your Associate Parent/British Council centre we send you login details by email. Keep these details secure. If you forget your password please email info@cambridgeinternational.org

Confirming entries

If you submit your entries using Direct you can download statements of entry at any point to confirm the status of your entries. A statement of entry is a document produced for each candidate showing their details and entry options.

Make sure your schools/centres ask their candidates to check that their personal and entry information is correct on their statements of entry. You may have to process a number of amendments or entry withdrawals once you, and others, have checked all the statements of entry.

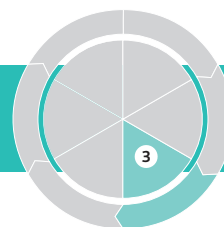
Amendments and late entries

If you submit any entries or entry amendments after the final entries deadline, we will charge late entry fees. Details of late entry fees are shown in the fees list, which is available in the 'My Messages' section of Direct.

Entries for group awards

Cambridge ICE and the Cambridge AICE Diploma are 'group awards' which require the candidate to study specific subjects. If your schools want to enter candidates for a group award, the entry procedures are slightly different. Read the relevant sections of the Cambridge Guide to Making Entries before you make your entries.

3. Coursework and moderation



This phase of the cycle is all about components that are assessed in the centre and then moderated by us. Examples of such components include: coursework, projects, field work, art work, speaking tests and assessed practical work. Associates and the British Council are responsible for checking and approving marks and work submitted by their schools/centres for moderation.

Submitting marks

You need to send us marks for all your candidates that are entered for internally assessed components by the deadlines in the samples database on our website at www.cambridgeinternational.org/samples

You will submit marks and work for most syllabuses using our Submit for Assessment service. Some marks are submitted on **Direct** and the work is sent to us as hard copy.

You must check the submission criteria for all syllabuses with moderated components in the samples database (www.cambridgeinternational.org/samples). Read Section 3 of the **Cambridge Handbook** for instructions.

You can also set up user accounts for your Partner Schools/Associate Centres in Submit for Assessment, but you are responsible for approving the marks they submit.

Selecting samples

We need to moderate work that is internally marked by teachers in your centres/schools to check that candidates across all our centres have been assessed against the same standards. You will need to submit samples of work for moderation. The samples database (www.cambridgeinternational.org/samples) sets out the deadlines and criteria for submitting marks and work for internally assessed components. If you are submitting marks on Submit for Assessment, the system automatically generates an email telling you which work samples to upload. Otherwise, you must select samples following the criteria in the samples database.

Sending samples

Make sure samples you are sending are packed appropriately and sent to us, with the necessary forms, before the deadline. The forms you need to complete and return with the samples are in the samples database at

www.cambridgeinternational.org/samples

More information is in the **Cambridge Handbook**.

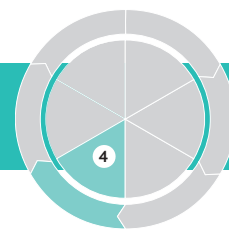
Returning samples

You need to tell us if you would like us to return your moderated and/or examined work.

Complete and submit Coursework and moderation – Form 6.

Apart from all Cambridge Art & Design qualifications, we do not charge for the return of work.

4. Before the exams



If you complete all the activities and tasks in this phase you will reduce the number of issues you may have to deal with during live exams.

Pre-exam despatches

So that you have all the materials you need to administer Cambridge exams we will send you a number of pre-exam despatches:

- **Cambridge pre-exam despatch:** Exam stationery, key administrative documents, despatch labels and script packets.
- **Cambridge bar-coded labels despatch:** Bar-coded labels identify the contents of each script packet you send back.
- **Cambridge question paper despatch:** Confidential question papers and supporting materials.

Do not worry if you do not receive materials for any late or amended entries in the main despatches; they will arrive at a later date. You can find out more about your pre-exam despatches in the **Cambridge Handbook**, including what to do if a despatch does not arrive or if you are missing any items.

Storing confidential materials

Before the exams start we will send you question papers and other confidential materials. Do not open the packets. You must store them in a secure place at all times. Instructions on handling and storing question papers are in the **Cambridge Handbook**. Read them carefully; the security of question papers is vitally important. Our videos provide further guidance at www.cambridgeinternational.org/beforetheexams

Preparing the exam room

To give all candidates the same experience, each exam room needs to be set up in exactly the same way. Maximising the distance between candidates' desks is essential to help prevent malpractice in an exam.

- The minimum distance between the centre of one candidate's chair to the centre of another must be 1.25 metres in all directions
- No helpful display material must be visible
- There must be a clock that all candidates can see
- Our Notice to Candidates and Candidate Warning poster must be displayed inside and outside the exam rooms
- There must be appropriate heating, lighting and ventilation
- Noise levels outside the exam rooms must be kept to a minimum
- The centre number and start and finish time must be displayed so all candidates can see them.

Make sure you are aware of our regulations and have read and understood the **Cambridge Handbook**.

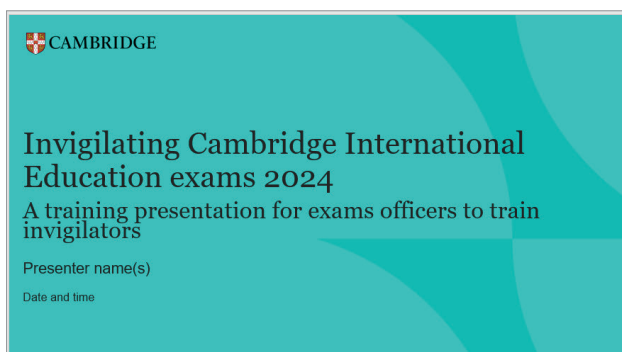
4. Before the exams continued

Training invigilators

You are responsible for training your invigilators. You need to make sure that they:

- understand what is expected of them
- know the regulations for conducting Cambridge exams
- feel confident and supported so they can invigilate all your exams effectively.

Conduct a training session for your invigilators before the exam series, even if they are experienced. We have produced a simple PowerPoint presentation and training notes that you can adapt to train your invigilators or read to refresh your own memory. You can download these resources at www.cambridgeinternational.org/beforetheexams

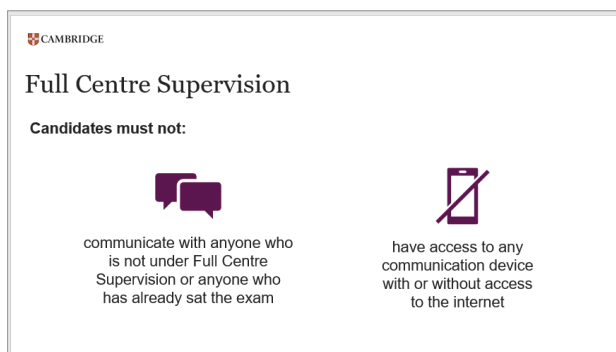


Forecast grades

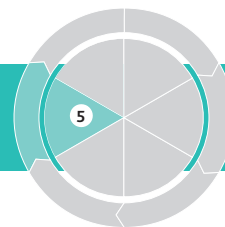
We ask you to submit forecast grades for all of your candidates. A forecast grade is the grade the teacher expects each candidate to achieve for each syllabus they are entered for. We use forecast grades to help us:

- set syllabus grade thresholds
- make a post-exam adjustment to a candidate's mark to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

You must submit forecast grades through Direct. Read Section 4 of the **Cambridge Handbook** for instructions.



5. Exam day



Your hard work and preparation in the previous phases will help make sure your exams run smoothly.

Running exams

Before each exam check that you and your invigilators are ready.

- Is the exam room set up correctly?
- Do you have the right question papers and candidate materials?
- Have you printed out Sections 4 and 5, and the Key Times and Full Centre Supervision section from the Cambridge Handbook, and placed them in the exam room(s)?
- Do you have the right attendance register?
- Do you have the right number of invigilators?
- Do you have a tested method of calling for assistance?
- Do your candidates know where they need to be and when?
- Do you have any private candidates? You must make sure you have checked their photo ID
- Do you know what to do when:
 - candidates enter the room?
 - candidates are seated?
 - a candidate asks a question during the exam?
 - the exam finishes?

Meet regularly with your invigilators to talk through any issues and to check they are recording any incidents. Read Section 5 of the **Cambridge Handbook** to make sure you feel confident about running Cambridge exams in your centre.

Malpractice

The Head of Centre or School in a British Council Partner School/Associate Centre must report any suspected cases of malpractice to their Cambridge Associate straight away using the relevant malpractice forms. The British Council/Associate should check the form and send it to us without delay. See Section 5 of the **Cambridge Handbook** for more details. Download the forms from www.cambridgeinternational.org/forms

Inspections

We inspect centres regularly to quality assure the delivery and conduct of our exams. The inspections are unannounced and usually, but not always, take place when the exams are being held. Cambridge inspectors look at your arrangements for the security of exam material and for conducting exams.

Inspections should be a positive experience as our inspectors are there to help you get things right. If they spot something that does not comply with Cambridge regulations they will explain why and will help you identify what you need to do to meet the regulations next time.

Special consideration

Special consideration is a change we make to a candidate's mark after an exam. You may apply for it when something unexpected happens to the candidate – for example: illness, bereavement, temporary injury to the candidate, or disruption to an exam. Apply for special consideration online on Direct.

Go to <https://direct.cie.org.uk>, log in using your normal login details and navigate to the 'Special consideration' area. You can submit applications for:

- candidates who are present but disadvantaged
- absent candidates
- coursework-related special consideration.

Packing scripts

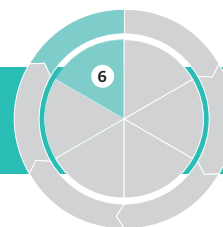
Specific instructions for packing your scripts are in the **Cambridge Handbook**. Make sure you attach the correct bar-coded label to the front of each packet of scripts.

Sending scripts

You must send exam scripts to us as soon as each exam is over, preferably on the same day. If this is not possible, then you must send them at the end of each week. Keep scripts in a secure place while you are waiting to send them – do not read or make copies of them. For guidance on returning your scripts visit

www.cambridgeinternational.org/scriptreturn

6. Results and certificates



This is the final phase of the Cambridge Exams Cycle when your candidates receive their results. We issue certificates after the deadline for enquiries about results has passed. This makes sure all your schools/centres have the time to raise a query about their provisional results.

Understanding and preparing for results

We release results on Direct, followed by a provisional results despatch through the post. The statement of results shows the subjects candidates were entered for and the grades we have awarded. We send printed statements of results in the provisional results despatch.

Cambridge Associates are responsible for giving results, statements of results and other results material to their Associate Centres/British Council Partner Schools.

Partner Schools/Associate Centres will receive their results according to their local arrangements.

You or your schools/centres need to:

- Check with your IT department that all the systems you need will be available on and around results days. Check that you can access Direct and the Candidate Results Service
- Book a room for distributing results
- Arrange for other members of staff to help you distribute the results if necessary.

Make sure candidates know:

- what time to arrive and where to go to get their results
- what to bring with them (for example, you will need private candidates to bring some photo ID)
- what to do if they need someone else to collect their results
- about any alternative methods for receiving their results.

Results for group awards

You need to be aware of the grading system for group awards to handle any queries from your candidates when they see their statements of results. See the relevant sections of the Cambridge Guide to Making Entries for more information.

Candidate access to results

We have a service for candidates who want to access their results directly. You can control which candidates have access to this service through Direct. Find out more at

www.cambridgeinternational.org/results

Enquiries about results

If you would like to query the result we have awarded to a particular candidate or group of candidates, we offer a number of enquiries about results services. We charge a fee for each enquiry. You can submit enquiries about results through Direct.

For more information, read our enquiries about results guides which are available at www.cambridgeinternational.org/ear

Certificates

Certificates confirm candidates' results as final. We send you certificates up to eight weeks after provisional results are released. This is to allow time for us to resolve any enquiries about results.

Online tools for Cambridge Exams Officers

We have a number of online exam administration tools to help you carry out many of your tasks.

Direct

Direct is the key online tool for all Cambridge Exams Officers. You use it to:

- create centre-specific timetables
- securely submit and amend your entries
- download statements of entry and a wide range of administrative and support materials
- submit your internally assessed marks and forecast grades
- download results
- control access to the Candidate Results Service
- submit enquiries about results.

We email you login details when you register with us. Keep these details secure. If you forget your password, email info@cambridgeinternational.org

School Support Hub

The Hub is a valuable resource for teachers. It contains past papers, marks schemes, examiner reports and schemes of work for our qualifications. It also has a range of materials to help teachers plan and deliver Cambridge Primary and Cambridge Lower Secondary programmes.

When you become a Cambridge Associate/British Council Exams Officer we will email you login details to access the School Support Hub www.cambridgeinternational.org/support. We will also set up your School Support Hub Coordinator(s) for your Partner Schools/Associate Centres, from the information you give us on the Cambridge application form.

You can have a different coordinator for the School Support Hub, Cambridge Primary, and Cambridge Lower Secondary, or a single coordinator for all.



Once we have set up the coordinator role at your centre(s)/school(s) they can manage teacher access themselves by adding or removing additional users.

Cambridge Primary and Cambridge Lower Secondary support sites

If your centres/schools offer either the Cambridge Primary or Cambridge Lower Secondary programmes we will give you access to the relevant password-protected websites.

These websites contain a range of materials to help teachers plan and deliver the programmes, including curriculum frameworks, schemes of work, past question papers and recommended published resources.

To access the sites, go to <https://primary.cambridgeinternational.org> or <https://lowersecondary.cambridgeinternational.org>

Overview of the key dates and activities for each exam series

To help you familiarise yourself with what happens during each exam series we have produced a sample overview of the key dates and activities for a typical exam series, on the next page.

Key dates for June 2024 series (UK)

Cambridge IGCSE, International AS & A Level and Pre-U

Entries	10 October	Estimated entries deadline
	31 October	Final timetable and Cambridge Guide to Making Entries available on Direct
Preparation	21 January	Deadline for ordering modified papers
	21 February	Deadline for requesting access arrangements
Entries	21 February	Final entries deadline
Before the exams	November to March	We send your early question paper despatch
	March to May	We send exam stationery
	Late March to early April	We send your question paper despatch
Entries	17 April	Late entries deadline
Exam day	Late April	Start of timetabled exam period
Before the exams	30 April	Deadline for forecast grades
Exam day	Mid-June	End of timetabled exam period
	June to July	Marking and grading period
	13 August	Results released for Cambridge IGCSE, Cambridge International AS & A Level
	14 August	Results released for Cambridge Pre-U*
	23 August	Deadline for priority enquiries about results and certificates
	20 September	Deadline for enquiries about results
	14 October	Deadline for copy of script requests (for use with Cambridge International AS & A Level)
	Mid-October	We send certificates

*We release Cambridge Pre-U results to schools the day before the release of results to candidates. Our key dates are sometimes different from the JCQ dates. See www.cambridgeinternational.org/jcq

Key dates for June 2024 series (International)

Cambridge IGCSE, O Level and International AS & A Level

Entries	10 October	Estimated entries deadline
	End of October	Final timetable and Cambridge Guide to Making Entries available on Direct
Preparation	21 January	Deadline for ordering modified papers
	21 February	Deadline for requesting access arrangements
Entries	21 February	Final entries deadline
Before the exams	November to March	We send your early question paper despatch
	March to May	We send exam stationery
	Late March to early April	We send your question paper despatch
Entries	17 April	Late entries deadline
Exam day	Late April	Start of timetabled exam period
Before the exams	30 April	Deadline for forecast grades
Exam day	Mid-June	End of timetabled exam period
	June to July	Marking and grading period
	12 August	Results released for Cambridge IGCSE and Cambridge O Level
	13 August	Results released for Cambridge International AS & A Level and Cambridge IPQ
	20 September	Deadline for enquiries about results
	Mid-October	We send certificates

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

Key dates for March 2024 series

Cambridge IGCSE and Cambridge International AS & A Level

Preparation	9 June	Final timetable and Cambridge Guide to Making Entries available on Direct
Entries	13 September	Entries open on Direct
Preparation	6 October	Application deadline for candidates requiring modified papers
Entries	27 November	Final entries deadline for first-time entries
Before the exams	Mid-December	Pre-exam despatch including early question papers
Entries	14 December	Late entries deadline for first-time entries and deadline for alternative venue requests
Preparation	14 December	Application deadline for timetable deviations
Before the exams	Mid-January	Question papers sent
Preparation	21 January	Extended deadline for applying for access arrangements (March 2024 series only)
	17 February	Retake entries deadline (from the November 2023 series only)
	17 February	Pre-exam despatch sent
	17 February	March 2024 series starts
	17 February	Deadline for internally assessed marks and samples
	17 February	Deadline for submitting coursework and speaking test samples
	17 February	Deadline for forecast grades
	17 February	March 2024 series ends
	17 February	Application deadline for priority results
	17 February	Results released on Direct
	17 February	Results despatch sent
	17 February	Deadline for submitting requests for the return of coursework
	17 February	Enquiries about results deadline
	17 February	Certificates sent

www.cambridgeinternational.org/examsOfficersguide

Monthly calendars and key date cards

Our Key Dates cards summarise the important deadlines for each exam series.

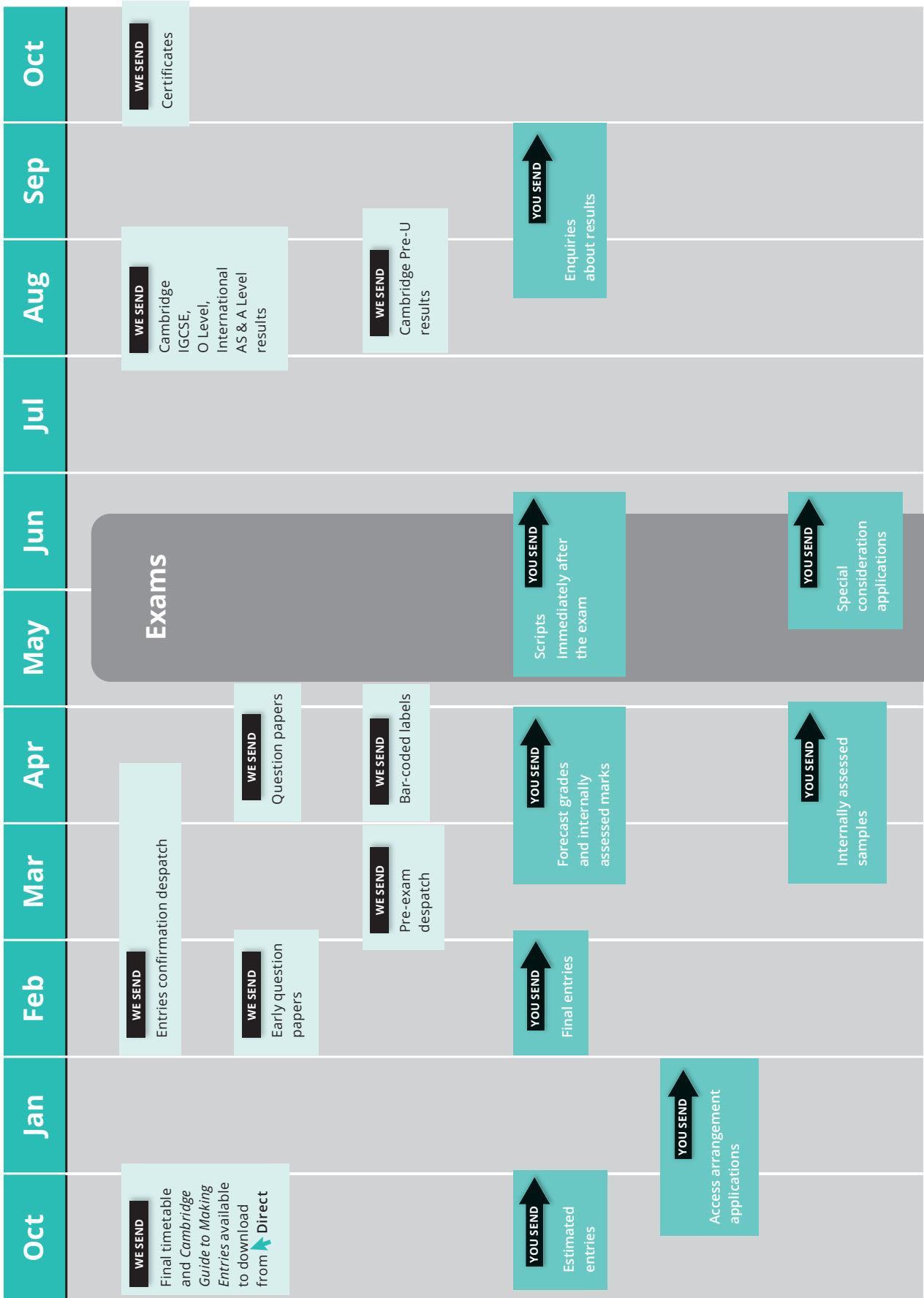
Monthly calendars showing all your key dates and activities are also available from our website at www.cambridgeinternational.org/preparation

It is a good idea to save these dates in your diary or print and display them for easy reference.

Associate/British Council Exams Officers will need to adjust dates for their Associate Centres/ Partner Schools to ensure they have the information and/or materials from them in order to meet the Cambridge deadlines.

Overview of the key dates and activities for each exam series continued

Sample timeline of key activities for a June exam series



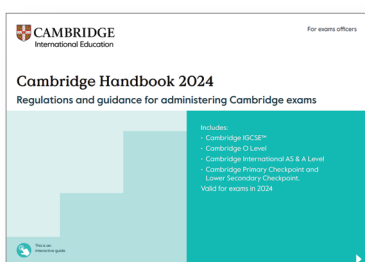
For more detailed information about key activities, refer to the Monthly calendars for each exam series.

Key resources and support

This section is all about the documents you need to guide you through the Cambridge Exams Cycle and the support available to you.

Cambridge Handbook

The Cambridge Handbook is only available in digital format. We do not send out printed copies.



You must print out Sections 4 and 5 and the Key Times and Full Centre Supervision sections of the handbook and place them in your exam room(s).

There are print ready files of these sections on our website

www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide

This handbook contains the regulations that Associates/The British Council have to follow when conducting Cambridge exams. It forms the legal contract between us and the Cambridge Associate/British Council.

The handbook also details the administrative processes you need to follow and the deadlines you need to meet for each exam series. It is a key document for Exams Officers.

The handbook is available on our website www.cambridgeinternational.org/examsofficersguide

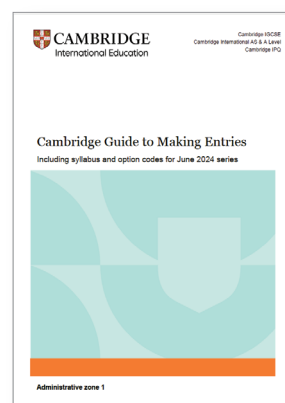
Cambridge final timetable

The final timetable lists the date, session and duration of each Cambridge IGCSE™, O Level and International AS & A Level exams in date and subject order. It also shows the range of dates for practical exams and speaking tests. You can access a copy through Direct and at www.cambridgeinternational.org/timetables

You need to know your schools/centres administrative zone(s) to download the correct timetable. To find out the administrative zone(s), go to www.cambridgeinternational.org/timetablingexams, click on 'Administrative zone', select your country and click 'Get Administrative Zone'.

Cambridge Guide to Making Entries

This booklet contains all the information you need to make your entries for each exam series. Download a copy from the 'Support Materials' section of Direct. See page 17 for help using the guide.



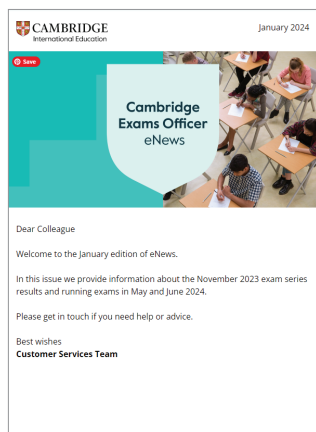
Key resources and support continued

Cambridge Exams Officer eNewsletter

We send you the Exams Officer ENews at the beginning of each month. It is essential reading for Exams Officers, and includes:

- reminders about key dates and activities for that month
- important alerts
- guidance on key processes
- updates on new services.

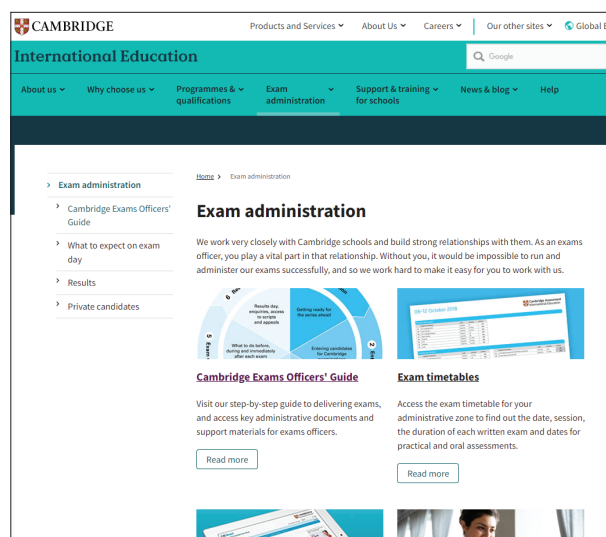
You should automatically receive the eNewsletter. If you do not, please email us at info@cambridgeinternational.org and we will add you to our distribution list. Let us know if you change your email address or there is a change of exams officer.



'Exam administration' section of the Cambridge website

Visit the 'Exam administration' section of our website to:

- download key resources including timetables, the Cambridge Handbook and the latest eNewsletter
- find your school's/centre's administrative zone and Key Times
- view our online tutorials to help you through specific processes like making online entries and storing confidential materials
- download our key dates documents.



To access the website go to www.cambridgeinternational.org/exam-administration

The 'Help' section of our website

An online bank of answers to frequently asked questions about Cambridge exams and services. If you have a question about administering our exams, find it at www.cambridgeinternational.org/help

Customer Services

Our team of experienced staff are dedicated to providing quick, clear and accurate responses to any query you have. Email us at info@cambridgeinternational.org

Cambridge Guide to Making Entries

The Cambridge Guide to Making Entries contains all the information you need to make entries. Each entry is made up of two pieces of information: a syllabus code and an option code.

Below is an example of how this information is displayed in the guide. You can download it from the 'Support Materials' section of Direct.

The guide lists all the syllabuses that you can make entries for alphabetically and by qualification type.

The 'Candidates take components' column lists the combinations of components candidates are allowed to take.

The 'Component title' and 'Component code' columns list all the components (individual assessments) in the syllabus. You need to find out from teaching staff at your school which components they want their candidates to take.

Art & Design			
Option code	Candidates take components	Available to private candidates?	Component title
A	01, 02	-	01 Coursework Assignment
B	02, 66	-	02 Externally Set Assignment
C	02, 67	-	06 June Coursework Mark (01) Carried Forward
			67 November Coursework Mark (01) Carried Forward

Biology			
Option code	Candidates take components	Available to private candidates?	Component title
BZ	23, 43, 63 (Extended)	Yes	13 Multiple Choice (Core) 13
CZ	23, 43, 63 (Extended)	Yes	23 Multiple Choice (Extended) 23
FZ	13, 33, 63 (Core)	Yes	33 Theory (Core) 33
GZ	13, 33, 63 (Core)	Yes	43 Theory (Extended) 43
			63 Practical Test 63
			63 Alternative to Practical 63

Notes Candidates may not sit this syllabus in the same series as 0653 or 0654.

Business Studies			
Option code	Candidates take components	Available to private candidates?	Component title
Z	13, 23	Yes	13 Short Answer & Data Response 13
			23 Case Study 23

Once you have worked out the combination of components for each candidate you need the corresponding 'option code' to make your entries.

Any restrictions relating to the syllabus will be listed under 'Notes'.

Online training

The better prepared you are for an exam series, the easier it will be to manage. As part of your role, we recommend you take part in the Exams Officer training events we offer, so that you keep up to date with all our regulations.

All our online Exams Officer training is free to access and available via our Online Learning Area: <http://learning.cambridgeinternational.org>

You can create and manage your profile in the Online Learning Area yourself.

When you set up an account add your centre number to your profile to track your progress. All training events have a certificate of participation for you to download after you attend a webinar or complete our training course.

Exams Officer webinars

We run regular webinars throughout the year for new and experienced exams officers. The webinars provide series-specific overviews of our regulations and processes and an opportunity for you to ask questions. Register through our Professional Development Calendar: www.cambridgeinternational.org/eo-training

Webinar topics include:

- Exams Officer updates
- Welcome to being a Cambridge Exams Officer
- How to make entries for each series
- How to run exams for each series
- How to run Cambridge Checkpoint test series for each series
- How to prepare for results release for each series

Self-study course

'Getting to know the Cambridge Exams Cycle' is our free-to-access online course. It helps experienced Exams Officers to refresh their skills and new exams officers to get an overall understanding of the exams cycle.

You can access and complete the course at any time. Login to the Online Learning Area and search 'Getting to know the Cambridge Exams Cycle'.

Enrolment information is in the course details.

A–Z of terms

A

Access arrangements

A pre-exam arrangement made on behalf of a candidate with particular needs, for example, the use of a scribe, modified papers or extra time.

Administrative zone

An administrative zone is a part of the world where the clocks read similar times. We have six administrative zones and allocate every centre to one depending on their country and location. We publish a different version of the timetable and Cambridge Guide to Making Entries for each administrative zone for each series.

Using Key Times and administrative zones together helps us make sure countries in similar time zones have their candidates under exam or supervisory conditions at the same time to maintain the security of question paper content. You can check your school's centre's administrative zone and Key Times at www.cambridgeinternational.org/timetablingexams

C

Cambridge International Education

Cambridge International Education is the name of our awarding body and a part of Cambridge University Press & Assessment, which is a department of the University of Cambridge.

Candidate

A person who has been entered for an assessment.

Candidate Results Service

A service that gives candidates access to their results directly through a secure website. You can control which of your candidates have access to the site and what they can view through the 'Administer Exams' page on Direct.

Centre

A school, institution or organisation approved by and registered with us for the entry of candidates to Cambridge programmes and qualifications, and to carry out related assessments.

Component

A component is part of or a section of the subject exam. An individual syllabus usually has several components. A component is sometimes referred to as a paper.

Coursework

Any component specified in a Cambridge syllabus that is assessed in the centre and is then moderated by Cambridge International Education.

A-Z of terms continued

D

Direct

The key online tool for all Cambridge exams officers. Exams officers should use **Direct** to securely submit and amend entries and to carry out administrative tasks throughout the exam series.

E

Enquiries about results

Services available to Associate Centres/British Council Partner Schools centres after the release of provisional results if they want to have a candidate's script reviewed or their candidates' coursework re-moderated.

Entries

The candidates you have entered for a Cambridge qualification in a particular exam series.

Estimated entries

An approximation of the number of candidates Associate Centres/British Council Partner Schools will enter for assessments.

Exams Officer

The person appointed by the Cambridge Associate/British Council to act on their behalf, with specific responsibility for administering Cambridge exams.

F

Forecast grade

The grade a teacher expects a candidate to achieve for a syllabus.

Full Centre Supervision

A specific type of supervision for exam candidates. If candidates are not in their exam at the Key Time they must be under Full Centre Supervision. This means that they must be supervised by teachers or invigilators. They cannot have access to any form of external communication, for example, a mobile phone or the internet. For further details see Section 4 of the **Cambridge Handbook**.

G

Group award

An award given to a candidate who has studied and passed assessments from a specified number of subject groups. Examples are Cambridge ICE, a group award for Cambridge IGCSE, and the Cambridge AICE Diploma, a group award for Cambridge International A Level.

I

Internally assessed mark

A mark awarded by the Associate Centre/Partner School for an internally assessed coursework or speaking test component.

Invigilator

A suitably qualified person, sometimes referred to as a supervisor, who is appointed by the Cambridge Associate/British Council to be responsible for the proper conduct of a particular exam in line with Cambridge regulations. Invigilators work closely with and often report to the Exams Officer.

K

Key Time

A time, defined by the location and country of a Associate Centre/Partner School, specified by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision. The Key Time will always be expressed as GMT/UTC. You can find your Key Times at www.cambridgeinternational.org/keytime

M

Malpractice

An action by a candidate or Associate Centre/Partner School that breaks Cambridge regulations and potentially threatens the integrity of Cambridge exams.

Moderation

The process to bring the marking of an internally assessed component to an agreed standard in all participating Associate Centres/Partner Schools.

P

Private candidate

A candidate taking Cambridge exams who is not a registered student with an Associate Centre/Partner School.

A–Z of terms continued

S

School Support coordinator

The designated person who is responsible for creating and maintaining access to the School Support Hub for staff in their Associate Centre/Partner School. They are also responsible for authorising Cambridge training bookings for teachers.

Scripts

A candidate's response to a whole question paper or component.

Series

A group of exams in the same range, for example, Cambridge IGCSE and Cambridge International A Level, with the same closing date for entries and timetable period. A series is identified by a month and year, for example June 2024.

Session

A period in a day in which an exam takes place, which is either in the morning, afternoon or evening. The evening session only applies to centres in administrative zones 4 and 5.

Special consideration

A post-exam adjustment made to a candidate's mark, by Cambridge, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

Statement of entry

A document showing a candidate's details and the entry options the candidate has been entered for.

Statement of results

A document produced for each candidate giving details of all the syllabuses they have entered and the syllabus grades they have been awarded.

Syllabus

A complete description of the content, assessment arrangements and performance requirements for a qualification. A course leading to an award or certificate is based on a subject syllabus.

