

Scope

The regulations and procedures contained in this *Handbook* apply to all qualifications provided by University of Cambridge International Examinations (CIE). Our qualifications can be described as being of three types:

General Qualifications:

- Advanced International Certificate of Education (AICE) Diploma;
- GCE Advanced Subsidiary and Advanced Levels (AS Level and A Level);
- GCE Ordinary Level (O Level);
- Higher International General Certificate of Secondary Education (HIGCSE);
- International Certificate of Education (ICE);
- International General Certificate of Secondary Education (IGCSE);

or **Professional Qualifications:**

- Cambridge International Diplomas;
- Young Enterprise International Examination;

or **Additional Assessments:**

- Cambridge ICT Starters;
- Cambridge International Primary Achievement Tests.

Any additional administrative or procedural documents issued by CIE should be read in conjunction with this *Handbook*. This *Handbook* is supplemented where necessary by qualification-specific instructions for the conduct of examinations, (written papers, module assessments, coursework, orals, practicals and on-line tests), to which careful reference should be made.

CIE reserves the right to amend or vary the provisions of the *Handbook for Centres* from time to time. Such amendments will be notified in circulars or notices to Centres and will have immediate effect unless otherwise stated.

CIE retains to itself the interpretation of the provisions in the *Handbook for Centres* and in its circulars and notices. This *Handbook* forms part of the Agreement between CIE and Centres.

When a centre registers and submits entries to CIE, the centre agrees to be bound by the terms and conditions, processes and procedures as set out in this *Handbook*, and any and all centre registration documents and all other agreements issued by CIE and shall carry out their obligations in full as set out therein.

Further copies of the CIE *Handbook for Centres* can be obtained from:

Customer Services

University of Cambridge International Examinations

1 Hills Road

Cambridge

CB1 2EU

United Kingdom

Telephone:	+44 1223 553554
Fax:	+44 1223 553558
email:	international@cie.org.uk
Website:	www.cie.org.uk

Please quote your Centre name and Centre number in all communications.

Contents

Scope	1
Contents	2
How to Use the <i>Handbook for Centres</i>	3
FAQs	6
Definition of Terms	8
At a glance guide to use of the <i>Handbook</i> by qualification type	10
Part 1 Introduction	11
Part 2 Assessment Entries	23
Part 3 Conduct of Examinations	30
3A General Qualifications and Professional Qualifications Question Paper Modules	30
3B Cambridge International Primary Achievement Tests	57
Part 4 Centre-Based Assessments	62
4A General Qualifications - Coursework	62
4B General Qualifications - Speaking Tests (Non-coursework)	68
4C Professional Qualifications – On-Demand Assignment Based Modules	75
4D Professional Qualifications – On-Demand Practical Assessment Modules	77
4E Professional Qualifications – Computer Based Assessment Modules	80
4F Professional Qualifications – Centre Assessed Modules	83
Part 5 Timetable Deviations	85
Part 6 Special Arrangements and Special Consideration	88
Part 7 Malpractice and Maladministration	106
Part 8 Examination Results	111
Part 9 Enquiries about Examination Results	116
Alphabetical index	121

A full index appears at the back of this handbook.

How to Use the Handbook for Centres

Overview of the Handbook

The *Handbook for Centres* is primarily an administrative guide to assist CIE Centres through the procedures and regulations governing all CIE qualifications. As is stated in the Scope for this *Handbook*, it is not exclusive and there are additional contractual, administrative and procedural documents, (e.g. *Administrative Guide for Centres*, the *Examination Fees* booklet, CIE Centre Agreement and the *Cambridge International Diplomas Administrative Guide*), which should be read and used in conjunction with this *Handbook*. Further, the *Handbook* is supplemented where necessary by qualification specific instructions. For all qualifications, reference should be made to the individual syllabus booklets along with any specific instructions for the conduct of the examination, such as the *Confidential Instructions* for practical examinations in science subjects.

Any staff at a Centre who are involved with the administration of CIE qualifications must have access to this *Handbook*.

Parts of the Handbook

The *Handbook* is divided into nine parts, each relating to a specific area of the examinations process. Not all parts are relevant for all qualifications, and therefore, the “At a glance guide”, which is found on page 10, is a useful quick reference for determining which parts relate to each qualification.

Summary of each Part

Part 1

This part provides an overview of the responsibilities of the Head of Centre and the administration services provided by CIE. Detailed information can be found concerning the methods of communication between CIE and Centres, copyright and advertising, and access to CIE qualifications. This part relates to all CIE qualifications.

Part 2

This part details the entry process for General Qualifications, and Professional Qualifications which have timetabled question paper modules. This part includes information on types of candidates (e.g. private and transferred), the process for the submission of estimated and final entry information, entry closing dates, late entry/entry amendment dates and the corresponding late entry fee levels which late entries incur. Entry fees are discussed in general terms in this part of the *Handbook*. For specific fee rates and details of methods of payment, Centres should consult the *Examination Fees* booklet for their region, which is issued annually, and is also available from Customer Services.

Part 3

This part is divided in two sections.

Part 3A contains essential information for the conduct of the examinations. A copy of the *Handbook* must be easily accessible to the invigilator at the examination venue, which can be referred to for detailed instructions and guidance. A checklist for invigilators is contained within this part, which sets out the most essential actions for the invigilation of an examination. All invigilators must be familiar with this checklist. A further invigilation guide is included in Part 3A, which summarises the specific invigilation requirements of practical examinations for science subjects.

Part 3B contains essential information for the conduct of the examinations specifically for the Cambridge International Primary Achievement Tests.

Part 4

This part is divided into six sections and outlines the regulations and procedures for Centre based assessments.

Part 4A contains information regarding the submission of coursework for General Qualifications;

Part 4B provides detailed instructions for non-coursework speaking tests which are internally administered and assessed by Centres;

Part 4C provides detailed instructions for Professional Qualification modules that are assessed by on demand assignments (all Cambridge International Diplomas, with the exception of ICT, have modules that are assessed by this method);

Part 4D provides detailed instructions for Professional Qualification modules that are assessed by on demand practical assessment (this assessment method applies to the Cambridge International Diplomas in ICT and Office Administration);

Part 4E provides detailed instructions for Professional Qualification modules that are assessed by computer based assessment (this assessment method applies exclusively to the Cambridge International Diploma in IT Skills);

Part 4F provides detailed instructions for Professional Qualification modules that are Centre based assessments (this assessment method applies exclusively to Cambridge ICT Starters).

Part 5

This part should be consulted if a candidate cannot sit an examination on the specified timetabled date and session published by CIE. Centres must apply for timetable deviations by the deadline dates as stated in Part 5. If a timetable deviation is permitted by CIE, a full explanation of the required supervision arrangements is given in this part.

Part 6

Part 6 guides Centres through the process of applying for Special Arrangements for candidates who suffer from a permanent disability, (e.g. a visual impairment). As well as the application process, guidance is given on arrangements available for candidates with particular disabilities. The process of applying for Special Consideration is also detailed in Part 6. Special Consideration is awarded to candidates whose examinations are affected by adverse circumstances. Details on eligibility for Special Consideration are given in Part 6.

Part 7

This part explains what is meant by malpractice and maladministration – actions which may threaten the integrity of CIE examinations. Centres are advised as to what steps they should take if malpractice by candidates is suspected. The CIE procedures for dealing with these are explained, and the action taken by CIE in cases of suspected malpractice and maladministration by Centres are outlined.

Part 8

This part documents the process for the issue of results to Centres by CIE. An explanation of examination grades is provided in this part. Matters relating to the issue of certificates can also be found.

Part 9

The procedure for submitting an enquiry about examination results is found in Part 9. The levels of enquiry services available to Centres are described.

Summary

This *Handbook* is designed to assist and guide Centres through the regulations relating to CIE qualifications. It is intended to be as clear and helpful as possible. Should there be any part that is not entirely clear, Centres should contact CIE's Customer Services for clarification.

FAQs

Q Am I permitted to reproduce copies of past question papers?

A Information on copyright and CIE material is detailed in part *1.7.5 Copyright and CIE material*.

Q A candidate wishes to retake an examination. Can their coursework be carried forward?

A Refer to *2.6 Retaking Examinations* for the options available for the carry forward of the coursework components of assessments.

Q Can a candidate use correcting fluid in an examination?

A Refer to *3.2.7 Starting the Examination*. Here are the detailed guidelines covering what the invigilator must inform candidates about prior to the start of an examination, including the use of correcting fluid.

Q How do I prepare question papers for a Cambridge International Diploma module assessed by on demand practical assessment?

A Refer to information on the assessment of on demand practical assessment modules in part *4.51 Assessment Model Overview*.

Q When should an application for Timetable Deviation be sent to CIE?

A The deadline dates can be found in part *5.3.4 Completion of Application for a Timetable Deviation Form (INT/E24)*. A copy of the required form for completion is in the *Administrative Guide for Centres* and the *Cambridge International Diploma Administrative Guide*.

Q A Centre wishes to make arrangements for a blind candidate to take CIE examinations. How should they proceed?

A Centres should in the first instance refer to part *6.7.2 Candidates with Visual Impairment*, which details the Special Arrangements provision for such candidates. To then make an application for Special Arrangements the Centre should refer to *6.5 How to Apply for Special Arrangements*.

Q A candidate is taken ill on the morning of the examination and is unable to sit the paper. How should the Centre proceed?

A Refer to *6.17 Eligibility for Special Consideration* and, if the candidate is eligible for Special Consideration, apply, using the process outlined in *6.18 How to Apply for Special Consideration*.

Q A candidate has been discovered with notes on their person during the examination. What action should the Centre take?

A The Centre must immediately follow the procedures contained in 7.3.1 *Suspected Malpractice in Examinations*.

Q A candidate has changed their name since taking a CIE examination. Can they have a new certificate?

A The CIE policy on name changes, after the issue of a certificate, can be found in 8.3.3 *Name Changes*.

Q How long after receiving the *Statement of Results* can I make an enquiry to CIE about the result achieved by a candidate?

A The deadline dates for the submission of enquiries about examination results applications can be found in 9.1.2 *Submission of Enquiries*.

Q What is the importance of making Final Entries?

A You must make final Entries for each candidate for each syllabus and option required. Otherwise, CIE cannot administer, moderate or mark the assessment. CIE uses Final Entries to ensure that you receive the materials you will require for the examination session, such as:

- Question Papers;
- Internally Assessed Mark Sheets;
- Forecast Grade Sheets;
- Attendance Registers;
- **Multiple Choice answer sheets**
- Barcode Labels.

Definition of Terms

Agreement

The contract between a Centre and CIE in the form specified by CIE from time to time.

Assessment

The method used to evaluate a candidate's performance e.g. written examination, coursework.

Centre

An institution/organisation approved and registered with CIE for the entry of candidates to CIE qualifications and for the conduct of the assessments for these qualifications; being either a Cambridge International Centre, Cambridge International Associate Partner Centre or Cambridge International Fellowship Centre.

Cambridge International Centre

A Centre approved and registered with CIE for the entry of candidates to CIE qualifications and for the conduct of the assessments which has been accredited under Cambridge International Centre terms and conditions as defined by CIE from time to time. The status may be withdrawn by CIE at any time and without giving reason for doing so.

Cambridge International Associate Partner

A Centre approved and registered with CIE for the entry of candidates to CIE qualifications and for the conduct of the assessments which has been accredited under Cambridge International Associate Partner Centre terms and conditions as defined by CIE from time to time. This status is a pre-requisite for Centres offering the Cambridge International Diplomas in Project Management and/or Management. The status may be withdrawn by CIE at any time and without giving reason for doing so.

Cambridge International Fellowship Centre

A Centre approved and registered with CIE for the entry of candidates to CIE qualifications. Cambridge International Fellowship Centre status is awarded at the discretion of CIE to Centres which have shown particular loyalty to CIE assessments and/or have promoted CIE activity in a particular locality. The status may be withdrawn by CIE at any time and without giving reason for doing so.

CIE Direct

CIE Direct is a secure extranet website for the direct electronic transfer of data and information between Centres and CIE. This replaced the CIEXchange website in 2005.

Examinations Officer/Centre Co-ordinator

The person appointed by the Head of Centre to act on behalf of the Centre, with specific responsibility for the administration of CIE examinations, (the Head of Centre may also be the Examinations Officer/Centre Co-ordinator).

Head of Centre

The Head of a Centre is defined for the purposes of this *Handbook* as the Head or Principal of a School, College or similar institution, the Centre Co-ordinator, or the person legally responsible for an institution approved by CIE as a Centre for its examinations.

Invigilator/Supervisor

The person, appointed by the Head of Centre, responsible for the proper conduct of a particular examination in accordance with CIE's examination regulations.

Parent Organisation

A body such as a Ministry, Examinations Council, Company, Distributor, Parent Centre, Department of Education, Cambridge International Partner or other agency, which has control of, and has administrative responsibility for Centres or Sub-Centres.

Sub-Centres

Centres, known as Attached or Affiliated Centres, which prepare candidates for CIE qualifications and which are under the control of a Parent Organisation.

Venue

Location where written examinations or assessments are undertaken.

At a glance

Handbook section

Qualification

	Part 1: Introduction	Part 2: Assessment Entries	Part 3A: Conduct of Examinations – General Qualifications and Professional Question Paper Modules	Part 3B: Conduct of Examinations – Cambridge International Primary Achievement Tests	Part 4A: General Qualifications Coursework	Part 4B: General Qualifications Speaking Tests (Non-Coursework)	Part 4C: Professional Qualifications – On Demand Assignment Based Modules	Part 4D: Professional Qualifications – On Demand Practical Assessment Modules	Part 4E: Professional Qualifications – Computer Based Modules	Part 4F: Professional Qualifications – Centre Assessed Modules	Part 5: Timetable Deviations	Part 6: Special Arrangements and Special Consideration	Part 7: Malpractice and Maladministration	Part 8: Examination Results	Part 9: Examination Result Enquires
General Qualifications															
AICE Diploma/AICE Half-credit	●	●	●		●	●					●	●	●	●	●
Checkpoint	●	●	●										●	●	
GCE A Level	●	●	●		●	●					●	●	●	●	●
GCE AS Level	●	●	●		●	●					●	●	●	●	●
GCE O Level	●	●	●			●					●	●	●	●	●
HIGCSE	●	●	●		●	●					●	●	●	●	●
IGCSE	●	●	●		●	●					●	●	●	●	●
Cambridge International Diplomas															
in Business	●	●	●				●				●	●	●	●	●
in ICT	●	●	●					●				●	●	●	●
in Project Management	●	●					●					●	●	●	●
in Office Administration	●	●	●				●	●				●	●	●	●
in Travel & Tourism	●	●	●				●				●	●	●	●	●
in IT Skills	●	●							●				●	●	
in Management	●	●					●					●	●	●	●
in Teaching with ICT Award	●	●					●						●	●	●
for Teachers and Trainers	●	●					●						●	●	●
in Computing	●	●	●				●				●	●	●	●	●
Additional Assessments															
Cambridge International Primary Achievement Tests	●	●		●	●							●	●	●	
Cambridge ICT Starters	●	●								●		●	●	●	●
Young Enterprise International	●	●	●								●	●	●	●	●

PART 1: INTRODUCTION

1.1 Registered Centres

An institution/organisation registered as a Centre must be able to meet the conditions set out in this *Handbook*. CIE retains to itself the interpretation of these conditions in any dispute and reserves the right to withdraw approval of a Centre on the terms of the Agreement at any time without giving a reason and without compensation.

CIE reserves the right to ask for references during the registration process. CIE also reserves the right to withhold and/or terminate the registration process at any time and without giving reason for doing so.

All services to be provided by CIE to a Centre as set out in this *Handbook* are conditional on the prompt payment by a Centre of all fees then due to CIE.

1.2 Responsibilities of the Centre

Under the terms of the Agreement, the Centre must adhere to the terms and conditions specified in this *Handbook* and furthermore undertakes to:

- (a) correspond with candidates on every aspect of the examinations on behalf of CIE;
- (b) submit to CIE, in accordance with the instructions given when the information is requested, details of estimated and actual entries (see Part 2); marks for internally assessed components (see Parts 4A and 4B); forecast grades (see Part 2) and any other information that CIE may reasonably require in relation to its examinations;
- (c) issue to each candidate entered through the Centre details of the dates and times of his/her examinations; a statement of the candidate's examination entry; the candidate's provisional results; any certificate issued by CIE;
- (d) ensure that all candidates are aware that their data will be passed to third parties;
- (e) ensure that the work contained in every candidates' assessment submission meets the criteria specified in the syllabus for the relevant examination session and that the candidates' work is produced, and where appropriate, marked, internally moderated and despatched according to the instructions issued by CIE (see Part 4);
- (f) submit any applications for changes to the venue or timetable in accordance with the regulations (see Part 3 and Part 5);
- (g) make any applications for Special Arrangements and Special Consideration in accordance with the regulations and guidance (see Part 6);
- (h) ensure that candidates have access to suitable accommodation and specified equipment and materials to sit all assessments, including those that involve practical tests (see Part 3);
- (i) ensure that all candidates in each assessment, including private candidates, are identified (see Part 3);
- (j) report to CIE any established, suspected or alleged cases of malpractice by a candidate or of malpractice or maladministration by a member of staff discovered by the Centre, assist any investigation which ensues from that or from any malpractice suspected by CIE, and provide such information and advice as CIE may reasonably require (see Part 7);
- (k) submit and process any result enquiry and/or appeal in accordance with the appropriate regulations (see Part 9);
- (l) ensure that CIE is notified when the Centre changes premises and to inform CIE of any changes to contact details such as changes to email, telephone or fax numbers. CIE will accept notification either via CIE Direct or in writing (or by fax) on official letter headed stationery from the centre. Please note that for security reasons notification of changes of address cannot be accepted by telephone or e-mail;

- (m) facilitate any inspection of the Centre by or on behalf of CIE. When the Centre changes premises agree to a re-inspection and pay any inspection charges raised by CIE relating to this re-inspection. Cambridge International Associate Partner Centres will be subject to a separate inspection process, which includes an initial registration inspection and subsequent inspections, as specified by CIE from time to time;
- (n) remit any examination fees, an annual registration fee and inspection fees in the manner and at the time specified by CIE;
- (o) retain all unclaimed certificates under secure conditions for a minimum period of twelve months from the date of issue and not destroy any unclaimed certificates (see Part 8);
- (p) be responsible for the proper administration and conduct of CIE's assessments;
- (q) ensure that the receipt and security of examination materials; the distribution of the examination papers to the candidates; the collection of scripts at the end of each examination and their appropriate despatch; as well as the maintenance of constant and effective supervision of the candidates; are all carried out in accordance with CIE's regulations;
- (r) be responsible for the appointment of suitable invigilators and ensure that they are familiar with the instructions contained in Part 3 of this *Handbook*;
- (s) ensure that all tutors involved in the delivery of qualifications in the Centre understand the subject area concerned and that the correct version of the syllabus is administered for each examination session;
- (t) complete a Request for Change of Qualification/Syllabus Eligibility Form (a copy of this form can be found on CIE Direct or on page 22 of this *Handbook*) and return to CIE Customer Services should the Centre wish to change their qualification/syllabus eligibilities. Centres should not offer courses leading to CIE qualifications without first acquiring written approval of their eligibility to administer the corresponding assessments.

CIE expects that these responsibilities of a Centre are discharged by or through the Head of Centre.

1.3 Local Arrangements

When assessments are under the control of a Parent Centre or Organisation, Examinations Council, Ministry or Department of Education, or other agency, (referred to hereinafter as Parent Organisation), the Parent Organisation will assume full responsibility for the administration of the assessments in the Sub-Centres concerned.

A Parent Organisation must comply with all appropriate terms and conditions, including payment of all fees to CIE in their Agreement with CIE and any other regulations and notices issued by CIE from time to time. Sub-Centres are required to comply with the same terms and conditions, and any additional ones issued by their Parent Organisation, (which have firstly been agreed in consultation with CIE).

Not exclusively, Parent Organisations and where applicable on behalf of their Sub-Centres, undertake to:

- (a) submit to CIE, in accordance with the instructions given when the information is requested, details of estimated and actual entries; marks for internally assessed components; forecast grades and any other information that CIE may reasonably require in relation to its examinations;
- (b) issue to each Sub-Centre, details of the dates and times of their candidates' examinations; statements of the candidates' examination entries; the candidates' provisional results; any certificates issued by CIE;
- (c) ensure that all candidates are aware that their data will be passed to third parties;
- (d) ensure that the work contained in every candidates' assessment submission meets the criteria specified in the syllabus for the relevant examination session and that the candidates' work is produced, and where appropriate, marked, internally moderated and despatched according to the instructions issued by CIE;

- (e) submit any applications for changes to the venue or timetable in accordance with the regulations;
- (f) make any applications for Special Arrangements and Special Consideration in accordance with the regulations and guidance;
- (g) ensure that candidates have access to suitable accommodation and specified equipment and materials to sit all examinations, including those that involve practical tests;
- (h) ensure that all candidates in each assessment, including private candidates, are identified;
- (i) report to CIE any established, suspected or alleged cases of malpractice by a candidate or of malpractice or maladministration by a member of staff discovered by the Parent or Sub-Centre, assist any investigation which ensues from that or from any malpractice suspected by CIE, and provide such information and advice as CIE may reasonably require;
- (j) submit and process any result enquiry and/or appeal in accordance with the appropriate regulations;
- (k) facilitate any inspection of the Parent Organisation by CIE, ensure that CIE is notified when the Parent Organisation changes premises and agree to a re-inspection;
- (l) inspect Sub-Centres to ensure that they have the appropriate facilities/equipment/teaching resources to deliver the curriculum and prepare candidates for entry to CIE qualifications. This takes the form of an initial registration approval inspection and then any subsequent annual inspections undertaken by the Parent Organisation at no cost to, or involvement by, CIE. CIE reserves the right to have access to these inspection reports. Centres wishing to offer the Cambridge International Diplomas in Management and/or Project Management will be subject to an inspection by a CIE accredited consultant;
- (m) be responsible for the proper administration and conduct of CIE's assessments;
- (n) ensure that the receipt and security of examination materials, the distribution of the examination papers to the candidates, the collection of scripts at the end of each examination and their appropriate despatch, as well as the maintenance of constant and effective supervision of the candidates, are all carried out in accordance with CIE's regulations;
- (o) be responsible for the appointment of suitable invigilators and ensure that they are familiar with the instructions issued by CIE from time to time;
- (p) ensure that all tutors involved in the delivery of Cambridge qualifications in the Parent and Sub-Centres have the skills and knowledge to deliver courses in the subject area concerned, and that the correct version of the syllabus is administered for each examination session;
- (q) complete a Change of Qualifications/Syllabus Eligibilities Form and return to CIE Customer Services should a Parent or Sub-Centre wish to change their qualification/syllabus eligibilities;
- (r) register Sub-Centres with CIE using an Attached Centre Registration form available from CIE Customer Services and in some cases allocate candidate numbers as directed by CIE, from time to time. CIE reserves the right to refuse applications;
- (s) retain all unclaimed certificates under secure conditions for a minimum period of twelve months from the date of issue and not destroy any unclaimed certificates;
- (t) agree, publish and collect examination entry fees from Sub-Centres and remit to CIE examination fees^{*1};
- (u) as a Parent Organisation, submit to the registration process, be responsible for the payment of an annual registration fee and inspection fees in the manner and at the time specified by CIE from time to time.

^{*1} Parent Organisations are responsible for notifying Sub-Centres of the fees they will be charged. The levels of all such fees are subject to CIE approval.

1.4 Administrative Services Provided by CIE

CIE undertakes to use all reasonable endeavours to:

- (a) make appropriate administrative arrangements;
- (b) inform and advise Heads of Centres;
- (c) list the syllabuses available for examination;
- (d) make such special examination arrangements as Centres request from within the provisions available (see Part 5 and Part 6);
- (e) provide entry materials and documentation, and collect entries, entry fees, forecast grades and internally assessed marks;
- (f) provide assessment timetables, administrative calendars, additional materials lists, instructions, question papers and other examination materials and documentation;
- (g) issue results and certificates;
- (h) provide for, investigate and report the outcome of result enquiries and appeals;
- (i) maintain the integrity of CIE's qualifications.

Depending upon local arrangements, some or all of the above may be organised and under the control of the appropriate Parent Organisation.

1.5 Subject Support Services Provided by CIE

CIE undertakes to use all reasonable endeavours to:

- (a) publish detailed syllabuses;
- (b) provide appropriate support materials;
- (c) respond to requests for information or advice about any aspect of syllabus provision.

1.6 Communication between CIE and Centres

1.6.1 Methods of Communication

It is important that Centres use the method of communication most appropriate to the subject matter and the urgency of the communication. A number of methods of communication are available. Unless instructed otherwise, all communication should be addressed to Customer Services. All outcomes of regulation enquiries will be formally notified to Centres in writing, responses communicated by telephone are not deemed to be official outcomes from CIE.

1.6.2 Language Medium

All correspondence between CIE and Centres must be conducted in English. This applies even when assessments are offered in a language other than English.

1.6.3 Correspondence

Letters from Centres to CIE should normally be signed by the Head of Centre, or designated deputy, and addressed to:

Customer Services
University of Cambridge International Examinations
1 Hills Road
Cambridge CB1 2EU
United Kingdom

Forms should be sent to the address given on them or in the accompanying instructions.

Fax may be used for correspondence on +44 1223 553558.

Electronic Mail (email): Centres may send enquiries by email to: international@cie.org.uk. Files should not be attached to the text of the mail messages. Messages that are sent by email will normally be replied to by email. Although technical information is often included automatically, Centres should include the following information in the text of their messages:

- Centre name and number
- Name, position and title, of the member of staff sending the message.

Centres can also contact CIE by filling in the online feedback form on CIE's website at: <http://www.cie.org.uk/Contactus/>

1.6.4 Telephone Communication

For telephone calls made in response to a communication from CIE or in following up a previously established contact, the telephone number provided for that purpose should be used.

For enquiries relating to the issues covered in this *Handbook* or any other administrative matter, Centres should, in the first instance, contact Customer Services on +44 1223 553554.

In circumstances where telephone contact is made, Centres should obtain written confirmation of any response concerning the interpretation of CIE's regulations. CIE does not accept responsibility for any misinterpretation of information, advice or guidance given by telephone.

1.6.5 CIE Electronic Support Services

CIE has developed services to make the communication of examination information quicker and more effective by utilising new technologies.

The CIE Direct website also allows Centres to download information and documents from CIE and be kept up to date by regular bulletins. Centres can access CIE Direct, a secure website which helps Centres administer CIE examinations. CIE Direct allows Centres to transmit examination data files directly and securely to CIE via the Internet.

CAMEO is CIE's Examination Administration software package. It allows Centres to import basedata (session-related, syllabus and timetable information), input candidate information and produce electronic files that can be used to send entries, entry amendments, forecast grades and internally assessed marks. The CAMEO Software is available on CD-ROM, which can be requested from Customer Services. All the file types generated by CAMEO can be uploaded to CIE from the CIE Direct website. Files which Centres submit in this way will be received almost simultaneously at CIE, reducing postage costs for Centres and eliminating delay.

Centres are able to view and download their entries and results from the CIE website <https://direct.cie.org.uk>. This is a secure website and centres will only be able to view their own entries and results.

1.6.6 Examination Data

For Centres not using the CIE Direct website to transmit data, electronic files should be exported onto CD-ROM or floppy disk and mailed to CIE. Centres submitting disks should ensure that they are clearly labelled with the Centre's name and number.

CIE is unable to accept entries via email. CIE encourages Centres to send data electronically but would ask Centres with this capability to use the CIE Direct website.

Those Centres not using CAMEO may, at present, continue to submit their examination data via excel entry forms available on CIE Direct.

1.7 Examination Material

1.7.1 Copyright

Copyright in all material, (including examinations, assessments and syllabuses), delivered by CIE to a Centre under the Agreement shall be and will remain with CIE. CIE grants a non-exclusive licence to a Centre to use such material for the purposes of the Agreement and such licence shall terminate upon the Agreement being terminated for any reason.

1.7.2 Ownership of Assessed Material

All material submitted for assessment will become the physical property of CIE. Examination answer scripts will not be returned to Centres, with the exception of examination work for HIGCSE Art and Design and IGCSE Art and Design, for which a fee will be charged. Centres must request the return of examination work for HIGCSE and IGCSE Art and Design by completing form ARF003. (A copy of this form can be found in the *Administrative Guide for Centres*.)

Photocopies of examination answer scripts will be returned to Centres as part of Enquiries about Results Services 7 and 8 (see 9.2).

For Professional Qualifications, assessments submitted for external marking or external moderation will not normally be returned to Centres. General Qualifications coursework submitted for external marking or external moderation will normally be returned to Centres but CIE reserves the right to retain some items for awarding and archive purposes. In such cases, Centres will be informed of these items.

1.7.3 Copyright and Candidates' Work

CIE reserves the right to use assessment answer scripts and coursework material (or extracts from them) on an anonymous basis in educational presentations, materials and products, which may be published in printed format or electronically. In addition, CIE reserves the right to use candidates' work for educational purposes only (for example, standard setting, training of teachers and examiners, and to demonstrate standards in the process of recognition of CIE's qualifications by universities and other organisations).

1.7.4 Ownership of CIE Examination Question Papers

All CIE examination question papers will remain as the property of CIE until the question papers are released to Centres after the examination, in accordance with the 24 hour secure storage regulation (see 3.4.3) and the regulations relating to IGCSE IT examinations (see 3.3.15.5). Copyright will continue to be owned by CIE.

1.7.5 Copyright and Use of CIE material

Centres may reproduce copies of past question papers and other materials for which CIE holds copyright, for internal Centre purposes, provided that copies are:

- limited to one per candidate entered for the syllabus for which material is being copied;
- used exclusively by candidates at the Centre in connection with their class work or internal assessments;
- not offered for sale or distribution in any circumstances;
- not warranted by CIE.

CIE is unable to give permission to reproduce:

- text taken from COLP (Cambridge Open Learning Project) books or other books published on behalf of CIE;
- any third party copyright material contained within the past papers (these items can be identified by the copyright acknowledgements which appear either under each item, or at the back of the question paper);
- musical scores;

- audio and video cassettes and tapes;
- CDs, DVDs and mini-discs;
- photographs;
- maps.

If staff at Centres wish to use material owned by CIE in any publications they are developing, they should request a copyright application form from CIE Customer Services.

1.7.6 Use of CIE Teacher Support Website

Access to the Teacher Support website is only available to University of Cambridge International Centres and Sub-Centres. Sub-Centres should contact their Parent Organisation for further information. Access to the site is restricted to teachers at these Centres and must not be given to students or individuals who are not employed by the Centre. All users of the website should have their own login details and passwords must not be shared.

Re-publication, alteration, transmission, resale or redistribution in any form or by any means is expressly prohibited.

1.7.7 Use of CIE Software

In some cases, Centres may use products or services from CIE that require the use of software supplied by CIE. Current examples of such software are the Cambridge International Diploma in IT Skills Award and the Cambridge International Diploma in Project Management. In using software from CIE, Centres must agree to protect the copyright by entering into any relevant licensing agreement and using the software only as specified.

In general, all such software will require Centres to accept any licensing conditions that are presented as the software is installed or used. These conditions will be mandatory for all Centres and will be additional to any specific licences that might be prepared from time to time for specific purposes or products.

All Centres must comply with any licensing conditions under which the software is offered for use.

1.8 Advertising CIE Qualifications

Marketing support for Centres is usually available from CIE. This normally includes a resource CD-ROM, issued on registration. The resource CD ROM contains sets of images and texts designed specifically to support the marketing of CIE assessments. In addition, it contains 'Centre Status Artwork' (a version of the CIE logo with a strap-line designed to describe the nature of the relationship shared by the Centre and CIE).

The following logos are authorised for use by a Centre. The status of a Centre dictates which logo is to be used on a non-exclusive basis.





It is essential that this artwork is used with care. A Centre which does not follow, or misuses, the guidelines as detailed below will have their Centre Status withdrawn and their Agreement terminated. Below is an overview of the regulations a Centre must adhere to. More detailed guidance is given in the resource CD-ROM.

Centres which operate through a Parent Organisation are not eligible for marketing support except in circumstances where this is arranged through the Parent Organisation.

1.8.1 Regulations Governing the Use of CIE Centre Status Artwork

- (a) The CIE identity and subtitles must be reproduced in exactly the format provided by CIE.
- (b) The CIE identity must always be used in conjunction with the logo and name of the Centre and/or in close proximity to text relating to the CIE examination.
- (c) The CIE identity must not be used in the main heading (top) of any document and should be smaller and less prominent (lower) than that of the logo and name of the Centre itself and any associated logo.
- (d) The logo is supplied in two formats – TIF and EPS. The TIF format is compatible with all Microsoft Office applications. Unless a document is being professionally printed, it is preferable to use the black and white TIF format version. The EPS format is intended for use with professional publishing software only.
- (e) The Centre Status Artwork arrangements DO NOT transfer any copyright from CIE to the Centre.
- (f) Permission to use the Centre Status Artwork is dependent upon the Centre continuing to hold Centre status. Should this status be withdrawn, the use of Centre Status Artwork must cease forthwith.
- (g) Centres must submit to CIE copies of all documentation using the Centre Status Artwork and await CIE approval before printing and use of the documentation.
- (h) The Centre Status Artwork must be printed as either a grey scale, in spot or 4 colour process.
- (i) CIE is the sole interpreter of the conditions for use of the Centre Status Artwork. All decisions regarding interpretation of the conditions of use for the Centre Status Artwork will be made exclusively by CIE.

1.8.2 Use of the CIE Identity

The identity may not be used:

- by organisations other than registered Centres;
- in certification or financial documentation issued by the Centre, e.g. attendance certificates, receipts or invoices;
- on business stationery, e.g. letterheads, business cards or compliment slips;
- as part of a Centre's email address or as part of the domain name in a Centre's web address.

Centres are not permitted to reproduce CIE certificates in any form whatsoever.

1.8.3 Approval

All uses of the CIE identity must be approved in writing by CIE. Please contact CIE Customer Services in the first instance.

Centres must submit a proof copy of all publications using the CIE identity to CIE for approval before they are printed, displayed or distributed. CIE undertakes to reply in writing to such submissions within 15 working days of receipt. CIE investigates all reports of unauthorised or improper use of the CIE identity. Permission is dependent upon the Centre continuing to hold Centre status. Should this status be withdrawn, the use of the CIE identity must cease immediately.

The copyright of the titles 'UCLES', and 'University of Cambridge International Examinations' remains with UCLES. The copyright of the University crest remains with the University of Cambridge. Permission to use any of these identities does not transfer any copyright to the Centre.

1.8.4 Referring to CIE

In describing the relationship between CIE and Centres, it is important that Centres refer to CIE as 'CIE' or 'University of Cambridge International Examinations', and not simply refer to the 'University of Cambridge' or 'Cambridge University'. Please do not abbreviate this to any other acronyms, i.e. UCIE is not permitted. When translating 'University of Cambridge International Examinations' into another language, the most appropriate wording is 'the examinations department of the University of Cambridge (England)'.

CIE is part of the Cambridge Assessment Group. Cambridge Assessment is the operating name for the University of Cambridge Local Examinations Syndicate (UCLES), which is itself part of the University of Cambridge.

1.9 Training for Teachers

CIE offers a comprehensive programme of training events for teachers of CIE syllabuses. This includes annual face to face events organised on a regional basis. CIE also offers Online training courses which take place several times each year. The courses are based on email technology supported by a website on which appropriate resources are made available. Comprehensive instructions are provided for those who register on a course.

All courses follow the same format. They are six weeks in length and comprise three units, each of a fortnight's duration. At the start of each unit, participants are provided with reading material and an assignment to complete. The course tutor gives feedback on the participant's assignments by suggesting ways in which the teaching assignment could be improved. Running alongside the course is a discussion group in which all participants and the tutor are registered. The participants and tutor can use this list to share ideas and thoughts, relating to a unit assignment or to general issues arising from teaching. Courses are offered in three fixed sessions each year.

CIE offers two Professional Development Diplomas for Teachers, the Cambridge International Diploma for Teachers and Trainers and the Cambridge International Diploma in Teaching with ICT. The Cambridge International Diploma for Teachers and Trainers is particularly concerned with professional practical skills in teaching, from planning, through delivery and assessment, to evaluation. The Cambridge International Diploma in Teaching with ICT is concerned with planning, managing and evaluating the effective use of Information and Communications Technology (ICT) to support teaching and learning. Both Diplomas are modular and provide clear frameworks of standards on which effective professional development programmes can be based. Assessment is by on-demand practical assignments. There is a range of support material available from CIE including candidate guidance, training resources and online support.

For information on all training refer to the CIE website at www.cie.org.uk or email international@cie.org.uk. Information and articles on training events can also be found in CIE's magazine, *International Outlook*, which is sent to all Centres on a quarterly basis.

1.10 Access to Assessments

1.10.1 Equal Opportunities

CIE is committed to providing equality of opportunity, in accordance with, and consideration of, current and forthcoming UK legislation.

There is a policy of open access for all CIE qualifications. The principle of open access is promoted in all areas of CIE assessment activity, which aim to overcome any potential inequality in relation to gender, ethnic origin, religion, age and disability in:

- the assessment process;
- the interpretation of available data relating to the implementation of policies and procedures of the scheme;
- the monitoring of all publications produced for CIE qualifications;
- the arrangements made for candidates with special requirements to facilitate their access to CIE qualifications;
- the method of recruitment, selection, briefing and training for all those working for, or on behalf of, CIE qualifications.

1.10.2 Access and Professional Qualifications

CIE Professional Qualifications aim to ensure that all candidates are given the opportunity to demonstrate their competence. Arrangements for candidates with recognised disabilities are reviewed on an ongoing basis and CIE welcomes feedback from Centres.

CIE Professional Qualifications, as covered by this *Handbook*, are based on statements of competence. All of these objectives must be met by all candidates and may not be omitted in any circumstances. However, candidates may use mechanical, electronic and other aids in order to demonstrate competence as long as these aids can feasibly be used in a Centre and a candidate's performance can be assessed.

1.10.3 Access and Private Candidates

Specific regulations govern the access of Private Candidates to CIE assessments (see 2.1.2).

1.11 Science Accommodation and Equipment

The effective delivery of a science curriculum requires an emphasis on practical work whatever the level and regardless of whether the practical, alternative to practical or coursework component of an examination is to be offered by a Centre. CIE must be satisfied that Centres are adequately equipped to teach the practical aspects of the subject, as set out in the relevant syllabus, and can comply with any requirements for practical assessment before entering candidates for an examination in that syllabus. If CIE is not satisfied in this respect, for whatever reason, the Centre may be deemed ineligible to prepare candidates and debarred from the CIE science syllabus examinations.

The CIE publication *Planning Science in Secondary Schools* is obtainable from

The Publications Department
University of Cambridge International Examinations
1 Hills Road
Cambridge CB1 2EU
United Kingdom

Tel: +44 1223 553554
Fax: +44 1223 553558

It has been produced to provide guidance for Heads of Centres/Parent Organisations and science specialists who may be involved in the design and commissioning of new, or refurbishing existing, science accommodation and equipment. The publication contains sections on: planning the accommodation; the laboratory; the preparation room; apparatus and resources (by subject and level).

In some cases individual syllabuses may contain a list of recommended laboratory equipment or apparatus.

1.12 Resource Requirements for the Cambridge International Diploma in IT Skills

Candidates will require frequent access to appropriate IT facilities to develop their skills. Centres will therefore need to have sufficient, appropriate facilities available to allow students access as necessary. The scale of this provision will clearly depend on the number of candidates likely to enter for the assessments over a given period and the nature of the course and its method of delivery.

The Cambridge International Diploma in IT Skills is software specific and only suitable for use on PCs that operate using Windows 95, Windows 98, Windows 2000, Windows NT version 4.0 or later and Windows XP (English only). The minimum specification for the PC running the Administrator software is:

Pentium P166, 32 Mb RAM, (64 Mb RAM highly recommended), 256 Colours, 640x480 resolution, 50 Mb Hard Disk space available, multimedia enabled (i.e. including a CD-ROM drive), and with a Printer Driver installed. At this specification, the screen will not show all of the graphics properly and a display set to 800x600 with 65576 colours is highly recommended

The minimum specification for a PC running the Testing software is:

Pentium P166, 16 Mb RAM, (64 Mb RAM highly recommended), 256 colours, 640x480 resolution, mouse, keyboard and VGA colour monitor. The same recommendations as for the running of the Administrator software apply with regard to the display.

The PC user will need to be able to have access to Microsoft Office 97, Office 2000 or Office XP products. PCs need to fulfil the minimum specification required to run Microsoft Office 97 Professional, MS Office 2000 Professional or MS Office XP professional. Assessment for four of the five Application Modules is built on Microsoft products. For these four modules, students will be assessed using the particular software packages. Students should, however, be encouraged to realise that, with the aid of a manual, they can learn the necessary skills and easily transfer their skills to a variety of products and other packages, should they need to do so.

Request for Change of Qualification/Syllabus Eligibility Form

1 Your details

▶ CIE Centre number and Centre name

▶ Address

Town/City

Post/Zip Code

Country

▶ Phone number (including international dialling code)

▶ Fax number (including international dialling code)

▶ Email Address

▶ Website Address

3 Declaration

▶ I confirm that I am authorised to submit this form on behalf of the centre.

▶ Your title (Mr, Mrs, etc) and name in **BLOCK CAPITALS**

▶ Your position or job title

▶ Signature

▶ Date

4 What to do next

▶ Make a copy of this form for your own records.

▶ **Please return this form to**

University of Cambridge International Examinations,
Customer Services, 1 Hills Road, Cambridge, CB1
2EU, United Kingdom. **Fax:** +44 1223 553558

▶ This form, once completed and approved by CIE, shall form part of the Agreement between your centre and CIE.

2 Complete the section below to request a change, by placing a '✓' to add a subject/syllabus or an 'x' to remove a subject/syllabus from your current product eligibility

Add/ remove	Assessment	Syllabus code and title	Exam session e.g. June/Nov	Only complete when adding to eligibility	
				Year of first examination	Estimated annual entries
e.g. ✓	A/AS	9700 <i>Biology</i>	June	2007	30
e.g. x	O	6010 <i>Art</i>	Nov	2009	99

**PART 2: ASSESSMENT ENTRIES:
FOR GENERAL QUALIFICATIONS AND PROFESSIONAL QUALIFICATIONS TIMETABLED
QUESTION PAPER MODULES**

2.1 Candidates

2.1.1 Eligibility

- (a) There are no age restrictions on entering for assessments.
- (b) Each candidate must be entered by a Centre.
- (c) A candidate is not permitted to enter for the same syllabus code at two Centres in the same examination session. In addition, no candidate may take more than one syllabus with the same title at IGCSE or GCE Ordinary Level.
- (d) All candidates must meet the full requirements of the assessments for which they are entered and must, therefore, have their coursework authenticated and where appropriate, marked and moderated by a Centre.
- (e) All work submitted for assessment must be authenticated by a Centre and where appropriate, marked and moderated by a Centre.

2.1.2 Private Candidates

Assessments are primarily designed for candidates who are registered on courses of study at schools and colleges registered as Centres with CIE. It is recognised, however, that there are candidates who may not attend CIE Centres but who may wish to enter for assessments. Such individuals are referred to as private candidates.

- (a) Private candidates must be able to meet the full requirements of any assessment for which they are entered. In particular, where an assessment involves the submission of coursework, candidates must submit that coursework, which must be authenticated and marked by the Centre through which entry has been made.
- (b) Entry for assessments can only be made through a Centre. It is the responsibility of private candidates to make their own arrangements with a Centre.
- (c) It is the responsibility of the Centre to remit fees to CIE for any private candidates accepted by the Centre. Candidates may be required by the Centre through which they make their entry to reimburse the fee and to pay a further fee to cover the cost of supervision and marking of any coursework or other internally-assessed work by the staff of the Centre.
- (d) Individuals who have been entered as private candidates are identified separately in summaries of the Centre's results. The Centre name will not appear on the certificates issued to private candidates.

2.1.3 Transferred Candidates

Candidates may only be transferred to a Centre registered with CIE.

- (a) A candidate who, after final entries are made, transfers to another CIE Centre becomes the responsibility of the receiving Centre, who will allocate their own number to the candidate. Where necessary, arrangements must be made between the originating and new Centre to complete any internal assessment, and the marks for internally assessed work must be submitted by the receiving Centre.
- (b) Two transfer candidate forms require completion - one by the original Centre and another by the receiving Centre confirming acceptance of the arrangements. (A copy of each of these forms can be found in the *Administrative Guide for Centres*). When both of these have been received by CIE, the entry will be moved from the original Centre to the receiving Centre, and assessment materials will be supplied to the receiving Centre as normal. The original Centre will receive a refund of the candidate's fees. A new invoice will be issued to the receiving Centre for the candidate. No late fees will be charged to Centres receiving a transferred candidate.

- (c) CIE is unable to accept a request for transfer received at CIE less than 10 days before the date of the first examination to be taken by the transfer candidate.
- (d) CIE is unable to accept requests for partial transfers (i.e. taking just one component/module of an assessment at another Centre).

2.1.4 Correspondence about Candidates

All correspondence on any aspect of a candidate's assessment will be conducted between CIE and the Head of Centre, Examinations Officer/Centre Co-ordinator or their deputy responsible for the candidate's entry. Only in exceptional circumstances will CIE, at its discretion, correspond directly with candidates or their parents.

2.1.5 Disqualification of Candidates

Any candidate for whom malpractice has been confirmed may be disqualified from at least the subject concerned (see Part 7).

2.2 Entries

2.2.1 Estimated Entry Information

- (a) It is **essential** to provide CIE with estimated entry information. The failure to submit estimated entries may result in Centres not having the necessary material to carry out assessments at the specified time.

CIE will collect estimated entry information from Centres to:

- aid the planning of the assessments;
- supply Centres with early materials for oral and practical assessments
- supply Centres with final entry documents;
- plan the recruitment of examiners;
- print required quantities of question papers.

Materials for oral and practical assessments are despatched on the basis of estimated entries. The failure to submit estimated entries may result in Centres not having the necessary material to carry out assessments at the specified time.

- (b) Centres which are not in a position to provide estimated entry information by the required date must complete the form on the basis of the number of candidates studying for the particular subject.
- (c) Deadlines for submission of estimated entry information are:
 - (i) General Qualifications: **15 October** for all examination sessions;
 - (ii) Professional Qualification Question Paper Modules: **30 November** for May session; **30 April** for October session.

2.2.2 Final Entries

- (a) Centres will be provided with materials for submitting final entries for each examination session on the basis of the estimated entry information supplied to CIE (see 2.2.1). Centres registered with the CIE secure website will be provided with their entry materials by means of this website.
- (b) It is the responsibility of the Head of Centre to ensure that accurate and complete final entry data is submitted to CIE. All entry amendments must be submitted to CIE by the deadline for receiving amendments to avoid jeopardising the Centre's candidate entries.

- (c) All entries should reach CIE by the published closing date. Entries received after this date will be subject to late entry fees. CIE will accept late entries and changes to entry until 56 days after the closing date. After this point no further entries or changes to entry will be accepted.
- (d) Candidates may not be entered for certain combinations of assessments where the certification titles are the same or where the syllabuses share common assessment.
- (e) Entry files must be submitted for the following groups of general qualifications per session. All qualifications a Centre plans to make entries for in these groupings must be combined in one entry file.

June/November – IGCSE, GCE O Level, GCE AS & A Level, AICE (Half Credit), ICE, AICE Diploma

June/November – Cambridge International Primary Programme

October – HIGCSE

May/October - Checkpoint

- (f) Entry Closing Dates:

Examination session/ Qualification	May	June	October	November
AICE (Half-credit) GCE A Level GCE AS Level GCE O Level IGCSE		21 February		16 August for first time entries; 21 September for retake entries
HIGCSE			12 June	
Checkpoint	21 February		21 September	
Cambridge International Primary Achievement Tests	21 February			16 August
Cambridge International Diplomas in Business and Travel and Tourism	21 February		11 August	
Cambridge International Diploma in Computing		21 February		11 August

2.2.3 Unique Candidate Identifiers (UCI) for Professional Qualification Modules

The Centre is required to allocate a UCI for the first module entry for a candidate in a given qualification. The format for the generation of the UCI is provided in the *Cambridge International Diplomas Administrative Guide*. This UCI must be used for all subsequent module entries for the candidate in question.

2.2.4 Candidate Numbering

Every candidate must be assigned a four digit number chosen by the Centre. A candidate must not be assigned more than one candidate number in the same session. The same candidate number must not be assigned to more than one candidate in the same examination session.

2.2.5 Statements of Entry

Statements of Entry, showing details of each candidate's entry, will be issued to Centres. Centres are advised to give candidates the opportunity to check personal details recorded on the *Statements*. *Statements of Entry* will form the Centre's record of entries, both before and during the assessment. Centres must forward *Statements of Entry* to private candidates so that the accuracy of the *Statements* can be checked.

2.2.6 On-line Entries

Centres who have applied to CIE for the necessary access will be able to view the entries for their Centre from the CIE website <https://direct.cie.org.uk>. This is a secure website and Centres will only be able to view their own entries.

2.3 Forecast Grades

Centres are requested to submit forecast grades for candidates for General Qualifications, using CAMEO to submit electronic files (see 1.6.5). Electronic files of forecast grades must be submitted to CIE via the CIE Direct website by the dates shown below.

Alternatively, Centres can use the Forecast Grade Form (F1). These should be returned to CIE in the envelope provided for this purpose by the dates shown below.

Centres are requested to submit forecast grades for candidates for Cambridge International Diploma timetabled modules using the Forecast Grade Forms (F1) provided. These must be submitted by the dates shown below.

Dates for submission of forecast grades:

May/June examination session	30 April for AICE (Half-credit), GCE A, AS, O Levels & IGCSE, CID
October examination session	15 October for HIGCSE
November examination session	31 October for AICE (Half-credit), GCE A, AS, O Levels & IGCSE
October/November session	30 September for CID

Submission of forecast grades, whilst not compulsory, provides important information to CIE for the following circumstances:

- in grading, as a check between actual grades and forecast grades;
- in instances where a candidate's script may have been lost or damaged;
- in cases of Special Consideration.

A forecast grade must be a realistic prediction of what the candidate is expected to achieve in the examination. It is not intended to be the teacher's assessment of the quality of the candidate's work during the course, or of the effort that the candidate has made. In the case of an assessment that the candidate has already partly completed (e.g. an Advanced Level subject in which the candidate has already achieved a contributory Advanced Subsidiary Level result), the forecast grade should relate to the overall qualification including the part already assessed.

Candidate details for all entries received at CIE by 10th April for the June session and 21st September for the November session will be included in the despatch of the pre-printed Forecast Grade Forms. If a late entry or entry amendment has been made after these dates, the candidate details should be added on to the pre-printed Forecast Grade Form (F1). If there is not sufficient room on the pre-printed F1, the Supplementary F1 should be used to record the Forecast Grade of any additional candidate(s). (A copy of this form can be found in the *Administrative Guide for Centres*.)

A Supplementary F1 form should also be used where a late entry or an entry amendment results in a Centre having an entry for a syllabus component for which they have not previously had an entry, and therefore, a pre-printed Forecast Grade form (F1) would not have been produced.

2.4 Entry Fees, Late Entries and Entry Amendments

2.4.1 General Qualifications

- CIE will charge an entry fee per syllabus per candidate. For GCE assessments a candidate fee is also charged. An additional local fee may be payable to a Parent Organisation, if appropriate.
- CIE will charge fees for late entries and option amendments, as outlined below. Retake entries and carry forward entries (dependent on June session results) for the November examination session will be accepted until **21 September** without incurring a late entry fee. After this date the late entry fees as stated will be applied. Details of the rates and methods of payment are included in the *Examination Fees* booklet, issued annually. Following the receipt of assessment entries or other services which attract fees, Centres will be sent an invoice for the outstanding balance on their accounts.
- Although entries into the Cambridge International Primary Achievement Tests do not attract an entry fee, any entries received after the advertised entry closing date will be liable for late entry fees.

	June Session	October Session	November Session
Final Entry Closing Date	21 February	12 June	16 August (21 September for retake entries)
First Level late entry fee applies for late entries and option amendments	22 February – 20 March	13 June – 10 July	17 August – 6 September for first-time entries
Second Level late entry fee applies for late entries and option amendments	21 March – 3 April	11 July – 24 July	
Third Level late entry fee applies for late entries and option amendments	4 – 17 April	25 July – 31 July	7 September – 4 October for first time and retake entries 22 September – 4 October for retake entries

No entries or amendments will be accepted after **17 April** (for June session), **31 July** (for October session) or **11 October** (for November session).

2.4.2 Professional Qualifications Timetabled Question Paper Modules

- (a) CIE will charge an entry fee per module per candidate. An additional local fee may be payable to a Parent Organisation, if appropriate. Details of the CIE rates and methods of payment are included in the *Examination Fees* Booklet, issued annually. Following the receipt of assessment entries or other services which attract fees, Centres will be sent an invoice for the outstanding balance on their accounts.
- (b) CIE will charge fees for late entries and module entry amendments as outlined below. Details of the rates and methods of payment are included in the Examination Fees booklet, issued annually. Following the receipt of module entries or other services which attract fees, Centres will be sent an invoice for the outstanding balance on their accounts.

	May/June session	October/November session
Final Entry Closing Date	21 February	10 August
First Level late entry fee applies for late entry and module entry amendments	22 February – 6 March	11 August – 26 August
Second Level late entry fee applies for late entry and module entry amendments	7 March – 3 April	27 August – 18 September
Third Level late entry fee applies for late entry and module entry amendments	4 April – onwards	19 September – onwards

2.5 Refund of Fees

Refund of entry fees will only be made if CIE is notified of the withdrawal of a candidate before the published entry closing date.

CIE will consider requests, in writing from Centres, for refunds of entry fees on medical grounds after the published entry closing date. The application must be accompanied by a statement from a medical practitioner to the effect that the candidate was unable to sit the examination(s). Applications should be sent to Customer Services.

Refunds will not be issued until after the end of the examination session.

CIE will not refund entry fees under any other circumstances.

2.6 Retaking Examinations

2.6.1 General Qualifications

Candidates may take an assessment on more than one occasion. When retaking an assessment, the candidate must sit all the written examination papers relevant to the entry option.

2.6.1.1 Coursework components

The following options are available for the coursework components of assessments:

- (a) A Centre may request CIE to carry forward a candidate's coursework mark to the new session only if the entry instructions specify. This option is available once within thirteen months of the assessment session for which the coursework was originally submitted and may be used on only one occasion for IGCSE and GCE O Level. For GCE AS and A Level carry forward options, please refer to part 2.7 of this *Handbook*.
- (b) A candidate retaking an assessment may submit coursework choosing one of the following options:
 - submit entirely new coursework;
 - submit coursework partially changed or augmented;
 - submit, unchanged coursework prepared for a previous assessment. However, the work should not be submitted unchanged if the mark may be carried forward (see 2.6.1.1.(a)).

Centres should note the distinction between the carrying forward of a coursework mark, which may be undertaken only by CIE, and the re-submission of coursework by the candidate. For each of the alternatives in 2.6.1.1 (b), the Centre must ensure that the candidate's complete coursework (both the original and any additional work) is assessed alongside that of other candidates entered for the assessment and is available for moderation. Irrespective of the option chosen, the coursework must meet the particular requirements of the syllabus in force at the time of retaking the assessment.

2.6.2 Professional Qualifications Timetabled Question Paper Modules

Candidates who fail a specific module are free to retake the module assessment as many times as they wish. When retaking an assessment, the candidate must sit all the assessment papers relevant to the module and pay the relevant module entry fee.

Candidates who have achieved the grade of Pass or better in a module may not retake the module to improve their grade.

2.7 Staged Assessment

The curriculum to be studied for most Advanced (A) Level syllabuses includes the curriculum to be covered for an Advanced Subsidiary (AS) Level in the same subject. The AS Level syllabus covers about half of the material of the A Level syllabus. The part of the A Level syllabus which is **not** included in the AS Level syllabus is sometimes referred to as the 'A2' syllabus because it would often be covered in the second year of a two-year A Level course.

Candidates may take an AS Level examination in a subject where it is available as an end in itself or as an intermediate examination halfway to A Level. It is **not** compulsory to take the AS Level examination in a subject before proceeding to take the A Level in it.

'A2' does not exist as a qualification. Candidates who have studied the A2 part of an A Level syllabus should be entered for the full A Level. However, if they have already taken the AS Level papers in a previous session, they need not take them again but may carry forward their result, subject to the arrangements described below.

Subject to requirements of the particular A Level syllabus, an award in an AS Level syllabus in June 2007 may be used towards the award of an A Level in the same subject in November 2007 and/or June 2008, and an award in an AS Level syllabus in November 2007 may be used towards the award of an A Level in the same subject in June 2008 and/or November 2008. AS awards obtained prior to the mentioned examination sessions may not be used towards the award of an A Level in June 2008 and/or November 2008.

Centres entering candidates for A Level in these subjects in June 2008 and/or November 2008 are required to state by means of an entry option, for each candidate for each syllabus, whether:

- a) All the required components for the A Level award are being taken concurrently and no previous AS Level results are to be considered;
- b) All the required components for the A Level award are being taken concurrently but the candidate has also taken the AS Level in the same subject within the previous 13 months which will include:
- If entering in June 2008 the AS Level to be counted towards the A Level award would have had to be obtained in June 2007 and/or November 2007 only. AS Level awards obtained in previous sessions may not be counted towards the award of an A Level in June 2008
 - If entering in November 2008 the AS Level to be counted towards the A Level award would have had to be obtained in June 2008 and/or November 2007 only. AS Level awards obtained in previous sessions may not be counted towards the award of an A Level in November 2008.

CIE will then count the best possible A Level result that can be obtained by considering all the valid combinations of AS level results and the A2 taken in the current session: or

- c) Only the A2 components of the A Level are being taken in the current session and the AS Level award was obtained in the same subject within the previous 13 months which will include:
- If entering in June 2008 the AS Level to be counted towards the A Level award would have had to be obtained in June 2007 and/or November 2007 only. AS Level awards obtained in previous sessions may not be counted towards the award of an A Level in June 2008
 - If entering in November 2008 the AS Level to be counted towards the A Level award would have had to be obtained in June 2008 and/or November 2007 only. AS Level awards obtained in previous session may not be counted towards the award or an A Level in November 2008.

It is not possible to carry forward an AS Level award to sessions other than those specified above (points b and c), or to carry forward a result in an individual component unless it constitutes a full AS Level award.

Centres that wish candidates' previous sessions AS Level results to be considered must include, for each candidate, details of the session, Centre and candidate number that they were entered under at the time of the AS award.

GCE AS & A Level Staged Assessments will not be available in Languages other than English, or in certain subjects which do not have an AS Level syllabus.

**PART 3A: CONDUCT OF EXAMINATIONS
GENERAL QUALIFICATIONS AND PROFESSIONAL QUALIFICATIONS QUESTION PAPER
MODULES**

3.1 Preparation for the Examination

3.1.1 Receipt of Question Papers and Examination Materials

Question paper packets and examination materials will be sent in advance of the examination period to the Head of Centre. The unopened packets should be checked carefully upon receipt and CIE should be notified immediately of any problems, for example:

- (a) if there are any discrepancies between the material received and the despatch note;
- (b) if the material received does not appear to meet the Centre's requirements;
- (c) if the material has been significantly damaged in transit;
- (d) if there appears to have been any possible breach of security whilst the material was in transit;
- (e) if the seal of the question paper envelope is not intact or there is any indication that it may have been tampered with;
- (f) if there is perceived to have been a delay in delivering the question papers, (e.g. materials held up in transit).

Centres are advised to check question paper packets against the examination timetable and to arrange them in timetable order, so as to reduce the possibility of opening a packet of question papers at the wrong time.

3.1.2 Security of Question Papers and Examination Materials

- (a) It is the responsibility of the receiving organisation to ensure the ongoing security of the question papers and to take all preventative measures necessary to comply.
- (b) Unopened question paper packets must be locked away in a place of high security, ideally a strong safe. If a safe is not available or is of insufficient capacity, a non-portable, lockable, reinforced steel or metal cabinet or other similar container must be used. The safe or container must be in a securely locked room with access and key-holding restricted to two or three authorised persons. The room should preferably be windowless and on an upper floor. Where windows are not secure, whether internal or external, they should be fitted with an effective security device such as metal bars or an alarm system. Keys to both the metal container and secure room should be held in a secure place.
- (c) CIE should be informed immediately if the security of the question papers or confidential instructions or materials is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.
- (d) The packets of question papers and other examination materials must not be opened until the time appointed for the examination concerned, except in circumstances where:
 - (i) confidential material such as *Confidential Instructions* for practical examinations are required to be opened in advance of the examination. Strict precautions must be taken to safeguard the *Confidential Instructions* after they have been opened; they must not be removed from the Centre and when not in use must be kept in the conditions outlined in 3.1.2 (a). It is the responsibility of the Head of Centre to ensure that these materials remain confidential and that no information about these materials reaches candidates, either directly or indirectly. Under no circumstances should Centres discuss the *Confidential Instructions* with any other Centre. Any enquiries relating to the *Confidential Instructions* should be referred to CIE, or in the case of local arrangements, the Parent Organisation. Under no circumstances should any question paper packets be opened before the examination. There are no exceptions. (See also 3.3.11);

- (ii) certain literature question paper packets for Plain Texts or Open Books examinations may be opened one hour in advance of the examination in order to check the page references to specific editions of the texts. They must be opened and checked by the Head of Department or appropriate teacher, in the presence of the Head of Centre or their deputy;
 - (iii) confidential material is pre-recorded on CDs or other media. Arrangements must be made, prior to the examination, for such material to be tested according to the instructions issued by CIE and any deficiencies or other problems should be notified immediately to CIE. (See also 3.3.13.)
- (e) Examination stationery and materials must be stored securely at all times so that no unauthorised person has access to them. Examination stationery is provided for use in CIE's examinations only.
 - (f) All answer scripts must be despatched without delay on the same day wherever possible, after an examination, by the most expedient method. If answer scripts have to be retained overnight they must be kept under secure conditions. (See also 3.5.2.)
 - (g) If a candidate is entered for CIE examinations at a Centre where a relative is employed, the Head of Centre must ensure that during the examination session the candidate's relative does not have unaccompanied access to examination materials, either before the examination (e.g. question papers), or after the examination (e.g. answer scripts). If the relative in question is acting as the Centre's Examinations Officer, then appropriate arrangements must be made to ensure that another person is present for all the examinations administration relating to the candidate's examinations. Any documentation submitted to CIE for the examinations, (for example Special Arrangement forms), must be authorised by a member of Centre staff other than the candidate's relative. This includes medical certificates submitted for Special Arrangements and Special Consideration. (See also 3.1.4 (a), 6.5 (d), 6.7.4 and 6.18 (e).)

3.1.3 Accommodation

3.1.3.1 Examination Venue

All candidates must sit for the examination at the Centre unless prior permission has been obtained from CIE for candidates to take the examination elsewhere.

3.1.3.2 Examination Room

Any room in which an examination is conducted must provide candidates with appropriate conditions in which to take the examination. Due attention must be paid to such matters as access, heating, ventilation, lighting and the level of extraneous noise.

Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the subject concerned. See 3.3.11.3 for instructions on accommodating large numbers of candidates for practical examinations.

Art and Design practical examinations, at any level, must be conducted in line with written examinations. Therefore no music or background noise must be played during these examinations.

3.1.3.3 Display Material

Under no circumstances should any display material, (e.g. maps, diagrams, wall charts), which might be helpful to candidates be visible in the examination room. Particular care must be taken with those examinations that are held in laboratories or libraries.

3.1.3.4 Clock

A reliable clock or some other mechanism for displaying the time must be visible to all candidates in the examination room.

3.1.3.5 Notice to Candidates and Display of Information

The poster CIE *Notice to Candidates* must be displayed both inside and outside the examination room.

The CIE Centre number, and the start and finish times of each examination, must be displayed and visible to all candidates.

(A copy of the CIE *Notice to Candidates* can be found on page 51 of this *Handbook* and in the *Administrative Guide for Centres*.)

3.1.3.6 Seating Arrangements

The seating arrangements must be such as to prevent candidates from overlooking the work of others, intentionally or otherwise. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.

For multiple choice papers, candidates must, wherever possible, be placed so that the distance between centres of chairs is extended to 3 metres.

Wherever possible, for written examinations:

- (a) all candidates must face in the same direction;
- (b) each candidate must have a separate desk or table of sufficient size to accommodate question papers, maps, equipment and materials for practical examinations and answer booklets/paper;
- (c) if candidates are not working at individual desks, they must be sufficiently far apart so that their work cannot be seen by, and contact cannot be made with, other candidates;
- (d) candidates who are working on a drawing board set on an easel or other non-horizontal surface should, wherever possible, be arranged in an inward-facing circle or in some similar pattern;
- (e) where candidates sit their examination in a language laboratory, they must be accommodated in screened booths;
- (f) where candidates sit their examinations in a computer laboratory, the minimum distance between 2 monitors must be 1.25 metres (centre to centre). If this requirement is not possible candidates must sit at alternate monitors or the computers should be in screened booths.
- (g) candidates must be seated in candidate number order, with candidate numbers (index numbers) labelled on each desk.

Any other examination may be held in the examination room at the same time, provided that no disturbance is caused thereby.

Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all the examination regulations can be applied. The candidate's scripts must be packed separately from other scripts at the Centre and, prior to posting with the main despatch of scripts, advice should be sought from CIE.

3.1.4 Invigilation Arrangements

- (a) The Head of Centre must ensure that invigilation is carried out by suitably qualified and experienced adults. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room, is specifically not eligible to serve as the sole invigilator. The Head of Centre must ensure that invigilators are fully briefed and trained prior to carrying out the task of invigilation.

- (b) The invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the examination and must not perform any additional task (e.g. marking) in the examination room. Invigilators must be present, mobile and attentive throughout the examination.
- (c) (i) At least one invigilator should be present for every 25 candidates (but see 3.1.4 (c) (iv)). Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.
- (ii) When only one invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates. Invigilators may be changed during an examination, providing that the numbers present in the room do not fall below the number prescribed.
- (iii) A teacher who has prepared the candidates for the subject under examination should not be the sole invigilator at any time during an examination in that subject.
- (iv) For practical tests there should be one invigilator for every 15 candidates. In these examinations it is essential that a teacher of the subject should also be present in the examination room at the start of the test, and as necessary thereafter, to deal with technical difficulties that may arise, including matters of safety, and to assist with the invigilation in general. (See also 3.3.11.4.)
- (v) For Listening Tests, ideally, a member of staff who speaks the language of the Listening Test should be present in the examination to deal with any technical difficulties that may arise. If this person is the teacher who prepared the candidates for the subject under examination, they must not be the sole invigilator (see 3.1.4 (c) (iii)).
- (vi) In examinations in which questions or passages are required to be read to candidates it is essential that an invigilator is present in addition to the reader.
- (d) A copy of this *Handbook* must be available to each invigilator in each examination room. Invigilators should be familiar with the regulations contained in Part 3 of the *Handbook* and the contents of the *Notice to Candidates*, as well as any specific regulations relating to the subjects being examined.
- (e) A checklist for invigilators can be found on page 52 of this *Handbook* and in the *Administrative Guide for Centres*. It is intended to be used as a reminder for invigilators and must only be used in conjunction with the regulations contained in this *Handbook*.
- (f) Further guidance for invigilation can be found for Science Practical examinations on page 53 of this *Handbook*, for IGCSE IT Practical tests on page 54 and for Multiple Choice papers on page 56. These guidance notes are intended to be used as reminders for invigilators and must only be used in conjunction with the regulations contained in this *Handbook*.
- (g) Centres must keep signed records of the invigilation arrangements for each examination session. This record may be required by CIE at any time up to the publication of results and issue of certificates.

3.2 At the Beginning of the Examination

Centres must ensure that candidates take CIE's examinations at the session times indicated on the timetable. Centres are permitted to start the examinations at any time within the 'window' for the session but must ensure that the finish will be within the times specified (see 5.1). Centres unable to meet this requirement should apply to CIE for a timetable deviation (see Part 5).

CIE reserves the right to visit Centres during the period of examinations to inspect the arrangements made for the security of confidential examination material and for the conduct of the examinations (see Part 1, section 1.2 (m)).

3.2.1 Identification of Candidates

The invigilators must be satisfied as to the identity of every candidate attending each examination session. The Head of Centre must ensure that arrangements are in place to enable invigilators to carry out checks on the identity of all candidates.

Private candidates who are not known to the Centre must be required to present documentary evidence (e.g. an ID photo-card or passport), that they are the same persons who made entry for the examination each time they attend an examination session.

Only persons authorised by the Head of Centre are to be allowed in the examination room.

3.2.2 Candidate Numbers

All candidates must be informed of their candidate numbers in advance of the examination.

3.2.3 Attendance Registers

Attendance Registers and instructions for their use will be sent to Centres before the examination. These documents, for recording the presence of candidates, must be completed in accordance with the instructions printed on them.

Attendance Registers are printed in date and session order for all timetabled components set by CIE. For components for which no specific date or session is allocated, the Attendance Registers are printed at the beginning of each Centre's set of Attendance Registers. Centres should check that they have received Attendance Registers for each component being taken at the Centre and report any deficiencies immediately to CIE Customer Services.

Candidates' names are printed on the Attendance Registers exactly as they will appear on the *Statements of Results* and on certificates. Any errors in the names should be reported at once using a Candidate Entry Amendment Form. If a candidate is not shown on the Attendance Register, he/she must be entered on the Attendance Register and a formal entry made to CIE if this has not already been done. Candidate details for all entries received at CIE by the time that Attendance Registers are printed will be included in the despatch of pre-printed Attendance Registers. If a late entry or entry amendment has been made after this time, the candidate details, (including candidate name and candidate number), should be added on to the pre-printed Attendance Register. If there is not sufficient room on the pre-printed Attendance Registers, the Supplementary Attendance Register should be used to record the attendance of any additional candidate(s). (A copy of this form can be found in the *Administrative Guide for Centres*). A Supplementary Attendance Register, should also be used in cases where late entry or late entry amendments have been made for which Centres did not previously have any candidates – in these instances a pre-printed Attendance Register will not have been produced. If a candidate has been entered but is not present for the examination, he/she must be marked as Absent on the Attendance Register.

The Attendance Register should be checked and signed at the end of the examination.

3.2.4 Seating Plan

Centres must keep signed records of the seating arrangements for each examination session. It must be possible to generate a seating plan from this record. The seating plan may be required by CIE at any time up to the issue of certificates.

3.2.5 Unauthorised Materials

Candidates may take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper, stationery list or in the syllabus booklet for the subject being examined.

Unauthorised materials, for example calculator cases/instruction leaflets, bags, non-transparent pencil cases, personal TVs/computers, electronic or radio communication devices, including mobile telephones, Bluetooth headsets and portable music players, should be left either outside the examination room or with the invigilator and must be switched off.

If unauthorised materials have been taken into the examination room, such materials must be placed out of reach of the candidates before the examination commences. (See 3.2.7 (c)).

The use of map stencils is forbidden in Geography papers. (See 3.3.3 for regulations for the use of calculators, 3.3.4 for the use of mathematical tables and 3.3.5 for the use of dictionaries.)

3.2.6 Stationery, Materials and Other Equipment

Prior to each examination session, Centres will be provided with an *Additional Materials* booklet, which specifies all required materials for each examination and whether they are to be provided by CIE or the Centre.

Writing paper/answer booklets, A2 drawing paper, A3 drawing paper, plain paper, music paper, accounting paper and tracing paper must be provided by the Centre for CIE examinations. Writing paper should be lined and have ruled margins. Candidates should normally write on both sides of the paper assuming that the paper is sufficiently opaque. Centres will be provided with information about the quantity of each item required for the session on the advice note received with the stationery despatch from CIE.

The invigilator must ensure that only the specified items are issued to the candidates. Only writing paper for the examination, (this includes the paper for rough work) is to be provided. Blotting paper should be issued by the invigilator, if required.

In a subject where there is a multiple choice test and individual pre-printed answer sheets are provided for each candidate, the invigilator must ensure that each individual answer sheet is given to the candidate whose name appears on it and that the sheets relate to the subject and the component/module concerned.

Candidates must provide themselves with pens, pencils, ink, drawing instruments and erasers. Candidates must write their answers legibly in black or dark blue ink. Candidates should be warned that the use of pale blue ink contributes to illegibility. Red ink must not be used. Soft pencil (type B or HB is recommended) must be used for multiple choice tests. Pencils or pens in other colours may be used for diagrams and maps only.

3.2.6.1 Additional Stationery and Materials for Science Papers

Centres are advised that the following should be available to candidates in all science papers: ruler (300 mm), protractor, set square, pair of compasses and graph paper. These specific additional materials will not be listed on science question papers.

Candidates are permitted to use calculators in all science papers and there will be no future reference to their use on question papers. (See 3.3.3 for regulations governing the use of calculators.)

Where any difficulties with the availability of calculators are anticipated or encountered, mathematical tables should be made available. Centres should be aware that candidates are not allowed to take their own copies of mathematical tables into the examination room (see 3.3.4).

3.2.7 Starting the Examination

An examination is deemed to be in progress from the time the candidates enter the examination room until all the scripts have been collected.

Before candidates are permitted to start work, the invigilator must:

- (a) ensure that the candidates are seated in accordance with the prescribed seating arrangements;
- (b) inform the candidates that they are now subject to the regulations of the examination;
- (c) warn the candidates that any unauthorised material not previously handed in (see 3.2.5) must be handed in. This should include any food or drinks, which may only be allowed in the examination room with the specific approval of the Head of Centre;
- (d) check that the candidates have all the necessary materials to enable them to complete the examination;

- (e) check that the question paper packets are intact (including the top and bottom seals), open the packets of question papers and issue the papers to candidates stating they should not open them until instructed;

(Question paper packets must normally remain sealed so that they may be opened in the presence of the candidates. There are special circumstances when such a procedure is not possible. For example, where more than one room is used or when there are large numbers of candidates, it would be more sensible to place question papers face up on desks before candidates enter the room.)

It is the responsibility of the invigilator to report to the Head of Centre any grounds for suspicion about the security of the examination papers. The Head of Centre of Parent Organisation should notify CIE immediately, and subsequently submit a full written report.

- (f) draw to the candidates' attention the instructions and information printed on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject/component;

Any statement made about the instructions may only take the form of a translation of the instructions into other languages if the Centre sees a need for this.

- (g) inform the candidates of the contents of any erratum notices. The invigilator must not give any information to candidates about suspected errors in the question paper except those stated on any erratum notices received;

- (h) inform candidates that:

(i) they must write their answers legibly in black or dark blue ink or ball-point pen;

(ii) correcting fluid/correcting pens must not be used;

(iii) highlighters and glue must not be used unless instructions are given to the contrary on the question paper;

(iv) unless instructions are given to the contrary on the question paper, all work (including any rough work) must be done on the examination stationery provided by the Centre and that rough work should be neatly crossed through but not obliterated as it will be included with the answers and forwarded to CIE;

(v) in the case of multiple choice papers, any rough work should be done on the question paper;

- (i) instruct the candidates to write their name, Centre number, candidate number and the component code/paper details on their answer paper where applicable and to complete any other details as required;

- (j) remind the candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another candidate whilst they are in the examination room;

- (k) inform the candidates of the time allowed for the examination and announce clearly that they can open the question paper and may begin to read the questions and to write their answers. Under no circumstances must candidates be permitted extra time prior to the official start of the examination, in which to read through the question paper.

3.3 During the Examination

3.3.1 Supervision of the Candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty (see 3.1.4).

3.3.2 Practical Examinations for General Qualifications

During a practical examination, it is recognised that some movement by candidates and spoken instructions may be necessary; these must be limited to those which are essential to achieve the objectives of the examination and must not compromise the security of the examination. (See 3.3.11 for special instructions for practical examinations.)

3.3.3 Use of Calculators

In certain places CIE may, in consultation with the Parent Organisation concerned, issue specific local regulations governing the use of electronic calculators. In the absence of any such specific local regulations, electronic calculators may be used unless their use is specifically prohibited by the syllabus.

Where the use of electronic calculators is allowed in examinations, candidates must be informed in advance that:

- (a) the calculator must be of a size suitable for use on the desk at which the candidate will sit the examination;
- (b) the batteries must be taken out while the calculator is switched on so that the stored programmes are cleared. If the calculator has a re-set button, this can be activated whilst the calculator is switched on to delete any stored programmes or data;
- (c) the power supply for the calculator is the responsibility of the candidate and must be integral to the calculator. Where appropriate, the candidate may bring a spare set of batteries into the examination room;
- (d) the working condition of the calculator is the responsibility of the candidate;
- (e) the calculator must be silent, with a visual display only;
- (f) a fault in a calculator will not normally be considered as justifying the giving of Special Consideration to the candidate;
- (g) calculator cases, instruction leaflets or instructions and formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination, or must be securely covered if they cannot be removed;
- (h) external storage media e.g. card, tape, disk, smartcard and plug-in modules, must not be in the possession of candidates during the examination;
- (i) calculators must not be borrowed from other candidates in the course of the examination for any reason, although the invigilator may provide a candidate with a replacement calculator;
- (j) programmable calculators may be used but no prepared programs may be taken into the examination room;

(Information and/or programs stored in the calculator's memory must be cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations.)
- (k) candidates are responsible for clearing any information and/or programs stored in the calculator before the examination.

Calculators with any of the following facilities are prohibited, unless specifically stated otherwise in the syllabus:

- graphic display
- data banks
- dictionaries
- language translators
- retrieval or manipulation of text or formulae
- QWERTY keyboards
- built-in symbolic algebraic manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines.

The use of any such calculator will be regarded as malpractice.

3.3.4 Use of Mathematical Tables

Mathematical tables will be provided for use in the examination room for syllabuses where they are specifically required by the subject syllabus or required (not just optional) in the additional materials list on the question paper. The tables provided are *The Cambridge Elementary Mathematical Tables (Second Edition)* published by Cambridge University Press. Candidates are not allowed to take their own copies of mathematical tables into the examination room.

Other mathematical tables and statistical tables are prohibited in all subjects unless specifically permitted by the subject syllabus or included in the additional materials on the question paper.

3.3.5 Use of Dictionaries

Dictionaries are prohibited in A, AS and O Level examinations, except where specifically permitted by the syllabus.

The use of simple translation dictionaries is allowed in Cambridge International Diplomas, HIGCSE and IGCSE examinations, except in the case of language examinations or where specifically prohibited in the syllabus. (By the term “simple translation dictionary” is meant a dictionary that translates only the word and does not give a translation of the meaning or definition of the word.)

The use of electronic dictionaries is not permitted in examinations.

3.3.6 Late Arrival of Candidates

A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and to sit the examination, but should be warned that CIE reserves the right not to accept his/her answer script. In determining whether any of the work completed by a candidate who arrives late can be accepted, CIE will pay particular attention to the extent to which it can regard the security of the examination as having been maintained, with particular regard to the time at which candidates leave the examination room.

A candidate who arrives after the scheduled starting time of the examination may be allowed the full time for the examination at the discretion of the Centre. In such cases, the point reached at the time when the examination was completed by the rest of the candidates at the Centre should, where practicable, be indicated on the candidate's script.

In cases where a candidate is late for good reason e.g. sudden illness, transport difficulties, so long as CIE is satisfied that there has been no breach of examination security, the work completed in the whole of the examination, including that completed in any additional time allowed to compensate for late arrival, will be accepted.

In cases where a candidate is late because of negligence or oversight, (including oversleeping and misreading of the timetable), so long as CIE is satisfied that there has been no breach of examination security, the work completed in normal examination time will be accepted. The work completed in any additional time allowed to compensate for the late arrival will not normally be accepted.

In each case where a candidate who is admitted late into the examination room and is allowed additional time, the following rules apply:

- (a) the answer script must be sent to CIE in the normal way;
- (b) any work completed after the Centre's actual examination finishing time must be indicated on the answer script;
- (c) the Head of Centre should send a full report in writing to CIE which should include the following information:
 - (i) the reason for the late arrival of the candidate, including any details of special arrangements made for the candidate to reach the Centre;
 - (ii) the Centre's actual starting and finishing times of the examination, including details of any arrangements for dealing with large numbers of candidates in practical examinations (see 3.3.11.3);

- (iii) the time at which the late candidate started the examination;
- (iv) the time at which the late candidate finished the examination;
- (v) a statement regarding any possible breach of examination security arising from the candidate's late arrival, including information about the extent to which the candidate was under supervision from the actual starting time of the examination.

The candidate must be warned that CIE may not be prepared to accept the work.

3.3.7 Candidates Arriving after the Examination has Finished

- (a) A candidate who arrives late, after the other candidates have been released from the examination room, must be dealt with as an absentee and should not normally be allowed to take the examination. In each such case the candidate should be advised that a "NO RESULT" may be issued in the subject affected.
- (b) If a candidate arrives late for an afternoon paper rescheduled with the approval of CIE for a morning session, the candidate may be permitted to take the paper at the published time provided that the candidate has not had any contact with candidates who sat the paper early. In such cases, acceptance of the answer script will be at the discretion of CIE.

3.3.8 Leaving the Examination Room

- (a) A candidate who has finished the examination early must not be allowed to leave the examination room until one hour (or a period equal to the duration of the examination, if less than one hour), after the starting time of the examination.
- (b) Candidates who leave the examination room temporarily must be accompanied by a member of staff. In cases where Special Consideration is applied for (e.g. illness) such candidates may be allowed extra time to compensate for their temporary absence.
- (c) A candidate who has finished his/her work and has been allowed to leave the examination room early must hand in his/her work. The candidate is not permitted to re-enter the examination room.
- (d) Whether or not any candidates leave the examination room early, no question papers may be removed by candidates. The 24 hour rule for security of question papers must be applied (see 3.4.3).

3.3.9 Irregular Conduct

Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the examination (see 3.2.5 and 3.2.7 (c)).

It is the duty of the Head of Centre to ensure that all cases of irregularity or misconduct in connection with the examination are reported to CIE as soon as possible. The Head of Centre is empowered to expel a candidate from the examination room, but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to other candidates.

Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with CIE. (See Part 7.)

3.3.10 Emergencies

The invigilator must take the following action in the event of an emergency such as a fire alarm or bomb alert:

- (a) evacuate the examination room;
- (b) ensure that all the question papers and answer scripts are left in the examination room (but see (g) below);

- (c) ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion;
- (d) after the candidates have returned to the examination room and before the examination is resumed, indicate on the candidates' work, where it is feasible to do so, the point at which the interruption occurred;
- (e) note the time and duration of the interruption;
- (f) allow the candidates the full working time prescribed for the examination;
- (g) in the event of there being only a small number of candidates, consideration should be given to the possibility of taking the candidates, with question papers and scripts, to another place in order to complete the examination;
- (h) make a full report of the incident and of the action taken for immediate submission to CIE.

3.3.11 Special Instructions for Practical Examinations in the General Qualification Science Syllabuses

3.3.11.1 Confidential Instructions

The requirements for practical examinations in each syllabus will be given in the syllabus specific *Confidential Instructions*. These instructions will be sent to Centres several weeks before the examinations begin. They must be regarded as confidential and are intended only to enable the member of staff in charge of the laboratory, (the Supervisor), to undertake proper preparations before the examination session. Under no circumstances should any information contained in the instructions reach candidates, either directly or indirectly, (see 3.1.2 (c) (i)). The *Confidential Instructions* should be kept under secure conditions at all times and it is the responsibility of the Head of Centre to ensure that the contents remain confidential. Under no circumstances should Centres discuss the confidential instructions with any other Centre. Any enquiries relating to the *Confidential Instructions* should be referred to CIE, or in the case of local arrangements, the Parent Organisation. Under no circumstances should any question paper packets be opened before the examination. There are no exceptions.

3.3.11.2 Materials

In addition to apparatus and materials obtained from local sources, some materials may be supplied by CIE or, under special arrangements with CIE, obtained from a particular firm or firms. Materials supplied by CIE will be clearly and completely labelled and directions for their issue will be given in the syllabus-specific *Confidential Instructions*. Materials and specimens provided by CIE should be checked against the list provided as soon as they are received. Any discrepancies should be reported to CIE immediately.

The packets containing perishable specimens, such as enzymes for biological practical experiments should be opened immediately upon receipt and kept in a refrigerator which is inaccessible to unauthorised persons.

The Head of Centre in conjunction with the Supervisor is responsible for the safe and secure confidential custody of all materials until they are used in the examination. No information about these materials must reach candidates, either directly or indirectly, (see 3.1.2 (c) (i)).

After the examination, all slide boxes, and microscope slides must be returned to CIE unless otherwise stated. In some cases CIE may allow Centres the option of retaining material and paying replacement costs, using the form enclosed with the material. Unless stated otherwise in the *Confidential Instructions to Supervisors*, the cost of materials not returned in good condition may be charged to the Centres concerned.

3.3.11.3 Large Numbers of Candidates

If the number of candidates entered for a practical test at any Centre is larger than can be accommodated at one time, the candidates may be divided into two or more groups. All groups must take the test on the same day and there should be the minimum possible delay between sessions. Very careful arrangements must be made to keep the groups apart until all candidates have completed the test, and the security of the examination must be maintained at all times. CIE must be notified in advance of any such arrangement. (See 5.6 for further instructions.)

Centres must ensure that no prior knowledge of the test is made available to candidates waiting to complete the tests, either from other candidates, the supervisor, invigilators or other Centre staff, or by electronic or external means from contact outside the Centre such as candidates from other Centres who have completed the test.

The Invigilator, in consultation with the Supervisor may make arrangements for some candidates to begin their work with one question and some with another if this would facilitate the use of the apparatus and materials available.

3.3.11.4 Invigilation

In all practical examinations, special care should be taken to prevent communication between the candidates, especially where the arrangements require candidates to move, from time to time, from one part of the laboratory or examination room to another part.

One invigilator should be present for every 15 candidates and at least two invigilators should be present in each laboratory in which an examination is being conducted. It is essential that the Supervisor who set up the examination should also be present in the examination room at the start of the examination and available throughout the duration of the practical examination to deal with technical difficulties that may arise, including matters of safety, and to assist with the invigilation in general. Ideally one of the invigilators should be a specialist in the subject being examined; this may be the Supervisor who was responsible for setting up the Practical.

Where the Supervisor is expected to perform the experiments on the question paper, this should be done in a separate room or in an area of the laboratory at a suitable distance from the candidates. Adequate invigilation must be provided while the Supervisor is occupied with the experiments.

If the Supervisor has been involved in the preparation of any of the candidates for the examination in any manner then another Invigilator must be present at all times. All invigilation must be carried out in accordance with the regulations detailed in 3.1.4.

The Supervisor, and any invigilators, should consult the syllabus-specific *Confidential Instructions* and must include with the answer scripts any information required by CIE, for example the report form attached to the question paper or to the *Confidential Instructions*.

A brief guide to invigilating science practical examinations can be found on page 53 of this *Handbook*. It is intended to be used as a reminder for invigilators and must only be used in conjunction with the regulations contained in this *Handbook*.

3.3.12 Special Instructions for IGCSE Speaking Tests

Four working days before the first day of Speaking Tests at the Centre, the Head of Centre should make available the confidential *Teachers' Notes* to the Head of Department or appropriate teacher/examiner. The teacher/examiner must ensure sufficient time to familiarise themselves with the materials and procedures. Materials must not be removed from the Centre and must be stored in secure conditions in accordance with 3.1.2.

3.3.13 Special Instructions for IGCSE and GCE Listening Tests

Centres will be supplied with the recorded material for the listening tests, which may be kept after the examination. Centres are strongly advised to hold the listening test in a room that is suitable for up to thirty candidates. If a Centre has equipment that is especially powerful, more

candidates may be accommodated without special permission, but no applications for special consideration will be considered on the grounds of inaudibility. Language laboratories may be used, but particular care must be taken to ensure adequate supervision. Certain papers require candidates to have personal listening facilities for example CD players with headphones.

3.3.13.1 Checking Recorded Material for Listening Tests

- (a) Listening test material must be spot-checked for recording and sound quality immediately on receipt.
- (b) In order to check the acoustics (i.e. the loudspeakers and sound quality), the test material must be spot-checked at the appropriate volume in the examination room one working day before the examination. This check must not affect the security of the examination.
- (c) On neither of the above occasions may the test material be listened to in full nor may it be removed from the Centre for checking. After each check the test material must be returned to the Centre's examination question paper store.

3.3.13.2 Conduct of a Listening Test

Ideally, a member of staff who speaks the language of the listening test should be present to deal with any technical difficulties that may arise. If this person has to be the teacher who prepared the candidates for the subject under examination, they must not be the sole invigilator (see 3.1.4).

The test, once started, must not be stopped except in the case of a serious emergency. Noise from outside the examination room does not constitute a serious emergency and the test must not be stopped in these circumstances. Candidates should be warned of this before the test begins.

In the event of the test being stopped in a serious emergency, it should be restarted, once the emergency has been dealt with, at exactly the same place. A statement from the invigilator, indicating at which point in the test the interruption took place, the nature of the incident and the length of the interruption, should be included with the candidates' scripts. If there is good reason to doubt whether certain items have been heard by all candidates, these items should be identified in the report and the reason for doubt given.

Centres should contact CIE if equipment fails during the examination in order to make alternative arrangements for the conduct of the listening test.

3.3.13.3 Large Numbers of Candidates

If the numbers of candidates entered for a listening test at any Centre is larger than can be accommodated at one time, the candidates may be divided into two or more groups. All groups must take the test on the same day and there should be the minimum possible delay between the sessions. Very careful arrangements must be made to keep the groups apart until all candidates have completed the test, and the security of the examination must be maintained at all times. CIE must be notified in advance of any such arrangements. (See 5.6 for further instructions.)

3.3.14 "Open Books" Literature components

3.3.14.1 HIGCSE syllabuses 1220 (First Language English): Paper 4; 1223 (First Language Afrikaans): Paper 4; 1229 (Afrikaans as a Second Language); Paper 4; 1230 (English as a Second Language): Paper 4

Candidates should take their set texts into the examination room for the syllabuses listed above. The set texts must be original published books only, not photocopies from books. Set texts must not contain notes made by the candidate, but may contain underlining and highlighting only. Invigilators must check to ensure that candidates use original published books only, (not photocopies unless prior agreement has been made with CIE Regulations), and ensure that they do not

contain notes made by the candidates. All breaches of this regulation must be reported to CIE by the invigilator.

For passage-based exercises on these components, a chapter/scene/page reference will be stated on the question paper; in some cases, if appropriate, references to several available editions may be provided. Heads of Department are allowed to open the question paper an hour in advance of the examination with a view to clarifying or providing the relevant references for their candidates in the event that they have been using a different edition. Should any references need clarifying or providing, the information should be handed in writing to the invigilator, for reading to candidates at the start of the examination. It may also be written on a board at the front of the examination room.

3.3.14.2 IGCSE syllabuses 0486 (English): Paper 1; 0488 (Spanish): Paper 1

Candidates should take their set texts into the examination room for the syllabuses listed above. The set texts must be original published books only, not photocopies from books. Set texts must not contain notes, underlining, highlighting or any other annotations or additions made by the candidate. Invigilators must check to ensure that candidates use original published books only, (not photocopies unless prior agreement has been made with CIE Regulations), and ensure that they do not contain notes made by the candidates. All breaches of this regulation must be reported to CIE by the invigilator. (NB: IGCSE English Literature Paper 4 is a “closed book” component, where texts are **not** allowed.)

For passage-based exercises on these components, a chapter/scene/page reference will be stated on the question paper; in some cases, if appropriate, references to several available editions may be provided. Heads of Department are allowed to open the question paper an hour in advance of the examination with a view to clarifying or providing the relevant references for their candidates in the event that they have been using a different edition. Should any references need clarifying or providing, the information should be handed in writing to the invigilator, for reading to candidates at the start of the examination. It may also be written on a board at the front of the examination room.

3.3.15 Special Instructions for IGCSE IT and AS & A Level Applied ICT Practical Tests

3.3.15.1 IGCSE IT and AS & A Level Applied ICT Practical Tests

Centres are sent the Supervisor instructions for practical tests when they request the practical papers from CIE. These, along with the *Procedures for Conducting Practical Tests*, which can be found in the syllabus, must be carefully followed. A suitably competent Supervisor, who may be the candidates’ tutor, is responsible for the administration of the practical tests according to these instructions and procedures, which should be used alongside the regulations outlined in this *Handbook*. The Supervisor is responsible for the preparation of the hardware and software for the test.

3.3.15.2 Timetabling

The practical tests will not be timetabled in the same way as most IGCSE and AS & A Level written papers. The IGCSE and AS & A Level timetable will specify a period within which the two practical tests must be taken by candidates. Within this period, Centres may conduct the practical tests at any convenient time or times. Candidates must complete each practical test in a single session.

The candidates are not all required to take the tests at the same time, and they do not need to be sequestered until other candidates have taken the test. Some Centres may therefore choose to conduct each test in several sessions over a number of days or weeks.

Time to set up the system, to provide a Supervisor worked copy and to allow contingency planning (e.g. to reschedule examination times due to possible hardware failure) should be taken into account when arranging examination dates.

3.3.15.3 Preparation for the Practical Tests

Before the candidates take a practical test, the Supervisor must work through the test at the Centre, using the hardware and software that will be used by the candidates, in order to:

- ensure that the hardware and software at the Centre will enable the candidates to meet all the performance criteria;
- produce the Supervisor worked copy of the assessment, which must be included with the submission to CIE of candidates' work;
- help the examiner understand the approach taken by the candidates.

Centres are responsible for ensuring that the hardware and software to be used by candidates is in full working order and will enable them to meet all the performance criteria as specified in the syllabus. Errors as a result of faulty software or hardware will not be taken into consideration in the marking of candidates' work.

Centres are responsible for candidates having access to the Internet. However, if the Centre only has limited or unreliable Internet access, then pages from the assessment website (www.hothouse-design.co.uk) may be downloaded and placed on the Centre's network or intranet as required. Candidates will then need to be made clearly aware of alternative arrangements for sending email messages and searching for specified files required for the tasks before the start of the test.

Centres are responsible for ensuring that a spare computer/printer is available in case of equipment failure. If equipment failure occurs, candidates should be permitted to move to another machine if necessary, making sure that candidates do not have access to other candidates' work, e.g. by using secure areas on all machines or changing the default settings. Centres should ensure that sufficient stocks of toner, paper etc. are provided.

3.3.15.4 Invigilation

At least two invigilators should be present for the test. It is essential that a suitably competent invigilator, preferably the Supervisor, is present in the test room to deal with any technical difficulties that may arise. If the Supervisor has been involved in the preparation of any of the candidates for the test, then another invigilator must be present at all times. It is left at the discretion of the Centre to appoint suitable personnel, but the availability of an extra technician in addition to the invigilators is encouraged. All invigilation must be carried out in accordance with the regulations detailed in 3.1.4 of this *Handbook*. The Supervisor and invigilators should consult the syllabus specific *Procedures for Conducting Practical Tests* and the *Supervisor Instructions* for practical tests.

A brief guide to invigilating IGCSE IT practical tests can be found in this *Handbook*. It is intended to be used as a reminder for invigilators and must only be used in conjunction with the regulations contained in this *Handbook* as well as the guidelines in the syllabus and *Supervisor Instructions*.

Candidates must not have access to their own electronic files or personal notes, pre-prepared templates or other files during the test. Candidates are not allowed to refer to textbooks or Centre-prepared manuals during the test. Candidates may use English or simple translation dictionaries (see also 3.3.5), spell-checkers, software help facilities and manufacturer manuals on the software packages during the practical test. Candidates may use software wizards provided by the original software vendor. No other help may be given to the candidates during the test, unless there is an equipment failure. Any assistance given to an individual candidate which is beyond that given to the group as a whole must be recorded as part of a Supervisor report which is submitted to CIE with the candidates' work.

Candidates must not communicate with one another in any way (including the use of email, via the Internet or intranet) and security of the individual candidates' files must be ensured. Centres are strongly advised to consider setting up passwords to control login procedures and to ensure that only authorised access to files is possible.

Candidates must not have access to portable storage media e.g. memory sticks or floppy disks. Invigilators must be constantly vigilant and observant throughout the test.

3.3.15.5 Security Issues

The practical tests are a test of skills, not of knowledge or understanding. The performance criteria - that is, the skills which are to be included in the test - are published in the syllabus and are available to candidates. The majority of the performance criteria are assessed in each examination. Candidates can therefore gain no advantage by speaking to other candidates who have already taken the tests: they already know what skills they have had to acquire. The security issues associated with the practical tests are therefore different from those associated with conventional written papers.

There are, nevertheless, important security issues. For example, candidates must not gain sufficient knowledge of the tests to enable them to rote-learn the sequences of keystrokes or commands which form the answers. All assessment material must be treated as confidential. It should only be issued at the time of the test. Live CIE assessment material must not be used for practising skills.

All work stored on a network or hard disk must be kept secure. Centres are advised to consider setting up passwords to control login procedures and to ensure that only authorised access to files is possible.

Centres must ensure that:

- candidates do not have access to test material except during their test;
- at the end of each session all assessment material (including the CIE practical tests and candidates' completed work) is collected by the invigilator;
- all draft copies and rough work not to be submitted is destroyed.

After the test, all copies of the test papers must be collected by the invigilator and either destroyed or kept under secure conditions until the end of the examination session. Candidates are not permitted to retain a copy of the test, or of any printouts produced during the test, or of any electronic files which form part of the test or have been produced during the test. Candidates' work must be kept securely by the Centre between the end of the test and submission to CIE.

3.3.15.6 Equipment Failure

In the event of a system crash, software failure, power cut or damage to equipment occurring during the test, any action taken must ensure the integrity of the test can be guaranteed.

If a candidate appears to be having problems with faulty equipment, inform the Supervisor who will determine if the fault lies with the equipment or the candidate. If equipment failure occurs with individual computers, candidates should be permitted to move to another machine if necessary. Invigilators are advised to check that candidates do not have access to other candidates' work e.g. by using secure areas on all machines or changing the default settings. If equipment can be restored, extra time may be given to the candidates to compensate for time lost while the problem is resolved as long as the integrity of the test can be guaranteed. If equipment failure makes it impossible to continue with the test, (for example power has been lost indefinitely or all the candidate's work has been lost or corrupted), all the candidate's work must be destroyed and the candidate should be allowed a second attempt at the test on a different day. This should only be a last resort.

If there has been an equipment failure, the Supervisor must submit a detailed report (Supervisor Report Folder – SRF) to CIE examiners with the candidates' work. The report should state the nature of the problem, the candidates affected, and the actions taken.

3.3.15.7 Printing

Candidates' work will take the form of printouts. Other forms of output should not be submitted (for example floppy disks, CD-ROM). Each printout should include the candidate's name, number and Centre number. Candidates should enter this information before printing. This information should not be hand-written. Any printouts with hand-written details or no candidate details will not be marked.

Candidates must send all work to the printer during the duration of the test. Only in the event of a printer breakdown may the Centre use its discretion on extending the time specified for the test. This must be recorded as part of the Supervisor's report. Collating printouts may be done after the test time specified under supervised conditions.

It is essential that an invigilator gives the printouts to candidates and candidates do not collect the printouts themselves from the printer. Invigilators are to make sure that candidates are only given their own printouts from the printers.

3.3.16 Special Instructions for IGCSE Computer Based Tests**3.3.16.1 IGCSE Computer Based Tests**

Centres are sent the Procedures for Conducting Computer Based Tests and the Technical Instructions for Installation when they submit entries for the relevant syllabus and option. These must be carefully followed. A suitably competent Supervisor is responsible for the installation and administration of the computer based tests according to these instructions and procedures, which should be used alongside the regulations outlined in this *Handbook*. The Supervisor is responsible for the preparation of the hardware and software for the test.

3.3.16.2 Timetabling

The IGCSE Computer Based Tests are timetabled in the same way as most IGCSE written papers and so the regulations outlined elsewhere in this *Handbook* apply.

Time to install the software should be taken into account when planning the examination.

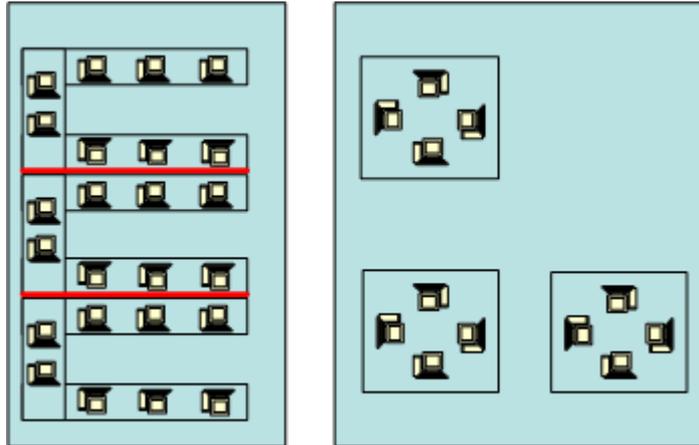
3.3.16.3 Preparation for the Computer Based Tests

Centres are responsible for ensuring that the hardware and software to be used by the candidates is in full working order and will enable them to take the test. In the event of a candidate being unable to complete the test due to failure of either hardware or software, the Centre should inform CIE as soon as possible. Arrangements can then be made for candidates to take the alternative to coursework component (the written examination) instead of the computer based test.

If equipment failure occurs, candidates should be permitted to move to another machine if necessary.

3.3.16.4 Isolated workstations

Seating arrangements should prevent candidates from being able to see a fellow candidate's screen. The minimum distance between the outer edge of one screen and the next should be 1.25 metres, unless the monitors are positioned back to back or separated by dividers high enough to prevent candidates from overlooking the work of others. In this case, the minimum distance need not apply. However, if the screens are diagonally opposite and not separated by dividers, 1.25 metres may not be sufficient. The principal objective is to ensure that no candidate's work can be overseen by others, and Supervisors/invigilators must take appropriate steps to ensure that this can be achieved. Example desk arrangements are given below.



During the test (or each session of a test), a room plan showing the candidates' positions and direction of the workstations, the base position of the invigilators, and any pillars or similar obstructions, must be completed. This plan should be sent to CIE after the examination, together with the Attendance Register.

3.3.16.5 Invigilation

At least two invigilators should be present for the test. It is essential that a suitably competent invigilator, preferably the Supervisor, is present in the test room to deal with any technical difficulties that may arise. It is left to the discretion of the Centre to appoint suitable personnel but the availability of an extra technician in addition to the invigilators is encouraged. All invigilation must be carried out in accordance with the regulations detailed in 3.1.4 of this *Handbook*. The Supervisor and invigilators should consult the syllabus specific Procedures for Conducting Computer Based Tests and Technical Instructions for Installation.

3.3.16.6 Equipment Failure

In the event of a system crash, software failure, power cut or damage to equipment occurring during the test, extra time may be given to candidates to compensate for the time lost while the problem is resolved.

If, in the Supervisor's opinion, an equipment failure makes it impossible to continue with the test, then the Supervisor may decide to abort the test. If this decision is taken, then all the candidate's work must be destroyed and the candidate should be allowed a second attempt at the test on a different day. This is the only circumstance in which a candidate may be allowed a second attempt at a practical test. Second attempts are only permitted as a last resort, for example where all of a candidate's data has been lost or corrupted and it is impossible to continue with the test without starting again, or where power has been lost indefinitely, or where failed equipment cannot be replaced within a reasonable time.

If there has been an equipment failure, the Supervisor must submit a detailed report to CIE. The report should state the nature of the problem, the candidates affected and the actions taken.

3.3.17 Requests for Special Consideration

Where a candidate sits an examination under adverse circumstances and the Centre wishes to submit an application for Special Consideration, such applications must be made in accordance with the procedures set out in Part 6 of this *Handbook*.

3.4 At the End of the Examination

3.4.1 Finishing the Examination

Five minutes before the end of the examination the invigilator should inform the candidates that there are five minutes remaining for the examination.

At the end of the examination, candidates should be told to stop writing and to place their pens/pencils on their desks immediately.

Where candidates who arrive late are permitted the full working time to complete their examination (see 3.3.6), such candidates should be allowed to continue after the normal finishing time and told to stop writing after the additional time allowed has been expended.

The invigilator must instruct the candidates:

- (a) to ensure that all the required information has been entered on their answer scripts;
- (b) to see that their answers are correctly numbered;
- (c) to assemble any loose sheets (including rough work) in the order in which the questions have been attempted and then to fasten them and any supplementary answer sheets to the back of their answer scripts, or as otherwise instructed, with the string or tags provided by the Centre. Paper-clips or staples must not be used.

3.4.2 Collection of Answer Scripts

Centres are advised to ensure that all answer scripts are collected before the candidates are allowed to leave the examination room.

Answer scripts should be sorted into the order shown on the Attendance Register (candidate number order), and checked to make sure that all answer scripts are present and that candidates have used their correct Centre and candidate numbers.

After collation the answer scripts should immediately be handed to the person responsible for their despatch **and should be placed immediately in the return envelope and the envelope sealed**. Answer scripts are confidential between the candidate and CIE. They may not be read or photocopied by any person prior to despatch, unless this is specifically required by CIE.

3.4.3 Collection of Question Papers / 24 Hour Security Rule

No copy of a question paper may be taken from the examination room by any person other than the designated Centre staff responsible for the collection of the question papers. All question papers must be collected at the end of the examination and retained under secure conditions (see 3.1.2) until at least 24 hours have elapsed since the end of the time of examination session specified for each paper by CIE. For example, for an examination held in a morning session, question papers must be held under secure conditions until 24 hours after the session finishes at 1.00pm.

After the 24 hours have elapsed, the papers may be returned to candidates/Centre staff at the discretion of the Head of Centre, excluding Practical Assessment Test Papers for Cambridge International Diplomas in ICT and Office Administration (see 4.53 and 4.54), A'Level Computing papers and IGCSE IT papers which must not be returned to candidates.

All empty question paper packets must be securely kept until after the issue of results for the session. They may be required by CIE for investigations into suspected Malpractice cases.

3.4.4 Unused Stationery

All unused stationery in the examination room must be collected, checked for any loose sheets which candidates may have overlooked and returned to secure storage.

3.5 After the Examination

3.5.1 Bar Code Labels

- (a) Centres are provided with a set of adhesive labels to be used on packets of candidates' answer scripts. It should be noted that each of these labels has been provided with a unique bar code. The bar codes will be used to record automatically the movement of answer script packets between Centres, CIE and its examiners. These labels will enable CIE to locate answer scripts more easily during the essential answer script checking procedures which take place before results are issued.

- (b) The labels are provided in timetable date order, with the labels for components for which no specific date is allocated printed at the beginning of the set.
- (c) Centres must observe the following guidelines regarding the use of bar coded labels:
- invigilators must ensure that the correct label is attached to each packet of answer scripts;
 - where a blank space appears to the left of the word SPLIT on the label all answer scripts for that component must be placed in the answer script packet. If the script packet is not large enough for the specified split of scripts, bind all packets of scripts relating to a particular syllabus component together and label the bound package with the relevant barcode label;
 - where the code 01, 02 etc., appears to the left of the word SPLIT on the label only answer scripts within the range of candidate index numbers shown to the right of the words CANDIDATE NO. RANGE should be placed in the answer script packet;
 - any answer scripts for candidates not appearing on the pre-printed Attendance Register must be included with the other candidates' answer scripts in index number order for the component;
 - do not write anything on the bar code;
 - do not cover the bar code with adhesive tape, other labels or anything that would deface the bar code.
- (d) If, for any reason, bar code labels are not used in the examination session for which they were produced, they must be destroyed, and must not, in any circumstances, be used for the identification of answer script packets in future examinations.
- (e) If Centres have not received a bar coded label and the examination has been completed, Centres should clearly state on the envelope their Centre number, the syllabus and component for which the answer scripts are enclosed, the number of answer scripts contained in the envelope along with the candidate number range contained therein.

3.5.2 Packing of Answer Scripts

Great care must be taken in packing the answer scripts. Wherever possible, all answer scripts must be despatched on the day of the examination by the most expedient method. Should this not be possible the answer scripts must be despatched within one week of the date of the examination by the most expedient method. If answer scripts have to be retained overnight they must be kept under secure conditions (as specified in 3.1.2).

Answer scripts for different components must not be combined in the same envelope. The completed Attendance Register should be enclosed in each envelope and a check made that the number of answer scripts enclosed agrees with the number shown by the Attendance Register and on the front of the answer script envelope.

A check should be made that:

- (a) the component number and name shown on the unique bar coded label on the answer script envelope agrees with that on the question paper for which answers are enclosed;
- (b) if all candidates entered for a component are absent, a completed Attendance Register for that component is enclosed in the answer script envelope. Such envelopes must display the correct bar coded labels;
- (c) the envelopes of answer scripts are securely fastened.

Correspondence, reports and forms (for example Special Consideration forms), should be sent separately to CIE and not enclosed with the answer scripts, unless specifically instructed or authorised by CIE to do so.

3.5.3 Despatch of Answer Scripts

Centres should refer to section 19.3 in the *Administrative Guide for Centres*. To avoid the loss of all the scripts for an entire syllabus, Centres are advised not to despatch all of the components for the same syllabus in one parcel.

CIE will supply two types of label to be used in the despatch of answer scripts and it is important that Centres use the correct one depending on the method of despatch chosen:

- (a) Air Freight labels with the DHL Global Forwarding address: to be used only by Centres despatching answer scripts by Air Freight. (See example labels in the *Administrative Guide for Centres*.)
- (b) Labels with the Cambridge Assessment DC10 address: to be used for all non-Air Freight despatches. (See example labels in the *Administrative Guide for Centres*.)

The use of these labels will ensure swift and safe transit. They must only be used for the despatch of scripts including artwork and/or school-based assessed work.

3.5.4 Comments on the Examination

CIE is interested in teachers' comments on all aspects of the examination, including written papers, school-based assessments, practicals, orals, etc. The Comments on the Examination form, Form ECF001, (a copy of which can be found in the *Administrative Guide for Centres*) can be used for this purpose. A separate copy of this form should be used for comments on the administration of the examination (internal assessment arrangements, moderation, syllabus content, timetabling, etc.).

Notice to Candidates

This notice has been written to help you. Read it carefully and do what you are asked.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

WARNING

- If you cheat, try to use any unfair practice, or break the rules in any way, you may be disqualified from all your subjects.

REGULATIONS

Make Sure You Know The Rules

- A candidate is not permitted to enter for the same syllabus code at two Centres in the same examination session.
- You must be on time for all examinations. If you are late, your work may not be accepted.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room calculator cases/instruction leaflets, bags, non-transparent pencil cases, personal TVs or computers, electronic or radio communication devices including mobile telephones, portable music players, or any other material or equipment. Anyone found in possession of any unauthorised material, even if you do not intend to use it, will be automatically disqualified from the subject being taken.
- You must not take part in any unfair practice either when preparing Coursework, or when taking the examination.
- Correcting fluid/correcting pens must not be used.
- You must not talk, communicate in any way with, seek assistance from or give assistance to, or disturb other candidates once the examination has started.
- Smoking is not allowed in the examination room.

INFORMATION

Make Sure You Attend

- Know the dates and times of your examinations.
- Arrive at least 10 minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator running the examination. If you arrive after the examination has ended, you will not normally be allowed to take it.
- If you miss an examination without good reason, you will not normally be given a grade in the subject.

Provide What You Need

- Leave outside the examination room, or with the invigilator, anything that you do not need or which is not allowed.
- Take into the examination room the pens, pencils, rulers and any instruments that you need for the examination.
- You must write in blue or black ink except for multiple choice papers that must be completed in pencil (B or HB). Coloured pencils or inks may be used only for diagrams, maps, charts etc. Correcting fluid must never be used during an examination and highlighter pens or glue must not be used unless specifically permitted by the syllabus.
- You may not borrow anything from another candidate during the examination.

Calculators, Dictionaries and Spell-checkers

- You may use a calculator, unless you are told that you may not do so.
- If you use a calculator
 - make sure it works properly
 - make sure the battery is working properly
 - clear anything stored in it
 - do not bring into the examination room any operating instructions or prepared programs
- You must not use a dictionary or computer spell-checker, unless you have been informed before the examinations that you may do so.

Examination Instructions

- Listen to the invigilator and do what you are asked to do.
- Tell the invigilator at once
 - if you think you have not been given the right question paper or all the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- Read carefully the instructions printed on the question paper and/or on the answer book/answer paper. Do what they ask you to do.
- Fill in the details required on the front of your question paper and/or answer book/answer paper before the start of the examination.
- Do any rough work on the examination stationery provided. Cross it through and leave it on your desk when you leave.

Advice and Assistance

- If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- If during the examination you have a problem and are in doubt about what you should do, put your hand up to attract attention. The invigilator will come and assist you.
- You may not ask for, and will not be given, any explanation of the examination questions.

Leaving the Examination Room

- For examinations longer than one hour, you are not allowed to leave the examination room until at least one hour after the published starting time. If you are allowed to leave before the end of the examination, you will not be allowed to return.
- If you have used more than one answer book and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- You must not leave the examination room until the invigilator tells you to do so.
- When you leave the examination room you must leave behind the question paper, your answer book/answer paper, rough work, and any other (used or unused) materials provided for the examination. You must not attempt to remove or copy the content of the examination question paper or answer scripts.

A copy of this notice must be displayed inside and outside the examination room.

CHECKLIST FOR INVIGILATORS

This checklist summarises the most essential actions for the invigilation of examinations. Invigilators must be familiar with the current edition of the *Handbook for Centres* and specifically with Part 3: Conduct of the Examinations – General Qualifications and Professional Question Paper Modules, which should be referred to for detailed instructions and guidance.

A Arrangements for the Assessment Room

- 1 Check that any charts, diagrams, etc., have been cleared from the walls.
- 2 Check that you have on display the following:
 - (a) *Notice to Candidates*;
 - (b) a clock clearly visible to all candidates;
 - (c) a board showing:
 - (i) Centre number;
 - (ii) starting time and finishing time of the assessment.
- 3 Check that you have:
 - (a) a copy of the current *Handbook for Centres*;
 - (b) any subject-specific instructions;
 - (c) a seating plan of the assessment.

B Identification of Candidates

- 1 Satisfy yourself as to the identity of every candidate in the assessment room.
- 2 Check documentary evidence presented by private candidates that they are the same persons who made entry for the assessment.

C Before the Assessment

- 1 Refer to the front of the question paper for the precise requirements in respect of authorised materials, particularly dictionaries and calculators (see F below).
- 2 Inform candidates that they are now subject to the regulations of the assessment and draw their attention to the *Notice to Candidates*.
- 3 Warn candidates that any unauthorised materials must be handed to you and where appropriate switched off.
- 4 Open the question paper packet in the assessment room.
- 5 Instruct candidates to complete the details on the front of the answer paper/booklet and any supplementary sheets. Draw attention to the Instructions on the front of the question paper.
- 6 Ensure that details of any erratum notice are brought to the notice of the candidates.
- 7 Remind candidates to write in blue or black ink.
- 8 Tell candidates when they may begin and how much time they have.

D During the Assessment

- 1 Complete the *Attendance Register*.
- 2 Refer to the *Handbook for Centres*, Part 3, if a candidate arrives late.

- 3 Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
- 4 Do not give any information to candidates about:
 - (a) suspected errors in the question paper, unless an erratum notice has been issued;
 - (b) any question on the paper or the requirements for answering particular questions.
- 5 Ensure that no candidate leaves the examination room until at least one hour after the starting time.
- 6 Ensure that no question paper is removed from the examination room.
- 7 Ensure that a member of staff is available to accompany any candidate who needs to leave the room temporarily.
- 8 Refer to the *Handbook for Centres* in the event of an emergency.
- 9 Inform candidates when they have five minutes remaining.
- 10 Instruct candidates to stop writing at the end of the examination.

E After the Assessment

- 1 Check and sign the *Attendance Register*.
- 2 Instruct candidates to check that:
 - (a) all the required information has been entered on their answer scripts including supplementary sheets;
 - (b) their answers are correctly numbered;
 - (c) they have fastened any supplementary sheets in accordance with the instructions on the question paper or answer book if appropriate.
- 3 Collect all answer scripts and all unused stationery before candidates leave the examination room.
- 4 Arrange answer scripts in *Attendance Register* order.
- 5 Ensure that answer scripts are kept in a secure place prior to despatch.

F Use of Calculators and Dictionaries

- 1 Candidates are permitted to use calculators unless their use is prohibited in the syllabus for the subject.
- 2 Candidates are not allowed to use dictionaries in the examination except as specified in the syllabus. Simple translation dictionaries are allowed for some examinations in accordance with the regulations in the *Handbook for Centres*.



A Brief Guide to Invigilating Science Practical Examinations

Practical examinations are not as easy to invigilate as most written examinations because they are held in laboratories. Candidates often have more items on the desk and may need to move around. This can make malpractice harder to spot and therefore CIE has produced the following guidelines to help you prepare as an invigilator.

1. Familiarise yourself with the *Checklist for Invigilators*, which applies to invigilators of both written and practical examinations. Also, ensure you have access to a copy of the *Confidential Instructions* for that particular examination and are familiar with it – even if you are not a subject specialist it may have special instructions dealing with the general administration of the examination and other details that are relevant.
2. Before to the arrival of the candidates and the start of the examination, look carefully around the room and ensure all posters, diagrams and other items that might aid or distract candidates are removed from the walls.
3. When the candidates arrive, ensure all unauthorised materials have been handed in. Calculators are permitted but should **not** be in a case, correcting fluid should **not** be used and mobile phones should be switched **off** and handed in (for a full list of exclusions see the current edition of the *Handbook for Centres*). Remind candidates that they should write in black or blue ink or ballpoint pen – pencil should **only** be used for graphs and diagrams.
4. Throughout the examination, a subject specialist should be available to help you deal with any technical difficulties or safety issues that may arise – this will usually be the Supervisor who has been responsible for setting up the examination.
5. During the examination, it is recognised that some movement by candidates and spoken instructions may be necessary - but please ensure these are essential to the examination and do not compromise the security of the examination. All equipment and chemicals should be arranged to limit the need for any movement as much as possible. Do not let candidates talk to each other.
6. Be constantly vigilant and observant.
7. Move around the laboratory. If you see any unauthorised material remove it (without disturbing the surrounding candidates). In the unlikely event there is a serious breach of examination security (e.g. pre-prepared notes are discovered or obvious collusion between candidates), the Head of Centre should be informed. CIE must be informed immediately of any such incident and the incident detailed on the Supervisor's Report.
8. Invigilators and subject specialists should not comment on any aspect of the candidates' work, and should not communicate with candidates except for administrative or safety reasons. Any communication, apart from/for administrative or safety reasons, given to a candidate **must** be noted and the candidate may be penalised. No assistance must ever be given with analysis of data or the answers to questions.
9. If a candidate is experiencing difficulties in the examination, communication should be with that candidate only. If there is a general problem that affects **all** candidates, an announcement may be made, providing the security of the examination is not compromised. A note **must** be made in the Supervisor's Report, detailing any such announcement and reasons for the announcement.
10. If a candidate appears to be having problems with **faulty** equipment, inform the subject specialist who will determine if the problem lies with the equipment or the candidate. In the case of faulty equipment it should be replaced or repaired without delay. A note must be made on the Supervisor's Report of any such problems and included with the scripts for despatch to CIE.
11. In preparing materials, the bulk quantity for each substance should have been increased by 25% so spare material should be available to cover accidental loss. More material may be supplied if requested by candidates, without penalty. Any problems with the supply of material to the candidates should be reported on the Supervisor's Report.

Finally, a competent subject specialist should complete and sign a copy of the Supervisor's Report including any results required in the *Confidential Instructions*. A copy **must** be included in **every** packet of scripts sent to CIE. A separate Report should be produced for each session and venue.

A Brief Guide to Invigilating IGCSE IT and AS & A Level Applied ICT Practical Tests

IT Practical Tests are not as easy to invigilate as most written examinations because they are usually held in computer laboratories. Such conditions may make malpractice harder to spot and therefore CIE has produced the following guidelines to help you prepare as an invigilator.

1. Familiarise yourself with the *Checklist for Invigilators*, which applies to invigilators of both written examinations and practical tests. Also, ensure you have access to a copy of the *Supervisor Instructions* sent with the examination materials and the *Procedures for Conducting Practical Tests*. Be familiar with these documents – even if you are not a subject specialist the special instructions dealing with the administration of the test are relevant.
2. The Supervisor, who is responsible for the administration of the test must be present throughout. The Supervisor can act as invigilator and two invigilators must be present at all times: a teacher who has been responsible for the preparation of candidates must not be the sole invigilator. Access to technical support during the test is strongly recommended.
3. When the candidates arrive ensure all unauthorised materials have been handed in. Past test papers and mark schemes are not permitted as reference material during the test.
4. Candidates **must NOT have access to their** own electronic files or personal notes, pre-prepared templates or other files during the test. Candidates are NOT allowed to refer to textbooks or centre-prepared manuals during the examination. Candidates may use simple translation dictionaries (see also 3.3.5), spell-checkers, software help facilities and manufacturer manuals on the software packages during the practical test. Candidates may use software wizards provided by the original software vendor. No other help may be given to the candidates during the test unless there is an equipment failure. Any assistance given to an individual candidate which is beyond that given to the group as a whole must be recorded as part of a Supervisor report which is submitted to CIE with the candidates' work.
5. Candidates must not communicate with one another in any way (including the use of email, via the Internet or an intranet) and security of the individual candidates' files must be ensured. Centres are strongly advised to consider setting up passwords to control login procedures and to ensure that only authorised access to files is possible. Candidates must not have access to portable storage media e.g. memory sticks or floppy disks. Invigilators must be constantly vigilant and observant throughout the test.
6. Move around the room. If you see any unauthorised material remove it. Should any breach of security occur (such as obvious collusion between candidates, e.g. by accessing other candidates' files on the network or sharing solutions via the Internet), the Head of Centre should be informed and a detailed written report must be submitted to CIE.
7. If a candidate appears to be having problems with faulty equipment, inform the Supervisor who will determine if the fault lies with the equipment or the candidate. If equipment failure occurs with individual computers, candidates should be permitted to move to another machine if necessary. Invigilators are advised to check that candidates do not have access to other candidates' work e.g. by using secure areas on all machines or changing the default settings. If equipment can be restored extra time may be given to the candidates to compensate for time lost while the problem is resolved as long as the integrity of the test can be guaranteed. If equipment failure makes it impossible to continue with the test, (for example power has been lost indefinitely or all the candidate's work has been lost or corrupted), all the candidate's work must be destroyed and the candidate should be allowed a second attempt at the test on a different day. This should only be a last resort.
8. To conform with safe working practices in using display screen equipment, it is recommended that candidates be allowed to take short approved breaks from working at their screens (5 – 10 minutes every hour). Candidates must not leave the examination room during this time or communicate with other candidates. Such breaks may naturally form part of the working pattern as candidates study the assessment material or approach the invigilator to receive their printouts.



9. Candidates' work will take the form of printouts. Other forms of output should not be submitted e.g. floppy disks, CD-ROM. Each printout should include the candidate's name, number and Centre number. Candidates should enter this information before printing. This information should not be hand-written. Any printouts with hand-written details or no candidate details will not be marked.
10. Candidates must send all work to the printer during the duration of the test. Collating printouts may be done after the test time specified under supervised conditions. Invigilators will be responsible for collecting the printouts from the printers and giving these to the candidates. Where specified tasks such as highlighting parts of the printout can be done after the test time specified. Candidates should be reminded that no printout of a task means that the examiner has no evidence that the candidate completed the task – marks cannot be awarded if there is no evidence. Only in the event of a printer breakdown may the Centre use its discretion on extending the time specified for the test. This must be recorded as part of the Supervisor's report.
11. Printing of work by candidates should be carefully observed by invigilators. It is essential that an invigilator gives the printouts to candidates and candidates do not collect the printouts themselves from the printer. It is advisable to check at this stage that all printouts contain the candidate name, number and Centre number before the candidates are given their work. Invigilators are to make sure that candidates are only given their own printouts from the printers.
12. Printers used should preferably be in the same room as the candidates. If printers are in a different room someone (other than the candidates) should be assigned to collect printouts and give them to the invigilator – candidates must not collect printouts under any circumstances. At all times it is the responsibility of the invigilator to give printouts to the candidates.
13. There is no requirement to print in colour, unless otherwise instructed. No extra credit will be given to work printed in colour. It is, however, the candidate's responsibility to ensure that adequate differentiation is present on monochrome printouts (e.g. sectors of a pie chart are distinguishable). If colour prints are not submitted and colour is tested, a Supervisor needs to witness that colour was used correctly, stating this on the Assessment Record Folder (ARF).
14. At the end of the test, candidates should present the invigilator with the final printouts they wish to submit. Each page of the printout must include the candidate's, number and Centre number. This information **MUST** be entered **BEFORE** printing. Printouts with hand-written or no candidate details are **NOT** acceptable and will not be marked.
15. Each candidate's work must be submitted in the appropriate Assessment Record Folder for the respective test. Apart from the candidates' Assessment Record Folders, the Supervisor needs to submit a Supervisor Report Folder (SRF) including the Supervisor worked copy. The SRF should state the nature of any problems encountered, the candidates affected, and the actions taken.
16. After the test, all copies of the test papers must be collected by the invigilator and either destroyed or kept under secure conditions for future use. Candidates are not permitted to retain a copy of the test, or any printouts produced during the test, or of any electronic files which form part of the test or have been produced during the test. Candidates' work must be kept securely by the Centre between the end of the test and submission to CIE.



A Brief Guide to Invigilating Multiple-Choice Papers

Instructions to Invigilators

Multiple-choice answer sheets (OMR MS4) are supplied pre-printed with the syllabus, component, Centre number, and index number of the candidate.

Supplementary answer sheets (OMR MS4 SUP) are also supplied. These are personalised to syllabus, component, and Centre level only and should be used for any additional candidates for whom fully personalised answer sheets have not been received. Only in cases where very late entry or entry amendments have been made for which Centres did not previously have any candidates should a copy of the Multiple Choice Form in the *Administrative Guide for Centres* be used.

BEFORE THE EXAMINATION

Answer sheets should be distributed before the start of the examination. Candidates should be asked to check the pre-printed details and to sign in the space provided if the information is correct. Additional candidates should be asked to enter their details on the supplementary answer sheets, writing their names in BLOCK CAPITALS.

IT IS THE RESPONSIBILITY OF THE INVIGILATOR TO ENSURE THAT EACH CANDIDATE USES THE CORRECT ANSWER SHEET.

Candidates should then be reminded of the correct method of answering (see instructions on the answer sheet).

ADDITIONAL CANDIDATES

The names and numbers of all candidates issued with Supplementary answer sheets must be added to the attendance register.

AN ENTRY FORM SHOULD BE SUBMITTED FOR EACH CANDIDATE FOR WHOM AN ENTRY HAS NOT BEEN MADE. IT SHOULD BE RETURNED SEPARATELY TO THE 'ENTRY SECTION' OF UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS AND NOT INCLUDED WITH THE COMPLETED ANSWER SHEETS.

ABSENT CANDIDATES

For each absent candidate the appropriate lozenge must be filled in using a pencil on the answer sheet.

TRANSFERRED CANDIDATES

The new Centre will receive an answer sheet for each transferred candidate.

AFTER THE EXAMINATION

ORDER OF ANSWER SHEETS.

All answer sheets (including those for absent candidates) should be arranged in candidate number order.

RETURN OF ANSWER SHEETS.

ALL completed answer sheets must be despatched on the DAY OF THE EXAMINATION by REGISTERED AIRMAIL to University of Cambridge International Examinations, using the multiple-choice envelope provided. The total number of completed answer sheets in the envelope MUST be written on the outside of the envelope. It is not necessary to return unused supplementary sheets. DO NOT RETURN THE QUESTION PAPERS.

ANSWER SHEETS MUST BE KEPT FLAT AND NOT STAPLED OR FOLDED IN ANY WAY.



**PART 3B: CONDUCT OF EXAMINATIONS
CAMBRIDGE INTERNATIONAL PRIMARY ACHIEVEMENT TESTS**

3.6 Preparation for the Examination

3.6.1 Receipt of Question Papers, Mark Schemes and Examination Materials

Question paper packets, mark schemes and examination materials will be sent in advance of the examination period to the Head of Centre. These should be checked carefully upon receipt and CIE should be notified immediately of any problems, for example:

- (a) if there are any discrepancies between the material received and the despatch note;
- (b) if the material received does not appear to meet the Centre's requirements;
- (c) if the material has been significantly damaged in transit;
- (d) if there appears to have been any possible breach of security whilst the material was in transit;
- (e) if the seal of the question paper envelope and mark scheme envelope is not intact or there is any indication that it may have been tampered with;
- (f) if there is a perceived delay in delivering the question papers, (e.g. materials held up in transit).

3.6.2 Security of Question Papers and Examination Materials

- (a) Question papers and mark schemes must be stored in a securely locked room with access and key-holding restricted to two or three authorised persons. The room should preferably be windowless and on an upper floor. Where windows are not secure, whether internal or external, they should be fitted with an effective security device such as metal bars or an alarm system. Keys to the secure room should be held in a secure place.
- (b) CIE should be informed immediately if the security of the question papers or confidential ancillary instructions or materials is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.
- (c) The packets of question papers and other examination materials must not be opened until the time appointed for the examination concerned.
- (d) Mark schemes and examination stationery must be stored securely at all times so that no unauthorised person has access to them. Examination stationery is provided for use in CIE's examinations only.
- (e) If a candidate is entered for CIE examinations at a Centre where a relative is employed, the Head of Centre must ensure that during the examination session the candidate's relative does not have unaccompanied access to examination materials, either before the examination (e.g. question papers), or after the examination (e.g. answer scripts). If the relative in question is acting as the Centre's Examinations Officer, then appropriate arrangements must be made to ensure that another person is present for all the examinations administration relating to the candidate's examinations.

3.6.3 Accommodation

3.6.3.1 Examination Venue

All candidates must sit for the examination at the Centre unless prior permission has been obtained from CIE for candidates to take the examination elsewhere.

3.6.3.2 Examination Room

Any classroom in which an examination is conducted must provide candidates with appropriate conditions in which to take the examination. It must be an environment in which the candidates feel comfortable and due attention must be paid to such matters as heating, ventilation, lighting and the level of extraneous noise.

3.6.3.3 Display Material

No display material (e.g. maps, diagrams, wall charts) which might be helpful to candidates must be visible in the examination room unless the rubric expressly states that candidates are allowed to use reference materials during the examination. Particular care must be taken with those examinations that are held in libraries.

3.6.3.4 Clock

It is helpful for the candidates for a reliable clock or some other mechanism for displaying the time to be visible to all candidates in the examination room.

3.6.3.5 Centre Number and Examination Start and Finish Times

The teacher must ensure that the CIE Centre number is noted on all candidates' work. They should ensure that candidates are aware of the duration of the examination and its start and finish times.

3.6.3.6 Seating Arrangements

The seating arrangements must be such as to prevent candidates from overlooking the work of others, intentionally or otherwise, or to be disturbed by other candidates.

Wherever possible, for written examinations:

- (a) each candidate must have a separate desk or table of sufficient size to comfortably accommodate question papers;
- (b) if candidates are not working at individual desks, they must be sufficiently far apart so that their work cannot be seen by, and contact cannot be made with, other candidates.

3.6.4 Invigilation Arrangements

- (a) An invigilator, who may be the class teacher, must be in the room to supervise each examination. They must give their whole attention to the proper conduct of the examination and must not perform any additional task (e.g. marking) in the examination room.
- (b) When only one invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates.
- (c) Centres must keep signed records of the invigilation arrangements for each examination.

3.7 At the Beginning of the Examination

Centres must ensure that candidates take CIE's examinations within the range of dates indicated in the *Administrative Guide for the Cambridge International Primary Programme*. Centres are permitted to start the examinations at any time within the date range.

CIE reserves the right to visit Centres during the period of examinations to inspect the arrangements made for the security of confidential examination material and for the conduct of the examinations (see Part 1, section 1.2 (m)).

3.7.1 Identification of Candidates

Only persons authorised by the Head of Centre are to be allowed in the examination room.

3.7.2 Candidate Numbers

The teacher/invigilator must ensure that the correct candidate number (along with the CIE Centre number) is noted on all candidates' work.

3.7.3 Unauthorised Materials

Candidates may take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper or in the *Administrative Guide for the Cambridge International Primary Programme*. Detailed information on the examination stationery and materials that candidates require in the examination room is provided on the cover of each question paper.

Unauthorised materials, for example calculator cases/instruction leaflets, bags, pencil cases, personal TVs/stereos, pagers, mobile phones and palm-top computers, should be left either outside the examination room or with the teacher/invigilator. (All pagers, mobile phones etc. must also be switched off.)

If unauthorised materials have been taken into the examination room, such materials must be placed out of reach of the candidates before the examination commences.

Candidates must not be given rough paper, as all work, including rough working, should be done on the question paper.

3.7.4 Starting the Examination

Before the teacher/invigilator announces that an examination has started they must:

- (a) ensure that the candidates are seated comfortably;
- (b) check that the candidates have all the necessary materials to enable them to complete the examination;
- (c) open the question paper packets and ensure all candidates have a question paper;
- (d) draw to the candidates' attention the instructions and information printed on the front of the question paper, and ask them to check that they understand what they are being asked to do;
- (e) if necessary explain to the candidates what they are being asked to do, being careful not to provide factual help or solutions to the examination questions;
- (f) inform the candidates of the contents of any erratum notices. The teacher must not give any information to candidates about suspected errors in the question paper except those stated on any erratum notices received;
- (g) inform candidates that:
 - (i) they must write their answers clearly;
 - (ii) correcting fluid/correcting pens must not be used;
 - (iii) highlighters and glue must not be used unless instructions are given to the contrary on the question paper;
 - (iv) all work (including any rough work) must be done on the question paper;
 - (v) for Mathematics Paper 3 the use of an eraser is forbidden.
- (h) remind the candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another candidate whilst they are in the examination room;
- (i) inform the candidates of the time allowed for the examination and announce clearly that they may begin to write their answers.

3.8 During the Examination

3.8.1 Attendance Registers

Attendance Registers and instructions for their use will be sent to Centres before the examination. These documents, for recording the presence of candidates, must be completed in accordance with the instructions printed on them.

3.8.2 Supervision of the Candidates

Teachers/invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty (see 3.6.4).

3.8.3 Use of Calculators and Dictionaries

Candidates are permitted to use calculators for the Cambridge International Primary Achievement Tests in Science and for Paper 2 only in Mathematics.

Candidates are allowed to use simple translation dictionaries in the Cambridge International Primary Achievement Tests in Mathematics and Science but not in English. No other dictionaries are allowed. (By the term “simple translation dictionary” is meant a dictionary that translates only the word and does not give a translation of the meaning or definition of the word.) The use of electronic dictionaries is not permitted in examinations.

3.8.4 Late Arrival of Candidates

A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and to sit the examination. They should be allowed the full time for the examination but at the discretion of the teacher/invigilator.

3.8.5 Candidates Arriving after the Examination has Finished

A candidate who arrives late, after the other candidates have completed the examination may be allowed to sit the examination at the discretion of the teacher/invigilator. The teacher/invigilator will need to decide whether the candidate has had any prior knowledge of the question paper or answers from other candidates before allowing them to sit the examination.

3.8.6 Special Consideration

Where a candidate sits an examination under adverse circumstances and the teacher/invigilator wishes to submit an application for Special Consideration, such applications must be made in accordance with the procedures set out in Part 6.

If a candidate misses an examination due to illness, the teacher/invigilator may allow the candidate to sit the examination upon their return to school, providing that in their judgement, they have not had any prior knowledge of the question paper or answers.

3.8.7 Leaving the Examination Room

Candidates cannot leave the examination room until instructed to do so by the teacher/invigilator. Once they have completed the examination they should sit quietly at their desks.

No question papers may be removed by candidates.

3.8.8 Irregular Conduct

It is the duty of the Head of Centre to ensure that all cases of irregularity or misconduct in connection with the examination are reported to CIE as soon as possible. The Head of Centre is empowered to expel a candidate from the examination room, but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to other candidates.

Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with CIE. (See Part 7.)

3.8.9 Emergencies

The teacher/invigator must take the following action in the event of an emergency such as a fire alarm or bomb alert:

- (a) evacuate the examination room;
- (b) ensure that all the question papers and answer scripts are left in the examination room (but see (g) below);
- (c) ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion;
- (d) after the candidates have returned to the examination room and before the examination is resumed, indicate on the candidates' work, where it is feasible to do so, the point at which the interruption occurred;
- (e) note the time and duration of the interruption;
- (f) allow the candidates the full working time prescribed for the examination;
- (g) in the event of there being only a small number of candidates, consideration should be given to the possibility of taking the candidates, with question papers and scripts, to another place in order to complete the examination;

3.9 At the End of the Examination**3.9.1 Finishing the Examination**

Five minutes before the end of the examination the teacher/invigator should inform the candidates that there are five minutes remaining for the examination.

At the end of the examination, candidates should be told to stop writing and to place their pens/pencils on their desks immediately.

3.9.2 Collection of Answer Scripts

The teacher/invigator must ensure that after the examination:

- (a) the correct candidate number is noted on all candidates' work and that all the required information has been entered;
- (b) all scripts, question papers and unused stationery items are collected before the candidates leave the examination room;
- (c) all scripts are kept in a secure place prior to marking and despatch to CIE.

3.10 After the Examination

Please refer to the *Administrative Guide for the Cambridge International Primary Programme* for instructions relating to the production of internally assessed marks and the selection and despatch of sample scripts.

PART 4: CENTRE BASED ASSESSMENTS

4A: GENERAL QUALIFICATIONS - COURSEWORK

For regulations and procedures for **non-coursework** Speaking Tests, e.g. IGCSE Foreign Language papers, please see part 4B of this *Handbook*.

4.1 Definition of Coursework

Coursework refers to any component specified by a CIE syllabus that is assessed in the Centre by the Centre's teachers or other local teachers and moderated by CIE. Examples of such Coursework are: projects, folios of essays, field work, art and craft items, design studies, internally set and assessed Speaking Tests, practical work, assignments and experiments undertaken and assessed during the course. Coursework may include work for which the theme, experiment or parameters of a project have been set by the teacher, or specified in the syllabus, or chosen by the candidates themselves.

Centres requiring further information regarding the Research Project Option, available in the group award of the AICE Diploma, should order the booklet *AICE Diploma – Guide to Research Projects* from CIE Publications.

4.2 Training and Accreditation of Teachers for Coursework Assessment

- (a) Centres that make entries via a Parent Organisation will be subject to the requirements of that Parent Organisation. In some cases the Parent Organisation undertakes the training and accreditation of teachers for Coursework assessment.
- (b) In other cases, in order for a Centre to undertake internal assessment of Coursework in a particular subject, at least one teacher of the subject must hold the appropriate certificate or letter of accreditation from CIE. The accreditation can be obtained by successful completion of the requirements of the appropriate Distance Training Pack or Coursework Training Handbooks. Teachers who already have experience in Centre based assessment may apply to CIE to be accredited without such training by submitting their CV, but such exemption is not given automatically.
- (c) A teacher who has been accredited by CIE may assess the Coursework component in the subject in which he/she has been trained or exempted from training. A teacher accredited for Biology, Chemistry, Physics, Combined Science, Co-ordinated Sciences or Physical Science may assess the other sciences that he/she is qualified to teach. A teacher accredited for a foreign language may assess other foreign languages that he/she is qualified to teach.
- (d) Accredited teachers may also supervise the work of other teachers for Coursework assessment in the subject in which they are accredited or in associated subjects as described in 4.2 (c).
- (e) When a Centre enters candidates for examinations which include school based assessment, the details of accredited teachers should be sent to CIE by 15 October of the year prior to the examination (for example return completed form by 15 October 2006 for assessments submitted for June or November 2007 examination sessions). The details should be submitted along with the estimated entries for the Centre. The electronic estimated entry form will also contain an Accredited Coursework Assessors form that should be used to advise CIE of details of which accredited teachers are marking the candidate's coursework. A copy of this form can be found in the *Administrative Guide for Centres*, where details of which syllabus/components require an accredited teacher can also be found.
- (f) Private candidates, candidates entering through an Open Centre or candidates entering through a Centre other than the one they are studying at, may not submit Coursework unless the Centre making the entry to CIE undertakes to oversee the marking of the Coursework and ensure that the points covered by section 4.12 of this *Handbook* are adhered to.

4.3 Submitting Coursework for more than one syllabus

There is no restriction on the submission of the same Coursework for more than one syllabus unless a restriction is indicated in the syllabus. However, any Coursework submitted for more than one syllabus must be relevant to the requirements of each syllabus, and must be assessed separately for each syllabus according to the criteria for that syllabus. Such Coursework may be required by more than one moderator and it is the Centre's responsibility to see that it is made available, if necessary by photocopying. (For some syllabuses, such as Design and Technology, photocopies may not be appropriate because of the resulting loss of colour.)

4.4 Outline Proposal Form

Where an Outline Proposal Form is required, Centres should refer to the details and deadlines given in the relevant syllabus and the notes on the back of the form.

4.5 Authenticating Coursework

In submitting Coursework marks to CIE, a Centre is deemed to have authenticated the work for which the marks have been accredited as the candidates' own original work. Coursework must not incorporate corrections made by the teacher.

4.6 Supervising Coursework

- (a) CIE does not expect candidates to undertake Coursework without guidance and continuing supervision from teachers. Teachers may:
 - (i) assist with the choice of subjects for investigations, models and topics;
 - (ii) indicate sources of information, for example organisations or persons who might be able to help, materials, places to visit and references;
 - (iii) advise on the practicability or otherwise of schemes proposed by candidates;
 - (iv) give advice as to length, approach and treatment ;
 - (v) treat Coursework as an integral part of the course and see that candidates are given, as appropriate, regular class work and/or homework relating to it.
- (b) In addition, teachers must:
 - (i) exercise continuing supervision of work to prevent plagiarism and to monitor progress;
 - (ii) distinguish between deliberate copying and an innocent over-reliance on books or other published materials;
 - (iii) ensure that candidates state their sources;
 - (iv) ensure that the work is completed in accordance with the syllabus requirements and that it can be assessed in accordance with the specified criteria.
- (c) CIE requires teachers to record (on the candidate's Individual Candidate Record Card) full details of the nature of any assistance given to individual candidates beyond that specified in points 4.6 (a) and (b). CIE requires teachers to take this assistance into account in awarding marks for the work.

4.7 Presentation of Coursework

- (a) Each candidate's written Coursework should be presented on A4 paper unless stated otherwise in the syllabus.
- (b) Coursework may be produced on a word processor or typewriter unless the regulations for a particular syllabus specifically prohibit doing so.

4.8 Marking Coursework

- (a) The accredited teacher must award marks for Coursework in accordance with the criteria specified in the syllabus and must provide evidence of how he/she has awarded the marks, using the CIE documentation provided for that syllabus. For most IGCSE, HIGCSE and AICE Half-Credit syllabuses this entails recording the marks awarded on each candidate's Individual Candidate Record Card and then transferring a summary of the marks of all the candidates in the Centre for the syllabus to the Coursework Assessment Summary Form.
- (b) The marking criteria specified in the syllabus must be applied to all pieces of work, without regard to the stage of the candidate's course at which they were produced.

4.9 Incomplete or Extra Coursework

In cases where the Coursework component of a syllabus specifically requires candidates to produce several distinct pieces of work (for example three essays), the Centre should credit a candidate who fails to complete all parts of the Coursework with the marks that he/she has earned for the work submitted only and no compensation should be made unless an application for shortfall in Coursework has been made to and accepted by CIE (see 4.11 and 6.5). If a candidate provides more than the prescribed number of pieces of Coursework, the worst piece(s) should be disregarded in awarding the candidate's mark, subject always to the satisfaction of the requirements of the syllabus about the nature of the work.

4.10 Failure to complete Coursework

The teacher must indicate as absent ('A') any candidate who is entered for a Coursework component in a syllabus but fails to submit any Coursework for it. Such a candidate is not eligible for the award of a grade in that syllabus and will receive a No Result.

4.11 Requests for Special Arrangements

Where a candidate is unavoidably prevented from satisfying the full Coursework requirements of the syllabus, CIE will consider accepting a reduced amount of Coursework without penalty, provided that the appropriate application form is submitted in advance by the required date. (See 6.5.)

4.12 Standardising Marking within Centres

- (a) CIE requires Centres to standardise assessments across different teachers and teaching groups to ensure, for a particular syllabus, that all candidates in the Centre have been judged against the same standards, and to produce a rank order of candidates for the Centre as a whole.
- (b) One teacher (who must be a teacher accredited by CIE as stated in 4.2) per Centre per syllabus must take responsibility for the standardisation of the marking of members of staff from that Centre in that syllabus. This teacher must ensure that a valid set of marks is produced for candidates in that syllabus from that Centre.
- (c) Standardisation within a Centre is to be achieved by all teachers involved in assessing samples of work coming to an agreement on the marks to be awarded. Marks for some teaching groups may be moved up or down in order to ensure consistency for the whole Centre. Any half marks in the final total marks should be rounded up by the Centre.

4.13 Submission of Marks for Internally Assessed Coursework

Marks for internally assessed Coursework must be submitted to CIE no later than **30 April** for the June examination session, **15 October** for the October examination session and **31 October** for the November examination session.

Centres may submit Coursework marks using CAMEO to submit electronic files (see 1.6.5). Electronic files of Coursework marks must be submitted to CIE via the CIE Direct website.

Only the final mark awarded by the Centre to each candidate (or 'A' – absent, for a candidate who has submitted no Coursework) should be keyed into CAMEO.

As an alternative to the submission of a CAMEO marks file, Centres can use the computer printed form MS1 Internal Assessment Mark Sheet, provided by CIE for recording final Coursework marks which consists of three copies on self-copying paper. Only the final mark awarded by the Centre to each candidate (or 'A' – absent, for a candidate who has submitted no Coursework) should be written on this form. The MS1 must be completed in accordance with the instructions on the back of the form. When completing the form, Centres must ensure that the maximum mark for the component stated on the form is not exceeded and a numeric value, (or A), is given for each candidate (not a grade). If the candidate numbers on the MS1 are incorrect the MS1 should not be used. Centres should contact CIE to inform them of the error. The entries will then be changed and a new MS1 produced. Do not correct the candidate numbers on the pre-printed forms.

This form will be scanned by an optical mark reader therefore the forms must not be bent, stapled, pinned or damaged in any other way.

The top copy of the form MS1 for each syllabus should be sent to CIE in the envelope provided for the purpose.

The second copy of the form MS1 should be enclosed with the sample of Coursework (see 4.14.2 (b) below) and the relevant marking documentation. The third copy must be retained for reference until after results have been issued.

Candidate details for all entries received at CIE by **10 April** for the June session and **21 September** for the November session will be included in the despatch of pre-printed MS1 forms. If a late entry or entry amendment has been made after these dates, the candidate details should be added onto the pre-printed Mark Sheet, MS1 Form. If there is not sufficient room on the pre-printed form MS1, the Supplementary MS1 Internal Assessment Mark Sheet should be used to record the internally assessed mark of any additional candidate(s). (A copy of this form can be found in the *Administrative Guide for Centres*.) A photocopy of the Supplementary MS1 should be sent to the moderator with the coursework sample.

A Supplementary MS1 Internal Assessment Mark Sheet should also be used in instances where a late entry or an entry amendment results in a Centre having an entry for a syllabus component for which they have not previously had any entries, and therefore, a pre-printed form MS1 would not have been produced.

4.14 Submission of the Sample for Moderation

Centres must submit samples of Coursework for moderation to CIE (via the Parent Organisation if appropriate) according to the following criteria and instructions. Failure to provide a sample for moderation will result in CIE not issuing a result for the syllabus.

4.14.1 Criteria for the Submission of Samples of Coursework

- (a) If there are 10 or fewer candidates entered for a Coursework component, all the Centre-based assessment that contributed to the final mark for that component will be required.
- (b) If there are more than 10 candidates entered for the Coursework component, (except in IGCSE and HIGCSE sciences or single science syllabuses for which see 4.14.1 (c)), all the Coursework that contributed to the final mark for that component will be required for the number of candidates as follows:

number of candidates entered	number of candidates whose work is required
11-50	10
51-100	15
101-200	20
More than 200	10% of the candidates

The accredited teacher responsible for internal standardisation in the Centre for that syllabus must select the 10, 15 or 20/20+ candidates covering the whole mark range with marks spaced as evenly as possible from the top mark to the lowest mark. Where there is more than one teacher involved in the marking of the work, the sample must include approximately equal samples of the marking of each teacher.

- (c) If there are more than 10 candidates entered for an IGCSE or HIGCSE sciences or single science syllabus, evidence should be included for skills C1 to C4 inclusive. Experiment forms should be included with the samples. For each of skills C2, C3 and C4, Centres must send three examples of a high mark, three examples of an intermediate mark and three examples of a low mark, i.e. 27 examples in total from at least 10 different candidates.
- (d) CIE may request further samples of candidates' work, or the work of any individual candidate. The Centre must despatch these as soon as the request is received.

4.14.2 Instructions for the Submission of Samples of Coursework

- (a) Coursework samples should be securely packaged and sent, using the return labels supplied (code URL003), to arrive at CIE as soon as possible but no later than **30 April** for the June examination session, **15 October** for the October examination session and **31 October** for the November examination session. (Examples of the return labels URL003 can be found in the *Administrative Guide for Centres*.) The Centre should package the work for each syllabus separately and should obtain a certificate or record of posting for each package of Coursework despatched. The address for receipt of coursework samples is: Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.
- (b) Each package of Coursework must include the second copy of the form MS1 (CIE moderator copy, see 4.13) together with the Individual Candidate Record cards and the Coursework Assessment Summary Forms for that syllabus. If marks have been submitted to CIE as an electronic file, a signed print-out of the marks file must be submitted in place of the second copy of the form MS1.
- (c) Centres should ensure that cassette tapes used to record oral or music Coursework are properly packed and labelled. Separate tapes should be used for different examinations.
- (d) Coursework submitted to CIE for moderation should if possible be in plain thin covers. Bulky ring binders should not be included with the work sent for moderation. Each item of Coursework should be clearly marked, using the Coursework Identification Labels supplied, (see example labels in the *Administrative Guide for Centres*), with the syllabus name, the syllabus number, the candidate's name, the candidate's number and the name and number of the Centre. Materials of value should not be included nor should items that are too large, bulky or fragile to be despatched. A note should be included with the sample of Coursework to indicate what work has been retained by the Centre. Full information about the retained work, including photographs taken from several angles, should be produced. CIE cannot guarantee that the grade awarded on the basis of photographs alone will be the same as that which would have been given to the original had it been submitted.
- (e) To assist with the identification of art work, the IGCSE Art & Design : 0400 labels, (see example labels in the *Administrative Guide for Centres*), must be completed in BLOCK capital letters and attached to the work of each candidate. The labels must be placed on the top right hand corner of the front of each relevant piece of work, or folder.

4.15 Retaining Coursework Evidence

Centres should retain, for at least six weeks after the results are published, the following materials:

- a record of the Coursework set;
- a record of how marks were awarded;
- the assessed work of all candidates (except that which has been submitted to CIE for moderation);
- a copy of each Individual Candidate Record Card;
- a summary of how internal moderation was carried out;
- a copy of the Coursework Assessment Summary Form.

If the Coursework is ephemeral in nature, teachers must keep sufficient evidence (documentary, photographic, audiotaped or videotaped, as appropriate) to support their marking.

4.16 Report on Moderation

Each Centre will normally receive a report for each Coursework component for which it has entered. The nature of any adjustment to the Centre's marks will be indicated. If an adjustment of marks greater than 10 per cent of the maximum marks for the component is necessary, the moderator will write a short explanatory comment for the Centre.

4.17 Dealing with Unsatisfactory Practice

- (a) Further guidance will be provided to Centres where individual teachers or Centres fail to meet CIE's requirements for Coursework.
- (b) Where in CIE's sole judgement a significant problem has occurred, CIE may revoke the accreditation of a teacher to mark Coursework.

4.18 Return of Coursework

Coursework submitted to CIE for moderation will normally be returned to Centres at CIE's expense after results and certificates have been issued. However, CIE may retain items of Coursework for research, exhibition, archive or educational purposes. Centres may, at their discretion, return work to the candidates who produced it. Candidates may re-submit Coursework if re-taking an examination (see 4.20). CIE will not be responsible for loss of or damage to Coursework submitted for moderation. (See also 1.7.2 for ownership of assessed examination material, e.g. examination answer scripts.)

4.19 Carrying Forward of IGCSE and GCE O Level Internally Assessed Marks

Unless the syllabus specifies otherwise, IGCSE and GCE O Level Internally Assessed Marks may be carried forward once within a 13 month period. Thus a candidate's coursework mark for a June 2007 session may be carried forward to the following November 2007 examination session or the following June 2008 examination session only; and a coursework mark for a November 2007 examination may be carried forward to the following June 2008 examination session or the following November 2008 session only. Coursework marks obtained prior to the mentioned examination sessions may not be used towards June 2008 and/or November 2008.

IGCSE and GCE O Level Internally Assessed Marks may not be carried forward more than once. If Centres are entering candidates who wish to carry forward IGCSE or GCE O Level Internally Assessed Marks then they must enter the carry forward option code when entering candidates for the examination. Also, Centres must include the Candidates' previous entry details which will help to locate the previous internally assessed marks obtained by the candidates.

Please note that the above only applies to the IGCSE and GCE O Level syllabuses, refer to part 2.7 of this *Handbook* for more information on GCE AS & A Level Staged Assessments.

4.20 Re-use of Coursework

It is permissible to re-submit, in whole or in part, Coursework submitted by the same candidate in the previous examination session. Any work which is re-submitted must meet the requirements of the syllabus for the year in which it is offered and will be subject to re-assessment. (See also 2.6.)

4.21 Dishonesty and Malpractice in Coursework

In cases where dishonesty or malpractice is suspected in Coursework, Centres must take action in accordance with the regulations given in 7.3.2 of this *Handbook*.

4.22 Centres' Enquiries about Coursework

Enquiries from Centres about Coursework or the administration of Coursework should be directed to Customer Services.

PART 4B: GENERAL QUALIFICATIONS – SPEAKING TESTS (Non-Coursework)

For regulations and procedures for Coursework Speaking Tests please see part 4A of this *Handbook*.

4.23 Definition of a non-Coursework Speaking Test

Non-Coursework Speaking Tests are internally administered and assessed by the Centre's teachers or other local teachers and externally moderated by CIE. The format for non-Coursework Speaking Tests is set by CIE and is the same for all candidates. They are conducted as a terminal examination within a period of dates specified by CIE (i.e. not over the course of study as with Coursework Speaking Tests).

The following tests are non-Coursework Speaking Tests:

- IGCSE Speaking Tests for foreign language examinations – syllabuses 0515, 0519, 0520, 0525, 0530, 0535, 0540, 0543, 0544, 0545, 0546 and 0547;
- IGCSE Second Language Speaking Tests – Paper 5;
- IGCSE First Language Speaking Tests – Paper 5;
- O Level Languages other than English Speaking Tests;
- HIGCSE Foreign Language Speaking Tests;
- AS/A Level Languages other than English Speaking Tests.

4.24 Appointment of Examiner for non-Coursework Speaking Test

- (a) For Centres operating through a Parent Organisation, the Parent Organisation will appoint the examiner and make arrangements for candidates to be tested.
- (b) Centres not operating through a Parent Organisation, may select their own teacher/examiner subject to accreditation requirements (see 4.25). This is normally a teacher from within the languages Department, but could be a suitably qualified person independent of the Department/Centre. A group of neighbouring Centres might also choose the same examiner. CIE is not responsible for any fees agreed.

Centres are welcome to contact CIE if they are in any doubt about the suitability of a teacher/examiner.

- (c) Where a nomination of an Oral Examiner Form is required, (in AS and A Level Languages (other than English)), Centres should refer to the details and deadlines given in the relevant syllabus.

4.25 Training and Accreditation of Teacher/Examiners for non-Coursework Speaking Test Assessment

- (a) Centres that make entries via a Parent Organisation will be subject to the requirements of that Parent Organisation.
- (b) For IGCSE English as a Second Language, the teacher who conducts the tests must have been accredited by CIE. This will usually be through successful completion of a Distance Training Pack. In some cases, accreditation may be granted instead on the basis of prior experience of conducting similar tests; for this, permission should be sought in the first instance by writing to CIE enclosing a CV detailing relevant experience.
- (c) Accreditation from CIE is not required to conduct non-Coursework Speaking Tests except in the case of IGCSE English as a Second Language (see 4.25(b)).
- (d) Distance Training Packs and Training Handbooks are available for IGCSE Speaking Tests and CIE recommends that, in the interests of candidates, teacher/examiners who are new to a syllabus undergo training before conducting their first Speaking Tests. CIE reserves the right to insist that teacher/examiners undergo training should this be judged necessary by the external moderator.

4.26 Estimated Entries

Material for Speaking Tests is despatched on the basis of estimated entries. Failure to submit estimated entries may result in Centres not having the necessary material to carry out assessments at the specified time.

4.27 Materials for non-Coursework Speaking Tests

Based on the provisional entry details referred to above, Centres will receive the following:

(a) IGCSE Foreign and Second Languages/HIGCSE:

- Sets of Speaking Test Cards;
- Sets of Speaking Test *Teacher's Notes* booklets;
- Blank cassettes for submitting recordings of a sample of candidates (unless the syllabus specifies otherwise or an agreement is in place not to send cassettes).

In addition, at a later date, Centres will be sent copies of computer-printed mark sheets MS1 onto which the final mark for each candidate must be transferred from the Working Mark Sheet.

The Working Mark Sheet is provided in the appropriate Syllabus Booklet and should be photocopied according to requirements.

(b) IGCSE First Language English, 0500/5 and First Language Spanish, 0502/5

The following materials for the conduct of these Speaking Tests are to be found in the syllabus booklet for the appropriate year:

- Component requirements;
- Mark Scheme;
- Working Mark Sheet;
- Administrative guidance.

No question paper is required. Centres must provide their own cassette(s) on which to record the sample of candidates for moderation. CIE will provide Centres with the MS1 Computer-printed mark sheet(s) onto which the final mark for each candidate must be transferred from the Working Mark Sheet referred to above.

(c) O Level Languages other than English:

- Reading passages.

The component requirements, mark scheme, Working Mark Sheet and Instructions can be found in the syllabus for the appropriate year.

(d) AS/A Level Languages other than English:

The following materials for the conduct of the AS/A Level Languages other than English Speaking Tests, are to be found in the syllabus booklet for the appropriate year:

- Component requirements;
- Mark Scheme;
- Working Mark Sheet;
- Administrative guidance on the Speaking Test;
- Nomination of Oral Examiner form.

No question paper is required. Centres must provide their own cassette(s) on which to record the sample of candidates for moderation. CIE will provide Centres with the MS1 Computer-printed mark sheet(s) onto which the final marks for each candidate must be transferred from the Working Mark Sheet referred to above.

4.28 Special Instructions for Foreign and Second Language IGCSE Speaking Tests

Four working days before the first day of Speaking Tests at the Centre, the Head of Centre should make available the confidential *Teacher's Notes* booklet to the Head of Department or appropriate teacher/examiner. Teachers/examiners must ensure sufficient time to familiarise themselves with the materials and procedures. Materials must not be removed from the Centre and must be stored in secure conditions in accordance with 3.1.2 until after the Speaking Test period specified on the CIE timetable has passed (even if the Centre has completed its tests before that time).

4.29 Malpractice in non-Coursework Speaking Tests

In submitting Speaking Test marks to CIE, a Centre is deemed to be making a statement that it has fulfilled CIE's requirements for the conduct of the Speaking Test. It is intended that the conversation elements of Speaking Tests will be lively and spontaneous. Any suspicion of collusion in the conduct of Speaking Tests (e.g. candidates or teachers using pre-determined scripts, or rehearsal of role plays where these form a part of the examination) will be dealt with in accordance with CIE's Malpractice procedures.

4.30 Timetabling of non-Coursework Speaking Tests

- (a) The Speaking Tests take place before the main examination period and Centres should consult the front of the timetable for details. Each Centre decides on a convenient period within the specified dates for its Speaking Tests.
- (b) Centres must ensure that testing, once started, is as continuous as possible.
- (c) If for some reason, a Centre needs to conduct its Speaking Tests after the stipulated period then it must request permission in writing to do so from CIE.

4.31 Marking of Speaking Tests (Internal Assessment)

- (a) The teacher/examiner must award marks for Speaking Tests in accordance with the criteria specified in the Mark Scheme for the component. This will be found in either the *Teacher's Notes* booklet for syllabuses where this exists or syllabus for the appropriate year.
- (b) Candidates must initially be assessed during the face-to-face interview and not subsequently from any recording made. During the Speaking Test the teacher/examiner will fill in the marks under the separate headings on the Working Mark Sheet.
- (c) The marks can then be transferred to the MS1 computer-printed mark sheet at a later stage.

4.32 Absentee Candidates

- (a) If any candidate is absent at the time set aside by the Centre for the Speaking Tests, a request for Special Consideration should be made to allow the candidate to be examined at another time within the specified Speaking Test period.

Arrangements made for any such 'absentee' candidates should not delay the despatch of the sample and mark sheets for moderation for those candidates who have already taken the Speaking Test at the Centre. However, where an 'absentee' candidate will be taking the Speaking Test at a later date, the Centre should indicate this on the Working Mark Sheet. In addition, the candidate should not be marked Absent on the Computer-printed Mark Sheet, but should be left blank.

Where arrangements are made to examine an 'absentee' candidate at a later date, the Speaking Test is to be recorded on a separate cassette, in addition to the specified sample. As soon as the rescheduled test has taken place, the cassette and a copy of the Working Mark Sheet submitted with the original sample, but to which the mark for the previously absent candidate has now been added, must be despatched to Special Considerations, University of Cambridge International Examinations, 1 Hills Road, Cambridge, CB1 2EU, United Kingdom. The total mark for the Speaking Test should be submitted to CIE on a Supplementary Internal Mark Sheet.

- (b) The teacher/examiner must indicate as absent ('A') on both the Working and Computer-printed mark sheets any candidate who is entered for a speaking component in a syllabus but fails to take the Speaking Test and who is not eligible to take the test at a later date as a result of Special Consideration (see 4.33).

4.33 Failure to Complete a non-Coursework Speaking Test

- (a) Where the Speaking Test mark contributes to the overall grade for the syllabus, Centres must ensure that every effort is made to examine absentee candidates (see 4.32 and 4.34) as candidates who do not take the Speaking Test and who are not eligible for Special Consideration (see Part 6) will not be awarded a grade in that syllabus and will receive a No Result.
- (b) Where the Speaking Test does not contribute to the overall grade for the syllabus, candidates who do not attend are still eligible for a grade in the syllabus.

4.34 Requests for Special Consideration for non-Coursework Speaking Tests

- (a) Where Special Consideration has been granted, a candidate who has failed to attend for the Speaking Test may be allowed to take the Speaking Test after the main body of candidates at the Centre.
- (b) Where a candidate is unavoidably prevented from completing the Speaking Test requirements of the syllabus and there is no possibility of them being examined at a later date (see 4.32), CIE will consider a request for Special Consideration.
- (c) A Centre's failure to find a suitable examiner will not be accepted as grounds for granting Special Consideration.

4.35 Standardising Marking within Centres

- (a) Normally, only one teacher/examiner for each syllabus should be appointed per Centre. Where a Centre wishes to use additional teacher/examiners because it has more than 30 candidates, permission to do so must be sought from CIE by writing to the Product Manager for the appropriate language before the start of each Speaking Test period.
- (b) Where permission is granted for more than one teacher/examiner to conduct and assess Speaking Tests, CIE requires Centres to standardise assessments across different teachers/examiners to ensure, for a particular syllabus, that all candidates in the Centre have been judged against the same standards, and to produce a rank order of candidates for the Centre as a whole.
- (c) One teacher/examiner per Centre per syllabus must take responsibility for the standardisation of the marking of members of staff from that Centre in that syllabus. This person must ensure that a valid set of marks is produced for candidates in that syllabus from that Centre.
- (d) Standardisation within a Centre is to be achieved by all teachers/examiners involved in assessing samples of work coming to an agreement on the marks to be awarded. Marks for some teachers/examiners may be moved up or down in order to ensure consistency for the whole Centre.

4.36 Deadlines for Submission of Marks and Samples for non-Coursework Speaking Tests

Marks and samples for non-Coursework Speaking Tests must have arrived at CIE by the date specified in the syllabus/*Teacher's Notes* booklet:

- IGCSE First and Foreign Languages (except First Language English): by **15 May** for the June examination session; by **15 November** for the November examination session;
- IGCSE First Language English and English as a Second Language: by **30 April** for the June examination session; by **31 October** for the November examination session;
- Afrikaans as a Second Language: by **15 November** for the November examination session;
- HIGCSE Foreign Languages: by **15 October** for the October examination session;

- AS/A Level languages: by **7 June** for the June examination session; by **22 November** for the November examination session;
- O Level languages: by **30 November** for the November examination session – computer-printed mark sheets are not supplied for O Level Speaking Tests and it is vital, therefore, that copies of the completed Working Mark Sheet(s) are sent to reach CIE by this date.

The computer-printed form MS1, provided by CIE for recording final Speaking Test marks, consists of three copies on self-copying paper. Only the final mark awarded by the Centre to each candidate (or 'A' – absent, for a candidate who has not taken a Speaking Test and cannot be tested at a later date within the Speaking Test period (see 4.32, 4.33 and 4.34)) should be written on this form. The MS1 must be completed in accordance with the instructions on the back of the form. When completing the form, Centres must ensure that the maximum mark for the component stated on the form is not exceeded and a numeric value (or A) is given for each candidate (not a grade). If the candidate numbers on the MS1 are incorrect the MS1 should not be used. Centres should contact CIE to inform them of the error. The entries will then be changed and a new MS1 produced. Do not correct the candidate numbers on the pre-printed forms.

This form will be scanned by an optical mark reader, therefore the forms must not be bent, stapled, pinned or damaged in any other way.

The top copy of the form MS1 for each syllabus should be sent to CIE in the envelope provided for the purpose.

The second copy of the form MS1 should be enclosed with the sample of Speaking Tests (see 4.37.2 (b)) and the Working Mark Sheet. The third copy must be retained for reference until after results have been issued.

As an alternative to the submission of the form MS1, Centres may submit coursework marks in electronic form on floppy disk or CD-ROM. Electronic files of marks must be created using CAMEO (see 1.6.5).

4.37 Samples for Moderation for non-Coursework Speaking Tests

Centres must submit samples of Speaking Tests for moderation to CIE (via the Parent Organisation if appropriate) according to the following criteria and instructions.

4.37.1 Recording of the Sample for Moderation for non-Coursework Speaking Tests

- Centres should ensure that Speaking Tests take place in the best possible conditions. Arrangements should be made to use a room as far away as possible from playgrounds, recreation areas, bells, noisy classrooms and often-used corridors. In addition there should be a quiet area for candidates who are preparing for the test, supervised if possible, though this is not a requirement. The area must, however, be inaccessible to other pupils.
- Centres should check that an efficient cassette recorder in good working order is available, with, whenever possible, a separate microphone. The two items should be tested in the room where the tests are to be held to see if they are working.
- During the Speaking Test, teachers/examiners must take steps to verify that the cassette recorder is recording.
- Before despatching cassettes, spot checks must be carried out to ensure that all the candidates required for the purpose of the sample have been recorded. If there are any problems with the recordings, the Centre should contact CIE for advice.

4.37.2 Selection of Samples for non-Coursework Speaking Tests

- IGCSE First Language English (0500) and English as a Second Language (0510). Unless special arrangements for sampling have been agreed between CIE and a Parent Centre:
 - If there are 10 or fewer candidates entered for a Speaking Test component, recordings of all the Speaking Tests are required.

- (ii) If there are more than 10 candidates entered for the Speaking Test component, all the Speaking Tests that contributed to the final mark for that component will be required for the number of candidates as follows:

number of candidates entered	number of candidates whose work is required
11-50	10
51-100	15
101-200	20
above 200	10%

The accredited teacher responsible for internal standardisation in the Centre for that syllabus must select the 10, 15 or 20/20+ candidates covering the whole mark range with marks spaced as evenly as possible from the top mark to the lowest mark. Where there is more than one teacher involved in the marking of the work, the sample must include approximately equal samples of the marking of each teacher.

- (iii) If CIE's moderator thinks it necessary, CIE will request further samples. The Centre must despatch these as soon as the request is received.
- (b) IGCSE Languages, (except for syllabuses 0500 and 0510), HIGCSE Foreign Languages:
- (i) If there are 6 or fewer candidates entered for a Speaking Test component at a Centre, recordings of all the Speaking Tests are required.
- (ii) If there are more than 6 candidates entered for the Speaking Test component, the teacher/examiner is asked to select and record the tests of 6 candidates, covering as wide a range of ability as possible. The candidates selected should be spread as evenly as possible across the range of marks (2 good, 2 middling, 2 weak).
- (c) AS and A Level Languages other than English:
- (i) If there are 6 or fewer candidates entered for a Speaking Test component at a Centre, recordings of all the Speaking Tests are required.
- (ii) If there are more than 6 candidates entered for the Speaking Test component, the teacher/examiner is asked to select and record the tests of 6 candidates, covering as wide a range of ability as possible. The candidates selected should be spread as evenly as possible across the range of marks (2 good, 2 middling, 2 weak).

4.37.3 Instructions for the Submission of Speaking Test materials

- (a) Speaking Test samples should be securely packaged and sent to arrive at CIE as soon as possible, and in any case by the latest dates stated in 4.36 above. The Centre should package the work for each syllabus separately and should obtain a certificate or record of posting for each package of Speaking Tests despatched. The address for receipt of samples is: Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.
- (b) Each package should include the following:
- the recordings of the sample candidates;
 - the Working Mark Sheets for all candidates entered for that component at the Centre;
 - the second copy of the Computer-printed mark sheet MS1 (CIE moderator copy, see 4.36). If marks have been submitted to CIE as an electronic file, a signed print-out of the marks file should be submitted in place of the second copy of the form MS1.

- (c) Centres must ensure that cassette tapes are properly packed and labelled. Separate tapes should be used for different examinations. Centres must not, for example, record English and Spanish Speaking Tests on the same tape.
- (d) Each cassette must be clearly marked (where labels are supplied, these should be used) with the syllabus name, the syllabus number, the candidate's name, the candidate's number and the name and number of the Centre.

4.37.4 Failure to provide a sample for Moderation

CIE will not issue a mark for a Speaking test component unless the moderation process has been completed.

4.38 Retaining non-Coursework Speaking Test Evidence

Centres should retain, for at least six weeks after the results are published, the following materials:

- the Centre copy of the MS1 computer-printed mark sheet(s);
- a copy of the Working Mark Sheet(s).

4.39 Report on Moderation

For IGCSE, HIGCSE, AS and A Level, each Centre will normally receive a report for each Speaking Test component for which it has entered.

4.40 Dealing with Unsatisfactory Practice

- (a) Further guidance will be provided to Centres where individual teachers or Centres fail to meet CIE's requirements for Speaking Tests.
- (b) Where in CIE's judgement a significant problem has occurred, CIE may require the Centre to find another person to conduct and assess the Speaking Tests.

4.41 Return of Speaking Tests

Speaking Tests submitted to CIE for moderation will not be returned to Centres.

4.42 Centres' Enquiries about Speaking Tests

Enquiries from Centres about Speaking Tests or the administration of Speaking Tests should be directed to Customer Services.

PART 4C: PROFESSIONAL QUALIFICATIONS – ON-DEMAND ASSIGNMENT BASED MODULES

4.43 Qualifications to which this Assessment Model applies:

- Cambridge International Diploma in Business;
- Cambridge International Diploma in Management;
- Cambridge International Diploma in Project Management;
- Cambridge International Diploma in Office Administration;
- Cambridge International Diploma for Teachers and Trainers;
- Cambridge International Diploma in Teaching with ICT;
- Cambridge International Diploma in Travel and Tourism.

4.44 Timescales

Generally, batches of candidate assignments can be submitted to CIE at any time. Assignments that are received by a specific monthly entry deadline given on the *Administrative Calendar for On Demand Modules* (see *Cambridge International Diplomas Administrative Guide*) will be assessed in that assessment session. Assignments that are received later than the entry deadline will be held over until the next assessment session. CIE will issue module results on the date shown for the equivalent assessment session. The dates for the publication of results for each On Demand session are also shown on the *Administrative Calendar for On Demand Modules*.

4.45 Assessment Model Overview

- (a) For Diploma in Management only, the Centre Co-ordinator is required to submit a completed estimated entry form.
- (b) Candidates are required to produce assignments according to the criteria described in the syllabus. For the Cambridge International Diploma in Management, assignment tasks are provided which candidates will use to produce their assignments.
- (c) For each completed assignment, a Student Assessment Record (SAR) is required. SAR forms are provided in the syllabus booklet for this purpose. For the Diploma in Management, an assignment cover sheet is required instead of the SAR. SAR forms are not required for the Diploma in Teaching with ICT and the Diploma for Teachers and Trainers as candidates must use the assignment templates.
- (d) When the batch of assignments is complete, the Centre despatches the candidates' assignments and SAR forms to CIE along with the appropriate entry form.
- (e) CIE carries out an assessment of the assignments and issues module results according to the schedule of dates listed on the *Administrative Calendar for On Demand Modules*.

4.46 Submission of Assignments

The Head of Centre is responsible for ensuring that all staff supervising candidates' work for the scheme are aware of current regulations and carry out assessments and record-keeping as required.

Where appropriate, tutors are responsible for completing a Student Assessment Record as candidates demonstrate their competence. Failure to provide assignments or Student Assessment Records will automatically result in CIE refusing to issue a certificate. The candidate must repeat any assignments that are lost.

Student Assessment Records must have each objective signed and dated, before assignments are sent to CIE for marking. Assignments sent to CIE with incomplete or incorrect Student Assessment Records will be returned to Centres, before marking, to be completed properly.

Centres are required to actively ensure authenticity of work before completing the Student Assessment Records and the declaration of authenticity. Centres will be held responsible if issues of authenticity are not addressed.

In cases where there is doubt about the authenticity of any work submitted to CIE for assessment, CIE reserves the right to undertake appropriate checks, such as telephone or other interviews, to determine whether the work is authentic. Any decisions reached by CIE on matters of authenticity and subsequent action taken will be final.

Assignments may be submitted to CIE for assessment at any time.

4.47 Entries

4.47.1 Entries for Assignment Based Modules

- (a) Entries for Assignment based Modules should be submitted using CAMEO. Alternatively, Centres can use the electronic CID Entry Forms (CIDentform2007.xls). Information on the module entry codes and option codes that should be used can be found in the *Cambridge International Diplomas Administrative Guide* and on the entry form.
- (b) Module entry files should be submitted to CIE using CIE Direct at the same time that the assignments are submitted.
- (c) Assignments in hard copy format should be posted to CIE at the same time that the module entry file is submitted. Alternatively, assignments may be converted into PDF format and submitted via CIE Direct.
- (d) All candidates must be allocated a Unique Candidate Identifier (UCI). This is a 12 character alpha/numeric indicator that is unique to an individual candidate and must be included with every module entry made on a candidate's behalf. Instructions for the creation of the UCI are included in the *Cambridge International Diplomas Administrative Guide*.

4.47.2 Statements of Entry

Statements of Entry, showing details of each candidate's entry, will be issued to Centres. Centres must give each candidate the opportunity to check personal details recorded on the *Statements*. *Statements of Entry* will form the Centre's record of entries, both before and during the assessment.

4.47.3 Entry Fees

With the exception of the Cambridge International Diploma for Teachers and Trainers CIE will charge an entry fee per module per candidate.

For the Cambridge International Diploma for Teachers and Trainers, candidates are required to be registered for the award at the start of the course. CIE will charge a registration fee for the whole award. Module re-sits will be charged where applicable.

Following the receipt of assessment entries or other services which attract fees, Centres will be sent an invoice for the outstanding balance on their accounts.

4.48 Presentation of Assignments

Each assignment submitted for assessment must be the candidate's original work and not a photocopy incorporating corrections by the tutor.

Each candidate's assignment should, if possible, be on A4 paper. The work may be produced on a typewriter or word processor, provided it is typed by the candidate.

For the Cambridge International Diploma in Teaching with ICT and the Cambridge International Diploma for Teachers and Trainers, assignments must be submitted using the relevant assignment template provided by CIE.

All assignments must include a title and, where relevant, a table of contents and bibliography. Tables of statistics, diagrams, graphs, illustrations, photographs, maps, etc., should be given credit provided they are pertinent to the work and are referred to in the text, but they must not be submitted as a complete substitute for written text. All quotations should be indicated clearly and acknowledged.

For assessment purposes the work should be clearly marked with the candidate's name and Unique Candidate Number, the number of the Centre, and the qualification title and code. So far as is practicable, Centres must retain a copy of all candidates' assignments under secure conditions until the results have been published, since it may be required if work is lost in transit between the Centre and CIE.

PART 4D: PROFESSIONAL QUALIFICATIONS – ON-DEMAND PRACTICAL ASSESSMENT MODULES**4.49 Qualifications to which this Assessment Model applies:**

- Cambridge International Diploma in ICT;
- Cambridge International Diploma in Office Administration (closed to new applicants).

4.50 Timescales

The dates of Practical Assessment Sessions are set by the Centre Co-ordinator. Practical Assessment scripts may be despatched to CIE at any time. Scripts that are received by a specific monthly entry deadline given on the *Administrative Calendar for On Demand Modules* (see *Cambridge International Diplomas Administrative Guide*) will be assessed in that assessment session. Assignments that are received later than the entry deadline will be held over until the next assessment session. CIE will issue module results on the date shown for the equivalent assessment session. The dates for the publication of results for each of the On Demand sessions are also published on the *Administrative Calendar for On Demand Modules*.

4.51 Assessment Model Overview

- (a) The Centre provides CIE with estimated entries, detailing the modules that they wish to enter candidates for, how many candidates they will have for each module and the approximate date that they wish to conduct each module exam.
- (b) CIE provides the Centre with a master copy of the Practical Assessment Tasks for each of the modules indicated on the estimated entry form. The Centre Co-ordinator will be responsible for photocopying the required number of test papers prior to the assessment session. For some ICT modules there may be an accompanying Data File.
- (c) The Practical Assessment Tasks are designed to be reusable and are valid for 12 months. New versions for each will be issued in January each year.
- (d) Two versions of the Practical Assessment Tasks for each module are provided (Set A and Set B).
- (e) Set A should be used to assess the first group of candidates in a calendar year.
- (f) Set B will be used for candidates who are retaking a module, having failed in their initial attempt. This is to ensure that they are not assessed using Tasks they have already taken.
- (g) Set B should also be used if the number of candidates in an assessment group is too large to be accommodated on one day (e.g. Set A on day 1, Set B on day 2).
- (h) The Centre Co-ordinator establishes the date and time for each Practical Assessment session and ensures that this information is communicated to every candidate.
- (i) For ICT modules, the tutor is required to work through the test paper prior to the examination, to ensure that there are no technical problems and also to provide a control script in case there is local variance in the IT set up. The tutor must work through the test paper before the candidates sit the assessment. This requirement should be taken into account when arranging examination dates.
- (j) The Centre Co-ordinator photocopies the required number of test papers in preparation for the exam. For ICT modules with an accompanying data file, the data must be made available to every PC either through a network or loaded direct to each PC.
- (k) The candidates sit the examination on the date specified by the Centre. The examination should be conducted in accordance with the regulations laid down in Part 3.
- (l) At the end of the examination, the Centre Co-ordinator retrieves all test papers from the examination room and keeps them under secure conditions in order that this version of the test paper may be used again at a later date. Under no circumstances must a candidate be allowed to take a test paper from the examination room.
- (m) The Centre Co-ordinator despatches the candidates' Practical Assessment scripts to CIE. For ICT modules, the tutor's control script is also included. Module entry information must also be submitted to CIE on the same day as scripts are despatched (see 4.55).
- (n) CIE carries out an assessment of the Practical Assessment scripts and issues module results according to the schedule of dates listed on the *Administrative Calendar for On Demand Modules*.

- (o) The module results that are awarded are Distinction, Pass or Fail. For ICT, only results Pass or Fail are awarded.
- (p) Candidates who are awarded Fail may retake the module at any time. The Centre Co-ordinator must ensure that retake candidates are issued with a different version of the Practical Assessment Tasks from previous attempts.

4.52 Practical Assessment Materials

Centres that have registered an interest in a syllabus, will be provided with one copy of each practical assessment test paper each year. The Centre Co-ordinator is responsible for the reproduction of the appropriate number of copies of the test paper for each assessment session.

More than one set of Practical Assessment tasks will be provided for each module on a yearly basis. The Centre Co-ordinator is responsible for ensuring that candidates entering for Practical Assessment modules at different times are allocated different sets of practical assessment tasks. It is the responsibility of the Centre Co-ordinator to ensure that no candidate is assessed with the same version of a test paper more than once.

Centres must ensure the confidentiality of all Practical Assessment Tasks prior to use. Sections 3.1.1 and 3.1.2 apply.

New Practical Assessment Tasks will be issued to Centres on an annual basis.

4.53 Conduct of Practical Assessment Examinations

Part 3 of this *Handbook* applies to the administration of Practical Assessment modules with the exception of section 3.4.3 (Collection of Question Papers/24 Hour Security Rule). In the case of Practical Assessment examinations, all examination papers must be collected at the end of the assessment and retained under secure conditions. The papers must not be returned to candidates.

4.54 After the Examination

4.54.1 Collection of Practical Assessment Test Papers

No copy of a Practical Assessment test paper may be taken from the examination room by a candidate. All examination papers must be collected at the end of the examination and retained under secure conditions. The examination papers must not be returned to candidates.

4.54.2 Packing of Answer Scripts

Great care must be taken in packing the answer scripts for despatch to CIE or the Parent Organisation, as appropriate. Envelopes should be securely fastened.

For ICT modules, an assessment record folder (ARF) must be completed for each candidate and the script enclosed in the folder. The tutor's control script must also be included with the candidates' scripts.

The answer scripts must be sent without delay on the same day wherever possible and in all cases within one week after the end of the assessment. If answer scripts have to be retained overnight they must be kept under secure conditions.

Correspondence, reports and forms (for example Special Consideration forms), should be sent separately to CIE and not enclosed with the scripts, unless specifically instructed or authorised by CIE to do so.

A completed entry form must be enclosed in each envelope of answer scripts (see 4.55). The tutor worked copy of the test paper must also be included in each envelope of scripts (see 4.55).

4.54.3 Despatch of Answer Scripts

Answer scripts should be sent to the Professional Qualifications Administration and Development Group at the following address:

PQAD
 University of Cambridge International Examinations
 1 Hills Road
 Cambridge
 CB1 2EU
 United Kingdom

Consignments of answer scripts must be sent by first class registered post, air parcel, air freight courier or by air diplomatic bag where arrangements can be made with a British Embassy, Consulate or Office of the British High Commission.

CIE will supply special labels to Centres and Parent Organisations which declare their intention to use air freight. The use of these labels will ensure swift and safe transit. They must not be used for any other method of despatch. Details of air freight despatches should be notified to CIE quoting the flight and consignment note numbers.

4.55 Entries

4.55.1 Entries for Practical Assessment Modules

- (a) Entries for Practical Assessment Modules should be submitted using CAMEO. Alternatively, Centres can use the electronic CID Entry Forms (CIDentform2007.xls). Information on the module entry codes and option codes that should be used can be found in the *Cambridge International Diplomas Administrative Guide* and on the entry form.
- (b) Module entry files should be submitted to CIE using CIE Direct on the same day that the assignments are posted.
- (c) All candidates must be allocated a Unique Candidate Identifier (UCI). This is a 12 character alpha/numeric indicator that is unique to an individual candidate and must be included with every module entry made on a candidate's behalf. Instructions for the creation of the UCI are included in the *Cambridge International Diplomas Administrative Guide*.

4.55.2 Statements of Entry

Statements of Entry, showing details of each candidate's entry, will be issued to Centres. Centres must give each candidate the opportunity to check personal details recorded on the *Statements*. *Statements of Entry* will form the Centre's record of entries, both before and during the assessment.

4.55.3 Entry Fees

CIE will charge an entry fee per module per candidate.

Following the receipt of assessment entries or other services which attract fees, Centres will be sent an invoice for the outstanding balance on their accounts.

4.56 Preparation for ICT Practical Assessment Tasks

Before using an ICT Practical Assessment Task, tutors must work through it using similar hardware and software to that used by the candidate to:

- (a) ensure that the hardware/software at the Centre will enable the candidates to achieve all the assessment objectives;
- (b) ensure the terminology will be understood by the candidates;
- (c) produce the tutor-worked copy of the assessment, which must be included with the submission to CIE of candidates' work.

If no colour printers are available in the Centre, candidates should be made aware of the need to choose colours or patterns which are visibly distinct when printed in black and white.

PART 4E: PROFESSIONAL QUALIFICATIONS – COMPUTER BASED ASSESSMENT MODULES**4.57 Qualification to which this Assessment Model applies:**

- Cambridge International Diploma in IT Skills (available only to Centres with current approval for this award).

4.58 Timescales

The dates of the IT Skills module tests are set by the Centre Co-ordinator. The Centre Co-ordinator can issue module result slips produced by the IT Skills software immediately after each test has been completed. The Centre Co-ordinator is required to provide CIE with a report of module results at the end of each month and a copy of the database each quarter.

4.59 Assessment Model Overview

- The IT Skills computer based assessment tests are provided on CD-ROM.
- The Centre Co-ordinator is required to install the test according to the published installation instructions. The software can be installed either on stand alone PCs or on networked PCs. The networked option will allow a number of candidates to be tested concurrently.
- Before the Centre Co-ordinator can access the software a registration trigger code must be obtained from CIE. This is achieved by contacting CIE by telephone and supplying CIE with the code generated by the software. CIE will respond by providing the appropriate trigger code which, when entered into the software, will allow access to the software.
- The Centre Co-ordinator can now customise the software by entering the Centre details and allocating access rights to authorised Centre administrators.
- The Centre Co-ordinator can then enter candidate details into the software.
- Before module tests can be assigned to candidates, module tests must be purchased. This is achieved by obtaining a purchase test trigger code from CIE, using the same procedures as for obtaining the registration trigger code. Centres may purchase as many tests as they think appropriate. CIE will invoice Centres on a monthly basis for the number of tests that have been purchased.
- Once tests have been purchased, the Centre Co-ordinator can allocate tests to candidates and set dates for the tests to be taken.
- Candidates will sit the tests on a stand-alone PC or networked PC, on the dates specified by the Centre Co-ordinator. Each test has a duration of 45 minutes.
- Following the test, the IT Skills software will produce a module result slip for each candidate. The Centre Co-ordinator should print the result statements on UCLES watermarked stationery supplied by CIE.
- The module results that are awarded are Pass or Fail.
- Candidates who are awarded Fail may retake the module at a later point.
- On a monthly basis, the Centre Co-ordinator will provide CIE with a file of candidate module results achieved during the month. CIE will use this information to issue full IT Skills certificates to candidates who have achieved a Pass in all of the required modules.
- On a quarterly basis, the Centre Co-ordinator will provide CIE with a copy of their IT Skills database. CIE will use this information to check the integrity of the database.

4.60 Important Issues Concerning the Administration and Assessment of the Cambridge International Diploma in IT Skills

The Cambridge International Diploma in IT Skills is a computer based assessment provided on CD-ROM. Centre registration and licensing must be maintained at all times to ensure continued use of the tests. Details of these procedures are given in Part 1 of this *Handbook*.

Centres will be charged for registration and annual re-registration and there is a fee for every test taken at the Centre. Records of the number of tests allocated to a Centre will be kept by CIE and the Centre will be invoiced accordingly.

Attention is drawn to all points raised in 4.67 and 4.68, concerning the provision of a suitable test environment, the conduct of the test and the *Candidate Instructions*.

It is a requirement that Centres send CIE certain reports on a monthly basis. This is for confirmation of invoicing and certification purposes. Further details of the reports required are given in 4.70. These reports submitted to CIE must not be altered or amended in any way. Failure to submit the required reports to CIE as specified may result in Centre Registration being withdrawn.

4.61 Centre Licensing for the Use of the IT Skills Software

Following the Centre registration process, Centres must be licensed to use the software developed for the assessment and administration of the Cambridge International Diploma in IT Skills. This licence must be accepted before the tests can be used and this acceptance is required as a condition of installation of the software.

Once a Centre has installed the software, it is bound by the Terms and Conditions of the licence. The software unlocking procedure described in 4.63 cannot be executed until this installation has been completed.

4.62 Installation of the Software

Full instructions for the installation of the software are provided in the *Installation and Administration Guide* which is included with the CD-ROM. These instructions also include the minimum specification required for operating the Cambridge International Diploma in IT Skills.

4.63 Licensing the Software

Before administrative details (candidates, staff, Centre details, etc.) can be added to the administrative database the software has to be unlocked in order to license the software. The software is unlocked by obtaining a trigger code from CIE which is entered into the software by the Centre Co-ordinator.

4.64 Administrator Password

Once the licence/unlocking status is cleared, access to the Administrator software is restricted by a username and password for security reasons.

4.65 Entering Administrative Details

The software allows details of the test Centre, staff and candidates to be added. Full instructions are included in the *Installation and Administration Guide*.

4.66 Candidate Testing

Before any testing can commence, contact must be made with CIE to purchase tests prior to assigning them to candidates. CIE will provide the Centre Co-ordinator with a trigger code which will install the required number of tests into the software. CIE will invoice Centres for purchased tests on a monthly basis. Once tests have been purchased, the Centre Co-ordinator can allocate specific tests to candidates.

4.67 The Test Environment

The test itself must be conducted in a quiet, comfortable room. All unauthorised materials must be removed from the examination room prior to the start of the test.

All candidates should be allowed 15 minutes before the test to study the *Candidate Instructions* document and to raise any queries they may have on procedure.

It is the duty of each Centre to ensure that the approved test procedures are followed in full for every candidate who sits the test.

The maximum time allowed for each application module is 45 minutes.

4.68 Conduct of the Test

All candidates must be reminded that the test is to be taken under examination conditions, i.e. no talking, conferring, copying, etc.

A reliable person is required to watch candidates and invigilate the test (this will be the Centre Co-ordinator or invigilator). They must ensure that no unauthorised materials such as disks are brought into the examination room.

Any infringement of these instructions should be noted and reported to the Centre Co-ordinator.

4.69 Statements of Results

After the completion of each test, successful candidates should be issued with individual *Statements of Results* for each module examined in which they were successful. These are printed locally from the Centre PC. They are printed on UCLES watermarked results stationery provided by CIE once the Centre is approved to offer the Cambridge International Diploma in IT Skills. Further supplies of stationery are provided by CIE upon request.

4.70 Printing Reports from the System

Several reports may be printed from the system giving details of candidates' entries, results, etc., which are useful in maintaining candidate records at the Centre.

It is a requirement of Centre registration that regular monthly and quarterly reports are sent to CIE indicating the students examined and the results achieved.

At the beginning of each calendar month, module result reports must be requested from the Administrator software for submission to CIE. As the reports will be used for candidate certification and Centre invoicing, it is important that duplication does not occur.

Once each quarter, the main database holding the activities of the Centre, needs to be exported to CIE for checking purposes. This file should then be sent to CIE attached to an email to international@cie.org.uk in the same way as the monthly report.

Failure to submit monthly and/or quarterly reports will prevent candidate certification and may result in Centre registration being withdrawn.

4.71 Certification

A full certificate for a Cambridge International Diploma in IT Skills requires the candidate to pass in all of the five Application Modules comprising the qualification at a given Level.

Each module result gained by a candidate has a shelf life of three years from the date the candidate passed the test. If the shelf life of a module expires before the award of a full certificate, then the expired module must be re-taken.

The full certificates for Cambridge International Diploma in IT Skills will be issued automatically from Cambridge by CIE. This will happen as soon as possible after candidates have successfully passed the five Application Modules and all of the results have been notified to CIE.

Module certificates will be issued upon request. The Centre Co-ordinator should complete the Form for Requesting Module Certificates (Premium Service) to indicate which candidates require module certificates. (A copy of this form can be found in the *Cambridge International Diplomas Administrative Guide*.) An additional fee is charged for this Premium Service.

Certificates will be despatched to the contact person named on the Centre Registration Form and it is the responsibility of the Centre to issue the certificates to the candidates once they have been received at the Centre.

4.72 Technical Assistance

Ideally, the IT Skills software should be free from bugs or errors. However, in view of the large number of different PC setups world wide, problems may be encountered. Any problems or queries should be passed to Customer Services for advice and assistance. A Customer Response Form is provided for major queries which should be used for contact in such cases.

PART 4F: PROFESSIONAL QUALIFICATIONS – CENTRE ASSESSED MODULES**4.73 Qualification to which this Assessment Model applies:**

- Cambridge ICT Starter Awards.

4.74 Timescales

The dates for the assessment of candidate assignments and the subsequent submission of samples of work to CIE for moderation are at the discretion of the Centre Co-ordinator. Entries and samples of work that are received by the entry date given on the *Administrative Calendar for On Demand Modules* will be processed according to the session shown. CIE will issue module results on the date shown for the equivalent assessment session. The dates for the publication of results for each ICT assessment session are also published on the *Administrative Calendar for On Demand Modules*.

4.75 Assessment Model Overview

- Students are continually assessed by the tutor as they learn the skills at each phase.
- At the end of each module the tutor assesses students in an assessment activity, devised by the Centre, to the criteria specified by CIE and completes a Learning Objectives Record Sheet. Alternatively, assessment activities may be obtained from CIE.
- Learning Objective Record Sheets must have each objective signed and dated, before samples are sent to CIE for moderation. Samples sent to CIE with incomplete or incorrect Learning Objective Record Sheets will be returned to Centres, before moderation, to be properly completed.
- The tutor ensures that all required evidence is retained as part of the candidate portfolio.
- The tutor awards the grades of Merit, Pass or Fail in each module.
- When a group of candidates have achieved a pass or better in all required modules, the Centre should submit candidate entry information and a sample of work to CIE for moderation.
- Moderation samples that are received by a specific entry date given on the *Administrative Calendar for On Demand Modules* will be assessed in that assessment session. Moderation samples that are received later than the entry date will be held over until the next assessment session.
- The ICT Starters Entry/Results form (SITENT2007) should accompany the moderation sample. All candidates entered on this form must have achieved a pass or better in all of the required modules to satisfy either Stage 1 and/or the full certificate.
- The moderation sample should contain candidates' *complete work*. Complete work means all modules that are required to satisfy either the award of a stage 1 certificate or a full award certificate and should cover all the modules entered by the Centre and a range of Pass and Merit. If a Centre is submitting samples for more than one level, each level must be treated as a separate sample. The number of candidates' work to be enclosed in the sample is based on the candidate entry according to the following table:

Number of candidates entered	Number of candidates whose work is required
0 to 10	All candidates
11 to 50	10
51 to 100	15
Above 100	20

- Failure to provide the appropriate samples for moderation and Learning Objective Record Sheets may result in CIE refusing to issue a certificate. Candidates must repeat any assessments that are lost.
- If the CIE moderator agrees with the module grades issued by the tutor, CIE will issue *Statements of Results* and certificates.
- If the moderator disagrees with the module grades issued by the tutor, the moderator may request that the work is re-assessed and a new sample submitted for moderation.
- If further samples are requested for moderation, this may result in a delay in the issue of final results and certificates

4.76 Completion of Learning Objective Record Sheets

The Head of Centre is responsible for ensuring that all staff supervising candidates' work for the scheme are aware of current regulations and carry out assessments and record-keeping as required.

Where appropriate, tutors are responsible for completing a Learning Objective Record Sheet as candidates demonstrate their competence.

Learning Objective Record Sheets must have each objective signed and dated, before samples are sent to CIE for moderation. Samples for moderation sent to CIE with incomplete or incorrect Learning Objective Record Sheets will be returned to Centres, before marking, to be properly completed.

PART 5: TIMETABLE DEVIATIONS

5.1 Introduction

For each examination session, a final version of the timetable is published and distributed to Centres.

CIE examinations are timetabled to be taken within session times. Papers in the morning session should be taken and completed between 8.00 a.m. and 1.00 p.m. and papers in the afternoon session should be taken and completed between 1.00 p.m. and 6.00 p.m. Published start and finish times for examination sessions refer to local time.

Centres must ensure that candidates take CIE's examinations in the session indicated on the final timetable. In notifying candidates of the dates and times of their examinations, Centres must use the final timetable and must not place reliance upon any provisional timetable, which is provided for the purpose of consultation only, prior to publication of the final version.

Unless there are specific local arrangements in place, Centres are permitted to start an examination at any time within the 'window' of the session, but must ensure that the finish will be within the times specified. For example, a three hour written examination may begin any time between 8.00 a.m. and 10.00 a.m. to be completed no later than 1.00 p.m., but may not start at a later time than 10.00 a.m. Under these circumstances, it is not necessary to submit an application for a timetable deviation.

Timetable clashes occur when, for various reasons, candidates are unable to take papers in the timetabled sessions. Under certain conditions Centres may apply for timetable changes (deviations) for papers to overcome the clash.

5.2 Applications for a Timetable Deviation

5.2.1 Acceptable Reasons for a Timetable Deviation

These include:

- (a) a clash between examinations which have been timetabled in the same session by CIE (except prohibited syllabus combinations), that exceed the recommended number of hours (see 5.3.2);
- (b) a clash with an examination of a different Examination Board in a different subject where the recommended number of hours is exceeded;
- (c) circumstances outside the control of the candidate that prevent him/her taking the examination at the scheduled time, for example attendance at court or hospital;
- (d) the need to accommodate school bus timetables or unusual school hours;
- (e) participation in events representing the country at an international level.

5.2.2 Unacceptable Reasons for a Timetable Deviation

These include:

- (a) a clash with another Examination Board's examination at the same level and in the same subject or one which has significant overlapping content;
- (b) clashes with a school function or school closure;
- (c) participation in events below international level;
- (d) holidays (e.g. family holidays, public holidays, national holidays, religious holidays).

5.3 Submission of Applications for Timetable Deviations

Timetable deviations will only be considered for candidates directly involved in the clash. Exceptions may be made in cases where it is not possible for the Centre to invigilate the examination in two sittings or where there is limited examination space or equipment for Practical examinations (see 5.6).

5.3.1 Proposal from Head of Centre

It is the responsibility of the Head of Centre to propose the arrangements for resolving a clash of two or more papers. Such proposals should enable the papers to be taken on the day on which they are timetabled wherever possible. If papers are moved to a date after the paper set date or, in very exceptional circumstances, to a date before the paper set date, full supervision of the candidate must be guaranteed by the Centre (see 5.4).

5.3.2 Duration of Examination Papers

If a candidate is entered for two or more papers in the same session (either during the am session or the pm session) and the total duration of the papers is three hours or less, all papers should be taken in the same session with a short supervised break between the papers. CIE does not need to be notified of this. If the total duration of the papers to be taken in one session (either during the a.m. session or the p.m. session) exceeds three hours, then the Centre may apply for a timetable deviation. CIE will only consider applications to move a paper to the following day if the total duration of all the papers to be taken on that day exceeds 5 hours and 30 minutes for IGCSE, HIGCSE and GCE O Level examinations and 6 hours for GCE A Level, GCE AS Level and AICE Half-credit examinations.

Being required to sit 3 different papers on the same day is not an acceptable reason for a timetable deviation.

5.3.3 Candidates entered at Two Centres with a Timetable Clash

If a candidate is entered at two different Centres and is required to sit for examinations at both Centres on the same day, CIE can arrange for the second paper to be sent to the first Centre so that the papers can be taken consecutively. This will only be done in cases where the second Centre is too far away for the candidate to travel to in time to sit the second paper on that day.

5.3.4 Completion of Application for a Timetable Deviation Form (INT/E24)

A separate application form must be completed for each syllabus and component. Centres may submit their applications on-line via CIE Direct or by submitting the form INT/E24 (a copy of this form can be found in the *Administrative Guide for Centres*). All applications for timetable deviations for general qualifications must be sent to CIE as soon as possible and by **17 April** for the May/June examination session, **9 September** for the October examination session and **11 October** for the November examination session. For professional qualifications, applications should be received by CIE at least 6 weeks prior to the date of the assessment.

5.4 Supervision Arrangements

5.4.1 General Supervision

Supervision should normally be by Centre staff from the end of one examination to the beginning of the second examination. This supervision should also be undertaken if the candidate(s) is travelling to an examination form another event or examination. If it is not possible for Centre staff to supervise the candidate(s), CIE is prepared to accept supervision by another responsible adult acceptable to the Centre and the candidate. The Head of Centre must be completely satisfied that such an arrangement will maintain the security of the examination.

5.4.2 Supervision of Candidates

The supervisor is required to give the Centre a written guarantee of security. This should confirm that the candidate(s) will be collected from and delivered to the Centre. This statement must be retained by the Centre until the results are published, unless CIE requests the statement beforehand.

5.4.3 Overnight Supervision of Candidates

Overnight supervision of candidates should normally be undertaken by a member of the Centre's staff, although in cases where a Centre feels that parental supervision could be guaranteed, this may be accepted by CIE. The candidate must be supervised from the end of one examination to the start of the other examination, including collection and delivery to the Centre. The candidate must have no outside contact with anyone taking the examination. This includes telephone calls, faxes, email messages, access to the Internet and contact with visitors. The Head of Centre/Parent Organisation must be completely satisfied that such an arrangement would maintain the security of the examination.

If the examination is taken a day before the paper set date, the Centre must supervise the candidate until an hour after the commencement of the examination on the paper set date.

5.5 Notification to Centres

When a decision has been made, CIE will communicate in writing to the Centre its decision about applications for timetable deviations as quickly as possible; a letter of approval will be faxed and/or emailed to the Centre. If the application has been made through CIE Direct, the response will be posted in the messages area of CIE Direct.

No timetable deviations may be made at the Centre unless CIE has given written consent.

Any failure to abide by the rules of supervision when a timetable deviation has been arranged could lead to the disqualification of the candidate(s) involved.

5.6 Notification of Additional Sessions for Practical Examinations and Listening Test for General Qualifications

Centres that have insufficient equipment or space to enable all of their candidates to take a practical examination or listening test at the same time, may arrange one or more additional sessions. Centres intending to hold additional sessions must submit form INT/E24 as soon as possible and at least four weeks before the day of the practical examination. It is not necessary to identify the candidates concerned when submitting the form. However, accurate seating plans and attendance records for each session must be made. These should be kept by the Centre until the publication of results and certificates. For the practical examinations copies should be supplied with the Supervisor's report.

The examination may be taken by groups in different sessions, with staff supervision to ensure that the security of the examination is maintained. There must be no contact between groups taking examinations in different sessions.

CIE will acknowledge notification of additional sessions either by letter or with the return of their INT/E24 form, stamped "Board Approved".

5.7 Security of Examination Question Papers

Centres must comply with the 24 hour rule for the security of question papers when timetable deviations apply. No copy of a question paper may be taken from the examination room by candidates. All question papers must be retained under secure conditions at Centres until at least 24 hours have elapsed from the end of either the official timetabled examination session for each paper or the amended times as applied for a timetable deviation, whichever time is the later. After this time period, question papers may then be returned to the candidates at the discretion of the Centres.

PART 6: SPECIAL ARRANGEMENTS AND SPECIAL CONSIDERATION

6.1 Introduction

This section is designed to help those Centres and Parent Organisations entering candidates who have permanent disabilities or who suffer from medical conditions which affect performance at the time of the examinations or who have sat the examination(s) under adverse conditions, affected by illness, bereavement or other acceptable circumstances.

Centres and Parent Organisations should refer to the relevant section as the need arises. Once arrangements have been agreed by CIE, the regulations governing those arrangements must be observed. Failure to comply with the regulations may lead to the disqualification of the candidate.

Before applying for any provision, the following sections should be consulted as appropriate.

- 6.2 Definition of Special Arrangements
- 6.3 Principles Governing Special Arrangements
- 6.4 Assessment Criteria
- 6.5 How to Apply for Special Arrangements
- 6.6 Special Arrangements for General Qualifications Coursework
- 6.7 Guidance on Particular Disabilities
- 6.8 Regulations Governing the Use of Readers
- 6.9 Regulations Governing the Use of a Writer/Scribe
- 6.10 Regulations Governing the Use of Computers, Word Processors and Electronic Typewriters
- 6.11 Regulations Governing the Production of a Transcript
- 6.12 Regulations Governing the Use of Practical Assistants
- 6.13 Regulations Governing the Use of Promoters
- 6.14 Appeals against the Outcome of Applications for Special Arrangements
- 6.15 Definition of Special Consideration
- 6.16 Principles Governing Special Consideration
- 6.17 Eligibility for Special Consideration
- 6.18 How to apply for Special Consideration
- 6.19 Appeals against the Outcome of Applications for Special Consideration

SPECIAL ARRANGEMENTS

6.2 Definition of Special Arrangements

Special Arrangements are made to allow candidates with substantial and long-term disabilities gain access to the examination and to demonstrate their attainment in the best possible examination conditions. Special Arrangements include an extra time allowance, the provision of specially adapted papers, assistance with reading or writing, etc. All applications are considered on an individual basis, however, CIE will not consider arrangements that are not specifically requested by the Centre (see part 6.5(c)).

6.3 Principles Governing Special Arrangements

- (a) All candidates are assessed according to the same marking criteria, so that grades and certificates have the same validity.
- (b) All candidates are assessed for what they know and can do, not for what they might have achieved, had circumstances been different.
- (c) Special Arrangements must not give the candidate an advantage over other candidates.
- (d) Special Arrangements must not interfere with the integrity of the assessment (see 6.4) and will therefore be restricted in certain syllabuses, (e.g. exemptions cannot be granted for both the oral and listening components of a language syllabus).
- (e) Applications for Special Arrangements with the reason being that English is not the candidate's first language will not be considered as valid grounds for an application.

6.4 Assessment Criteria

- (a) Special Arrangements will not be permitted if they compromise the assessment criteria.
- (b) Centres are advised to consult CIE at the beginning of the course to ensure that the Special Arrangements will be appropriate before they undertake to enter the candidate for

examinations which require skills to be demonstrated which are beyond the scope of the candidate.

- (c) Candidates and Centres need to be able to make informed choices about the qualification routes they choose. This means that candidates need to be aware if they are choosing a course where they will not be able to demonstrate attainment in all parts of the assessment and consequently will be unable to gain credit in all parts of the assessment. A candidate may still decide to proceed with studying a particular subject and not be entered for all or part of the assessment. The Centre should ensure that candidates are aware of the range of subject options open to them and in which they can cover the course and demonstrate attainment across the whole assessment.
- (d) In general qualifications, the assessment criteria are laid down in the syllabus under the heading of aims and assessment objectives. These detail what the candidate must know and can do in order to achieve the qualification. There are four main objectives:
 - (i) Knowledge
 - (ii) Understanding
 - (iii) Application of Knowledge and Understanding
 - (iv) Skills
- (e) Some types of impairment affect the candidate's ability to demonstrate one or more of these objectives. In some cases, an alternative route is available in the specification and advice can be sought as to how to approach the subject. In some cases, no alternative can be found, because the impairment relates to a fundamental part of the assessment. In these cases, the candidate may not score enough marks to justify entering for an examination.
- (f) If the candidate is fully aware that they will not be able to meet the assessment criteria but still wishes to enter the course without being assessed it is at their and the Centre's discretion to choose this path.
- (g) Examples of how assessment criteria would impact on the availability of Special Arrangements:
 - (i) A candidate with severe cerebral palsy enjoys her Design and Technology course but cannot use her hands. She cannot design or make any realisation independently. As this part of the assessment is a large proportion of the whole qualification, she decides not to enter for this particular subject. The assessment criteria are designing and making, so no adjustment can be made.
 - (ii) A candidate with severe dyslexia wants to take English Language and Modern Language examinations but cannot read or write adequately. As the assessment criteria being tested in these subjects includes reading and writing, he cannot have an adjustment in the form of a reader in the reading papers. It may not be possible to use a scribe in the writing papers for Modern Languages, if it is not possible for the candidate to dictate the responses letter by letter, including all punctuation. A decision needs to be made as to whether to enter him for these subjects on the basis of how much he could complete independently.
 - (iii) A candidate with no hands wishes to take Art examinations in painting. It is suggested that mouth or foot painting will be acceptable. The candidate cannot do either and wants another person to paint at her instruction. This is not permitted as the assessment criterion is the skill of painting.

6.5 How to Apply for Special Arrangements

- (a) Permission to allow the candidate Special Arrangements must be requested well in advance of the examination. CIE will not guarantee to deal with late applications, especially where modified papers are required. Please refer to the deadline dates in 6.5 (f).
- (b) Applications should be made on Form SA (PHC). (A copy of this form can be found in the *Administrative Guide for Centres*.) Please ensure that the relevant form is used and that the form is completed correctly and in full. CIE cannot guarantee to consider a Centre's request if we do not receive the correct information.

- (c) Applications must be submitted by the Centre or Parent Organisation making the entry. No application will be accepted from candidates or their parents. If Special Arrangements are approved by CIE, the Centre may use their discretion as to whether the approved arrangements are administered to the candidate.
- (d) All applications must be accompanied by supporting medical or psychological evidence. This must be provided in English. The Centre may provide a translation if necessary.

Evidence submitted in support of Special Arrangement applications should not be written by a friend or relative of the candidate. Where this is unavoidable, the evidence must be counter signed and authorised by a senior member of Centre staff. CIE reserves the right to refuse evidence that has been written by a friend or relative of the candidate.

- (e) No Special Arrangements may be made unless CIE has given written consent, except for Emergency Special Arrangements for temporary disabilities (e.g. sudden injuries such as broken arms or wrists).

Where possible, CIE should be contacted in advance to obtain advice and approval for the Special Arrangements. It is advisable to telephone CIE rather than to fax or email, so that the Special Arrangements application can be dealt with immediately. If permission is given verbally, the Centre must complete Form SA (PHC), stating the arrangements that were given and send this to CIE along with the candidate's medical certificate as soon as possible.

If it is not possible to contact CIE before the examination, the Centre may use their discretion on the day of the examination to grant arrangements that will alleviate the problem; however Centres must ensure that the Special Arrangements do not interfere with the assessment criteria of the examination in question (see 6.4). For all cases the Centre must complete Form SA (PHC), stating the arrangements that were given and send this to CIE along with the candidate's medical certificate as soon as possible.

Please note that regulations relating to any arrangement given must be adhered to. These regulations can be found in Parts 6.8 to 6.13 of this *Handbook*. Failure to comply with the regulations may result in a malpractice investigation.

- (f) Deadlines for submitting applications for Braille or modified papers:

Young Enterprise Examinations	10 January
May/June examination session	21 January
September/October examination session	1 May
November examination session	1 July
On-demand Set Assessment examination sessions	10 weeks prior to the date of the assessment

Deadlines for submitting applications for all other Special Arrangements (except emergency applications, see 6.4 (e)):

Young Enterprise Examinations	10 January
May/June examination session	21 February
September/October examination session	12 June
November examination session	16 August
On-demand Set Assessment examination sessions	10 weeks prior to the date of the assessment

- (g) Please read the notes printed on the back of the application forms before completion. All forms must be faxed or posted to:

Special Arrangements
University of Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Fax number: +44 1223 553558.

- (h) Guidance on particular disabilities is given in section 6.7. In addition to those disabilities outlined, CIE will consider applications for Special Arrangements for disabilities not mentioned in section 6.7.

6.6 Special Arrangements for General Qualifications Coursework

6.6.1 Shortfall in Coursework

Where a candidate has a shortfall in coursework, for example, as a result of changing schools, the Centre can apply for a Special Arrangement to be made. Centres are required to complete Form SA (SIC) stating how much of the coursework has been completed overall. (A copy of this form can be found in the *Administrative Guide for Centres*.) The remaining time available for the candidate to complete the shortfall will be considered by CIE before a response is sent to the Centre.

For the award of a grade where a candidate has a shortfall in coursework, the candidate must have completed a minimum of 50% of the total coursework requirement.

A shortfall in coursework will not be granted to allow for Centre's individual teaching arrangements.

6.6.2 Lost or Damaged Coursework

- (a) CIE's policy is that, where possible, candidates should not be penalised for the inadvertent loss of, or damage to, coursework. Where loss or damage has occurred, Centres should notify CIE of the circumstances as soon as possible.
- (b) For internally-assessed coursework, notification should be given on Form SA (NLC), (a copy of this form can be found in the *Administrative Guide for Centres*). Where marks for the missing work are recorded in the Centre's records, CIE will allow these to be submitted in the normal manner. If work is lost before being marked, Centres must send to CIE any existing coursework for the candidates affected, together with a copy of the Form SA (NLC) with, and in addition to, the moderation sample. If no work exists, a copy of Form SA (NLC) should be included in the sample submission.
- (c) For externally-assessed coursework, Centres should notify CIE of the loss or damage, in writing and as soon as possible.

6.6.3 Transcripts for illegible writing

If a candidate can write but the writing is not easy to read, the Centre/Parent Organisation may wish to provide a transcript. The Centre must request permission from CIE using the Special Arrangements application form, (Form SA(PHC)). The Regulations Governing the Production of a Transcript (see 6.11) must be observed. A Transcription Cover Sheet (Form SA (TRA)) must be attached to the transcript. (A copy of this form can be found in the *Administrative Guide for Centres*).

6.7 Guidance on Particular Disabilities

6.7.1 Candidates with Physical Disabilities

- (a) The needs of most candidates with physical disabilities will be met by an additional time allowance of up to 25%. CIE may recommend additional extra time in cases of severe physical disability, but it should be remembered that too much time can be counter-productive.
- (b) Candidates with severe disabilities may require a supervised rest break. The timing of the examination should be stopped and re-started when the candidate is able to continue. The candidate must remain under supervision at all times.
- (c) If the candidate cannot write independently, an application to use a writer/scribe should be submitted. The Centre/Parent Organisation is responsible for selecting an appropriate writer/scribe and the Regulations Governing the Use of a Writer/Scribe (see 6.9) must be observed. A Writer/Scribe Cover Sheet (Form SA (AMA)) must be attached to the script. (A copy of this form can be found in the *Administrative Guide for Centres*.) The use of a Writer/Scribe will not be permitted in examinations where

writing is part of the assessment criteria (see 6.4.) Please refer to individual syllabuses for details on examination objectives.

- (d) If the candidate normally uses a word processor, an application may be made to request this arrangement for written examinations. The Regulations Governing the Use of Computers, Word Processors and Electronic Typewriters (see 6.10) must be observed. A copy of CIE's outcome letter approving the use of a word processor must be attached to the examination answer script.
- (e) If the candidate can write, but the writing is not easy to read, the Centre/Parent Organisation may wish to provide a transcript. The Regulations Governing the Production of a Transcript (see 6.11) must be observed. A Transcription Cover Sheet (Form SA (TRA)) must be attached to the transcript (A copy of this form can be found in the *Administrative Guide for Centres*.)
- (f) A candidate who can speak, but with difficulty, should be given time to answer in oral assessments. No formal request for extra time is necessary in this case.
- (g) For practical examinations a practical assistant may help to lift equipment or pour liquids etc. Candidates must not be given credit for any skill performed by an assistant. The Regulations Governing the Use of Practical Assistants (see 6.12) must be observed.

6.7.2 Candidates with Visual Impairment

- (a) The needs of most candidates with a visual impairment will be met by an additional time allowance of up to 25%. In severe cases, this may need to be extended and for those using Braille papers 100% extra time may be required. The amount of time recommended should be stated on the application form.
- (b) Supervised rest breaks may also be required. The timing of the examination should be stopped and re-started when the candidate is able to continue. The candidate must remain under supervision at all times.
- (c) If the candidate cannot read independently or use Braille, an application to use a reader should be submitted. The Centre/Parent Organisation is responsible for selecting an appropriate reader and the Regulations Governing the Use of Readers (see 6.8) must be observed.
- (d) If the candidate cannot write independently, an application to use a writer/scribe should be submitted. The Centre/Parent Organisation is responsible for selecting an appropriate writer/scribe and the Regulations Governing the Use of a Writer/Scribe (see 6.9) must be observed. A Writer/Scribe Cover Sheet (Form SA (AMA)) must be attached to the script. (A copy of this form can be found in the *Administrative Guide for Centres*.) The use of a Writer/Scribe will not be permitted in examinations where writing is part of the assessment criteria (see 6.4.) Please refer to individual syllabuses for details on examination objectives.
- (e) If the candidate normally uses a word processor, or Braille and print machine, an application may be made to request this arrangement for written examinations. The Regulations Governing the Use of Computers, Word Processors and Electronic Typewriters (see 6.10) must be observed. A copy of CIE's outcome letter approving the use of a word processor must be attached to the examination answer script.
- (f) If the candidate can write but the writing is not easy to read, the Centre/Parent Organisation may wish to provide a transcript. The Regulations Governing the Production of a Transcript (see 6.11) must be observed. A Transcription Cover Sheet (Form SA (TRA)) must be attached to the transcript. (A copy of this form can be found in the *Administrative Guide for Centres*.)
- (g) For practical examinations, a practical assistant may help to lift equipment or pour liquids etc. Candidates must not be given credit for any skill performed by an assistant. The Regulations Governing the Use of Practical Assistants (see 6.12) must be observed.
- (h) Papers can be provided in the following formats:
 - (i) Braille papers - visual information will be simplified or removed and presented as verbal information. Diagrams may be presented in a tactile

form. The application form must indicate whether contracted or uncontracted Braille is required;

- (iii) enlarged papers in A3 size - the normal paper is enlarged to A3 size. This is not appropriate where scaled diagrams have been used;
- (iv) modified enlarged papers - the paper is modified so that visual information is simplified. The paper is re-printed in 18 point bold print on A4 sheets. This is the most appropriate paper for candidates with severe impairment or for syllabuses where scaled diagrams may be required.
- (v) Candidate's receiving modified papers are still expected to answer the same questions, at the same level as other candidates not receiving Special Arrangements. The modified papers will not have different or easier questions.

IT IS ESSENTIAL THAT DEADLINES FOR SUBMISSION OF APPLICATIONS ARE OBSERVED BY CENTRES. IF THEY ARE NOT MET, CIE WILL BE UNABLE TO PROVIDE MODIFIED PAPERS (SEE 6.5 (f)).

- (i) If candidates present answers in Braille, a transcript must be provided for the Examiner. The Transcription Cover Sheet (Form SA (TRA)) should be used. (A copy of this form can be found in the *Administrative Guide for Centres*.) The Regulations Governing the Production of a Transcript (see 6.11) must be observed.
- (j) If the visual impairment is colour-blindness, a candidate may be provided with colour identification, provided that such information is necessary to assist the candidate in answering the question and is not part of the skill being tested. For example, in a practical examination, a solution may be identified to the candidate as having changed in colour, to pale green, but no indication as to what such a change in colour represents. For chemistry practical examinations, special notes regarding candidates who are colour blind, are included in the *Confidential Instructions*. Any cases of colour-blindness should be reported on the Supervisor's report.

6.7.3 Candidates with Hearing Impairment

- (a) Candidates with hearing impairment may use an extra time allowance of up to 25% if their literacy difficulties reduce the speed at which they read and comprehend written questions.
- (b) In oral assessments, candidates who can speak should be given time to answer. If the candidate cannot speak audibly, an exemption from the oral assessment may be requested.
- (c) In language listening tests, Special Arrangements may be made for candidates with hearing impairments, e.g. they may be allowed to sit the examination in a separate room, or with headphones, and may request extra time.
- (d) If Special Arrangements will not enable the candidate to take the listening test, an exemption from the listening test may be requested.

EXEMPTIONS CANNOT BE ACCEPTED FOR BOTH THE ORAL AND THE LISTENING TEST COMPONENTS OF A SYLLABUS.

- (e) Sign language must not be used in language examinations.
- (f) Sign language may be used to help the candidate read the questions but must not be used to explain what the question is asking the candidate to do. Sign language must not be used to convey answers to written questions in any syllabus, e.g. must not be used to 'dictate' answers to a writer/scribe.
- (g) Papers can be provided in certain syllabuses with a simplified carrier language. This means that complex sentences are broken down into simpler sentences. The questions and answers remain the same as for any other candidate and technical vocabulary remains unchanged. Such papers may be requested on Form SA (PHC). (A copy of this form can be found in the *Administrative Guide for Centres*.) These are not available in language or literature examinations. Please note that the deadline dates for modified papers apply. These are stated in Part 6.5 (f).

IT IS ESSENTIAL THAT DEADLINES FOR SUBMISSION OF APPLICATIONS ARE OBSERVED BY CENTRES. IF THEY ARE NOT MET, CIE WILL BE UNABLE TO PROVIDE MODIFIED PAPERS (SEE 6.5 (f)).

6.7.4 Candidates with Learning Disabilities

Candidates with learning disabilities must have been assessed by an Educational Psychologist, a Clinical Psychologist or an Occupational Psychologist. The Psychologist's report must accompany the application form and be dated within three years of the examination for which Special Arrangements are required. If a report has been used for IGCSE or GCE O Level, it may also be used for HIGCSE, GCE A Level, GCE AS Level and AICE Half-credit, if only extra time is required.

CIE will accept a report from a suitably qualified specialist teacher at the Centre for applications for the awarding of extra time or the use of a word processor, for candidates with learning disabilities. Details of the teacher's qualification should be submitted with the report, along with a photocopy of their qualification certificate. CIE will also accept a report written by a teacher who has no formal qualification, but has had at least five years working experience in the area of Special Educational Needs. CIE require a written statement from the Head of Centre confirming this, if this option is taken. If more than extra time or the use of a word processor is required it is essential that a full Educational, Clinical or Occupational Psychologist's report is provided along with up to date literacy assessments.

Evidence submitted in support of Special Arrangement applications should not be written by a friend or relative of the candidate. Where this is unavoidable, the evidence must be counter signed and authorised by a senior member of Centre staff. CIE reserves the right to refuse evidence that has been written by a friend or relative of the candidate.

- (a) The needs of most candidates will be met by an extra time allowance of up to 25%.
- (b) Candidates with severe learning disabilities may require reading assistance. The Centre/Parent Organisation is responsible for selecting an appropriate reader and the Regulations Governing the Use of Readers (see 6.8) must be observed. Readers will not be allowed in examinations where reading is part of the assessment criteria (see 6.4.) Readers will not be allowed unless the candidate's reading skills (accuracy, speed or comprehension) have been measured in a test conducted by an Educational Psychologist, a Clinical Psychologist or an Occupational Psychologist and are shown to be below average. Below average is classed using a nationally standardised test and does not mean below average standard within a particular Centre. It is essential that tests are conducted by the Psychologist to determine the candidate's reading abilities and that these are detailed in the psychological report. If test results are not included the application for a reader will be rejected.
- (c) If the candidate normally uses a word processor, an application may be made to request this arrangement for written examinations. The Regulations Governing the Use of Computers, Word Processors and Electronic Typewriters (see 6.10) must be observed. A copy of CIE's outcome letter approving the use of a word processor must be attached to the examination answer script.
- (d) If the candidate can write but the writing is not easy to read, the Centre/Parent Organisation may wish to provide a transcript. If the transcript is requested in isolation, and no other arrangements are required (e.g. extra time), then it is not necessary for the Centre to provide supporting evidence with the application form. However, the Centre is required to request permission from CIE using the Special Arrangements application form. The Regulations Governing the Production of a Transcript (see 6.11) must be observed. A Transcription Cover Sheet (Form SA (TRA)) must be attached to the transcript. (A copy of this form can be found in the *Administrative Guide for Centres*).
- (e) In exceptional cases, the Centre/Parent Organisation may wish to request permission to allow a writer/scribe to write for the candidate. The application form must be accompanied by evidence of the candidate's work both with and without the use of a writer/scribe. It must be clearly stated how long each piece of work took to complete. The writer/scribe will not be allowed in examinations where the assessment criteria include writing (see 6.13.) This will only be considered if the candidate can dictate all grammar and punctuation and the words letter by letter. Where this has been done it must be noted on the writer/scribe cover sheet. A writer/scribe is not automatically

permitted to act as a reader for the candidate unless CIE has given prior permission that the candidate may have the use of a reader. The Regulations Governing the Use of a Writer/Scribe (see 6.9) must be observed. A Writer/Scribe Cover Sheet (Form SA (AMA)) must be attached to the script. (A copy of this form can be found in the *Administrative Guide for Centres*.)

- (f) If the candidate has a neurological or cognitive disability, then the Centre/Parent Organisation may wish to request permission to allow a prompter. The Regulations Governing the Use of Prompters (see 6.13) must be observed.

6.8 Regulations Governing the Use of Readers

A reader is a person who, on request, will read to the candidate:

- (i) the entire or any part of the examination paper or coursework material;
- (ii) any part of the candidate's answers.

For candidates requiring a reader and a writer/scribe, the same person may act as both (see Regulations Governing the Use of a Writer/Scribe 6.9).

- (a) Permission for the use of a reader must be obtained from CIE prior to the examination or at the commencement of coursework.
- (b) The use of a reader should not give a candidate an unfair advantage nor should it disadvantage the candidate.
- (c) The use of a reader must modify neither the requirements for the subject being examined nor specific syllabus requirements. In some cases the understanding of the written word may be the skill being examined e.g. in language examinations (including English) (see 6.4)
- (d) Additional time will be permitted for the use of a reader and will normally be up to 25% of the prescribed duration of the examination.
- (e) A reader must be a responsible adult who is able to read accurately and at a reasonable rate and who, in the case of a scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.
- (f) A reader is responsible to the Head of Centre and the person who is to act as the reader must be acceptable to the Head of Centre.
- (g) A reader should not normally be the candidate's own teacher but there may be circumstances in which it is necessary to use the candidate's own teacher in that capacity; in such cases, CIE should be specifically consulted. On no account may a relative or friend of the candidate be used as a reader.
- (h) A candidate using a reader must be accommodated in such a way that no other candidate is able to hear what is being read. A separate room and separate invigilation will be required. The reader may not also act as the invigilator.
- (i) A candidate should wherever possible have adequate practice in the use of a reader. CIE should be consulted at the beginning of the course about any candidate who will require a reader for the production of coursework so that the candidate may have adequate practice before undertaking the coursework tasks.
- (j) During an examination or the production of coursework, a reader:
 - (i) must read accurately;
 - (ii) must only read the rubrics and questions, not explain or clarify;
 - (iii) must not give factual help to the candidate or offer any suggestions;
 - (iv) must not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done;

- (v) must only repeat instructions given on the question paper when specifically requested to do so by the candidate;
- (vi) for the visually impaired:
must read, as often as requested, the questions and the answers already recorded;
must, if asked, give information regarding time elapsed and remaining;
is permitted to help a candidate using tactile maps, diagrams, graphs and tables to obtain the information which the print/amended print copy would give to a sighted candidate;
- (vii) must, if requested, give the spelling of a word which occurs in the question paper or in the coursework material - otherwise spellings must not be given;
- (viii) must be prepared for periods of inactivity during an examination;
- (ix) must immediately refer any problems in communication during an examination to the invigilator. If in doubt always ask the invigilator.

It should be noted that failure to comply with these regulations could result in the candidate being disqualified.

- (k) If the Head of Centre considers that the arrangements have not, for any reason, enabled the candidate to demonstrate his/her attainment in the examination, then a request for Special Consideration should be submitted to CIE with an explanation of the difficulties experienced by the candidate.

6.9 Regulations Governing the Use of a Writer/Scribe

A writer/scribe is a designated person who, in coursework and/or in an examination, writes down, types or word processes a candidate's dictated answers to questions. Candidates are eligible to use a writer/scribe if they suffer from long-term or temporary disabilities that prevent them from communicating by any other means. If writing is a skill which is being tested and the use of a writer could modify the requirements of the subject being examined, the candidate will need to dictate all punctuation to be included in their responses and any assistance provided with spelling by the writer must be noted on the writer/scribe cover sheet. All assistance provided to the candidate by the writer/scribe must be described on the cover sheet in full. However a writer/scribe will not be possible in certain language syllabuses where it is not possible to dictate responses. For candidates requiring a writer/scribe and a reader, the same person may act as both. (See Regulations Governing the Use of Readers, 6.8.)

- (a) Permission for the use of a writer/scribe must be obtained from CIE prior to the examination or the commencement of coursework.
- (b) The use of a writer/scribe should neither give a candidate an unfair advantage nor disadvantage the candidate.
- (c) The use of a writer/scribe must modify neither the requirements for the subject being examined, nor the specific syllabus requirements. In some cases the writing of answers by the candidate may be the skill being examined, such as language examinations and therefore the use of a writer will not be permitted (see 6.4.)
- (d) Additional time will be permitted for the use of a writer/scribe and will normally be up to 25% of the prescribed duration of the examination.
- (e) A writer/scribe must be a responsible adult who is able to produce an accurate record of the candidate's answers; who can write legibly, type or word process at a reasonable speed; and, in the case of a scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.
- (f) A writer/scribe is responsible to the Head of Centre and the person who is to act as the writer/scribe must be acceptable to the Head of Centre.
- (g) A writer/scribe should not normally be the candidate's own teacher but there may be circumstances in which it is necessary to use the candidate's own teacher in that capacity; in such cases, CIE must be specifically consulted. On no account may a relative or friend of the candidate be used as a writer/scribe.

- (h) A candidate using a writer/scribe must be accommodated in such a way that no other candidate is able to hear what is being dictated. A separate room and separate invigilation will be required. The writer/scribe may not also act as the invigilator.
- (i) A candidate should wherever possible have adequate practice in the use of a writer/scribe. CIE should be consulted at the beginning of the course about any candidate who will require a writer/scribe for the production of coursework so that the candidate may have adequate practice before undertaking the coursework tasks.

The need for a writer/scribe may not arise until immediately before or during an examination. The Centre/Parent Organisation should provide a writer/scribe, alternative accommodation and supervision and ensure that the Regulations Governing the Use of a Writer/Scribe are observed. The situation must be reported immediately to CIE (see 6.5 (e)).

- (j) During the examination or the production of coursework, a writer/scribe:
 - (i) must neither give factual help to the candidate nor offer any suggestions;
 - (ii) must not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done;
 - (iii) must write down, type or word process answers exactly as they are dictated (in some examinations this will involve candidates dictating their answers letter by letter, e.g. in examinations where accuracy of the language is being tested);
 - (iv) must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions;
 - (v) must write, type or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
 - (vi) must at the candidate's request read back what has been recorded;
 - (vii) must not expect to write throughout the examination as the candidate may require supervised rest breaks during the working of the examination;
 - (viii) must immediately refer any problems in communication during the examination to the invigilator. If in doubt always ask the invigilator.

It should be noted that failure to comply with these regulations could result in the candidate being disqualified.

- (k) The transcription produced by a writer/scribe must be despatched to CIE in the normal way with the completed a Writer/Scribe Cover Sheet (Form SA (AMA)) attached to the script. (A copy of this form can be found in the *Administrative Guide for Centres*.) A copy of CIE's letter of agreement to the use of a writer/scribe should also be attached to the transcript.
- (l) If the Head of Centre or Parent Organisation considers that the arrangements made have not, for any reason, enabled the candidate to demonstrate his/her attainment in the examination, a request for Special Consideration should be submitted to CIE with an explanation of the difficulties experienced by the candidate.

6.10 Regulations Governing the Use of Computers, Word Processors and Electronic Typewriters

These regulations apply to those candidates who normally have the use of a word processor to produce written work, and who have been given permission to use it for written examinations. The use of the term 'computer' in these regulations should be taken to include word processors, personal computers (PCs) and other microprocessor-controlled devices producing output in text or other forms such as graphics and diagrams.

6.10.1 Principles

- (a) The object of Special Arrangements is to enable candidates with disabilities to demonstrate their attainment in relation to the assessment objectives of a syllabus. This principle applies to the use of computers in the same way as it does to other types of Special Arrangement. It is the attainment of the candidate that must be assessed and the use of the computer must not result in a misleading assessment of that attainment or confer an unfair advantage over other candidates.

- (b) It is expected that candidates who are able to produce work for assessment by handwriting or drawing will do so. Candidates with disabilities may be permitted to produce their answers via a computer in cases where the disability means they cannot present answers in the usual way.

It is expected that the Special Arrangement requested for assessments and examinations will reflect the candidate's usual method of working in the classroom.

- (c) Before choosing an examination syllabus for a candidate who uses a computer, the Centre should consider whether the assessment objectives can be met fully if answers are presented in such a way. In some cases the syllabus may be designed to test particular skills (for example, drawing by hand) which cannot be demonstrated if a computer is used. In cases of doubt, the Head of Centre/Parent Organisation should consult CIE.
- (d) It is in the best interests of candidates to establish at an early stage whether Special Arrangements can be made.
- (e) When considering an application for Special Arrangements that will involve more than the computer being used as a basic typewriter, CIE will need full details of the hardware and software requested for use by the candidate. This must include details of facilities such as spell checkers, dictionaries, thesauruses, calculators, etc., which are available. CIE will wish to determine what effect, if any, the use of the computer will have on its ability to assess the candidate fairly in each subject.

CIE reserves the right to seek independent advice concerning the operation of computers and software used by candidates in order to help it determine what Special Arrangements should be made.

- (f) In language examinations (including English) none of the following facilities must be available to candidates using a computer to produce written work in a written examination: dictionaries, thesauruses, spell checkers, grammar checkers, or predictive text software.

However, candidates must be advised that in languages where written accents are required, these must be inserted. If they are not available on the computer, they must be added by the candidate by hand.

- (g) In addition to the restrictions detailed in (f), use of a word processor must not give the candidate access to any of the following, unless specifically stated in the syllabus or prior permission has been granted by CIE:

dictionaries
calculators
spreadsheets
graphics packages or computer aided design software
voice activated software
the internet

- (h) The candidate's word processed script must be submitted to CIE in the usual way. A copy of CIE's outcome letter approving the use of a word processor must be attached to the examination answer script.

6.10.2 Code of Practice

- (a) Where the use of a computer has been approved, CIE will award marks on the basis of the positive achievement demonstrated by the candidate. In order to ensure the fair application of marking schemes, Centres/Parent Organisations may, in some cases, be asked to supply additional information concerning the means used by candidates to answer particular examination questions.

In the case of coursework for General Qualifications, the Centre should give credit according to the assessment criteria for the syllabus. Where the use of the computer means that certain skills cannot be demonstrated, the Centre must not give credit for the skills concerned. CIE may require a Centre to submit coursework produced on a computer for inspection by a moderator.

- (b) A computer may be used solely by the candidate who is the subject of the provision and not by someone acting on the candidate's behalf. The candidate must therefore be proficient in the use of the computer and its software. Operator manuals may not be used in examinations.
- (c) The Centre/Parent Organisation must ensure that the computer is working correctly at the time of an assessment or examination.
- (d) Candidates must have access only to those facilities that have been agreed in advance.
- (e) Similarly, candidates must not be able to gain access to existing files or documents. Hard disk systems must be cleared of files. Where a system operates from floppy disk, the candidate must be supplied with a formatted disk containing only the software required for the assessment or examination concerned.
- (f) Candidates using computers in circumstances where their use may distract other candidates must be accommodated separately from others for formal assessments and examinations. CIE's normal regulations concerning invigilation must be applied.
- (g) The frequent saving of work is strongly recommended. Where available, an autosave facility can achieve this.
- (h) The printing of answers may take place after the time allowed for the examination has expired. The candidate should be present in order to verify that his/her printing is complete.

The invigilator must ensure that facilities such as those identified in 6.10.1 (e), which have not been approved by CIE, are not used by the candidate.

6.11 Regulations Governing the Production of a Transcript

The purpose of a transcript is to aid the examiner in the marking of a candidate's script. The examiner will mark the candidate's script and will only refer to the transcript if it is impossible to decipher any part of the candidate's response(s).

THE REGULATIONS BELOW APPLY EQUALLY TO THE TRANSCRIPTION OF A CANDIDATE'S ANSWERS IN BRAILLE.

- (a) Permission to provide a transcript must be obtained from CIE prior to the examination or the commencement of coursework.
- (b) The transcript must be produced by a member of the Centre's teaching staff who is familiar with the candidate's handwriting or is fully competent in the Braille code for the subject concerned.
- (c) The transcript must be produced in a separate copy of the question paper/answer booklet or on lined or unlined white paper as appropriate.
- (d) The transcript may be hand-written, typed or word-processed as appropriate. If hand-written, dark blue or black ink must be used. Pencil must never be used.
- (e) The transcript must be produced immediately after the examination under secure conditions. The candidate must not be involved in the production of the transcript.
- (f) A copy of the Transcription Cover Sheet Form SA (TRA), must be completed and securely attached to the front of the transcript together with a copy of CIE's letter of agreement to the transcription but not the application for Special Arrangements or the supporting evidence. The Cover Sheet must be signed by the teacher preparing the transcript and counter-signed on behalf of the Head of Centre/Parent Organisation. (A copy of this form can be found in the *Administrative Guide for Centres*.) Both the candidate's script and the transcript must be sent to CIE.
- (g) Normally, the transcript will be of complete answers. In cases where only occasional words need to be transcribed, these may be written on a photocopy of the candidate's script. On no account must the candidate's original script be marked or annotated in any way.

- (h) In language examinations the transcript must be a verbatim copy of the original script. Any errors, including those of spelling, punctuation and grammar, must be transcribed as given by the candidate and must not be corrected.
- (i) If, in subjects other than language examinations and General Paper components assessing the use of English, the Centre considers that some interpretation is necessary, this should be discussed with CIE well in advance of the examination. The Centre should be prepared to supply samples of the candidate's usual written work. Such interpretation should be confined to the correct spelling of individual words or, exceptionally, some re-phrasing rather than an indication of what the candidate intended to write.
- (j) Any annotations by way of interpretation must be written on the verbatim transcript using a different colour ink, but not red or green ink. Pencil must not be used for this purpose.
- (k) The transcript together with the documents referred to under point (f) above, must be securely attached to the back of the candidate's script and be included with the Centre's scripts for despatch to CIE in the normal way. The production of the transcript must not delay the despatch of scripts to CIE.

6.12 Regulations Governing the Use of Practical Assistants

A practical assistant is a helper who, in practical assessments, will ensure a candidate's safety and/or transmit visual observations and/or carry out some or all of the manual tasks contributing to the practical examination, at the candidate's instructions. Candidates may be eligible to use practical assistants if they suffer from disabilities or indispositions which prevent them from carrying out the manual tasks themselves. No assistance must ever be given with analysis of data or the answers to questions.

- (a) Permission for the use of a practical assistant must be obtained from CIE prior to the examination or the commencement of coursework.
- (b) The use of a practical assistant should not give a candidate an unfair advantage, nor should it disadvantage the candidate. The object of the exercise is to enable a true assessment of the candidate's knowledge, understanding and skills to be determined.
- (c) The use of a practical assistant must not modify the requirements for the subject being examined, nor the specific syllabus requirements. In some cases, for example, the manipulation of apparatus or making accurate visual observations may be the skill being examined and in these cases the candidate will not be eligible for the marks concerned unless he/she demonstrates the necessary attainment. For science practical examinations, any assistance provided by a practical assistant must be fully detailed on the Supervisor's report.

A practical assistant will not be allowed in subjects where the practical skill is in itself the focus of the assessment. For example, music, art, design and technology or IT word processing. If in doubt, please contact CIE for further guidance.

- (d) Additional time will be permitted for the use of a practical assistant and will normally be up to 25% of the prescribed duration of the examination.
- (e) A practical assistant must be a person who is able to ensure the safety of the candidate and carry out his/her instructions accurately. The assistant should ideally have a working knowledge of the subject concerned.
- (f) A practical assistant is responsible to the Head of Centre and the person who is to act as the practical assistant must be acceptable to the Head of Centre.
- (g) The practical assistant should not normally be the candidate's own teacher in the subject. However, a teacher (where necessary the candidate's own teacher) will have to be present to invigilate/supervise the proceedings and award marks for the positive achievement demonstrated by the candidate. On no account may a relative or friend of the candidate's be used as a practical assistant.

6.13 Regulations Governing the Use of Prompters

Requests may be made to use prompters for candidates who have severe attention problems. Such candidates would normally be those with a high incidence of mild epilepsy or neurological or cognitive disability affecting attention. For a number of candidates in this category, it may be sufficient for the

invigilator to act as the prompter, provided that the number of candidates in the examination room is small enough to allow this. For candidates requiring a reader and a prompter, the same person may act as both.

- (a) Permission for the use of a prompter must be obtained from CIE prior to the examination.
- (b) The use of a prompter should neither give a candidate an unfair advantage nor should it disadvantage the candidate.
- (c) A prompter is responsible to the Head of Centre and the person who is to act as the prompter must be acceptable to the Head of Centre.
- (d) A prompter should not normally be the candidate's own teacher but there may be circumstances in which it is necessary to use the candidate's own teacher in that capacity; in such cases CIE must be specifically consulted. On no account may a relative or friend of the candidate be used as a prompter.
- (e) Prompters should be sufficiently familiar with the candidate to recognise when his or her attention is no longer on the examination task and that he or she is not, for example, looking away from the paper whilst thinking.
- (f) Prompting in examinations is solely for the purpose of drawing the candidate's attention back to the examination task.
- (g) The prompter should sit near enough to be able to observe the candidate and draw his or her attention back to the task. This should, however, be organised as unobtrusively as possible. The prompter should not read the question paper (aloud or silently) nor should the prompter read the candidate's answer paper. The observation should be of the candidate, not of his or her work. The candidate's attention should be drawn back to the task using a light tap on the candidate's arm or shoulder or, alternatively, the desk (though not in a way that may be taken to indicate any part of the examination question paper). Verbal prompting should not be used. The method of prompting acceptable to both the candidate and the Head of Centre should be agreed beforehand.
- (h) Under no circumstances may the prompter draw the attention of the candidate to a part of the question paper or the candidate's answer paper.
- (i) The Head of Centre must ensure that there are suitable arrangements for the proper supervision of the use of a prompter.
- (j) The Head of Centre may need to make arrangements for candidates using a prompter to be accommodated separately from other candidates.
- (k) During an examination a prompter:
 - (i) must not give factual help to the candidate or offer any suggestions;
 - (ii) must not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done;
 - (iii) should be prepared for periods of inactivity during the examination, but should remain vigilant;
 - (iv) must immediately refer any problems during the examination to the invigilator.
- (l) If the Head of Centre considers that the arrangements made do not, for any reason, enable the candidate to demonstrate his or her attainments in the examination, a request for Special Consideration should be submitted with an explanation of the difficulties experienced by the candidate.

Centres should note that failure to comply with any of the regulations detailed in this section has the potential to constitute malpractice and may affect the candidate's result.

6.14 Appeals against the Outcome of Applications for Special Arrangements

- (a) If, having received the result of any application, a Head of Centre/Parent Organisation wishes to appeal against that outcome, the Head of Centre/Parent Organisation may submit an appeal to the CIE Appeals Committee.
- (b) Centres/Parent Organisations must submit appeals, in writing, within 28 days of the date of the notification of the decision.
- (c) CIE will inform Centres/Parent Organisations of the outcome of their appeal within 28 days of the date of the appeal.
- (d) The outcome of an appeal is regarded as final and CIE will not enter into further correspondence about an appeal with Centres/Parent Organisations after notification of the outcome of that appeal.

SPECIAL CONSIDERATION

6.15 Definition of Special Consideration

Special Consideration is a small adjustment to the marks achieved by a candidate to make some allowance for the fact that the candidate sat the examination under adverse conditions, affected by illness, bereavement or other acceptable circumstances described below. When a candidate misses a component for an acceptable reason, an allowance may be made to take account of the missing component, subject to the regulations in 6.17.

6.16 Principles Governing Special Consideration

- (a) All candidates are assessed according to the same marking criteria, so that grades and certificates have the same validity.
- (b) All candidates are assessed for what they know and can do, not for what they might have achieved, had circumstances been different.
- (c) Special Consideration must not give the candidate an advantage over other candidates.
- (d) Special Consideration must not interfere with the integrity of the assessment and will therefore be restricted in certain syllabuses.

6.17 Eligibility for Special Consideration

- (a) A candidate will be eligible for Special Consideration if:
 - (i) performance in a component is affected by circumstances beyond the control of the candidate, for example recent personal illness, accident, bereavement, serious disturbance during the examination (but see 6.17 (c));
 - (ii) part of an examination is missed due to circumstances beyond the control of the candidate, for example recent personal illness, accident, bereavement subject to the minimum requirements in 6.17 (d) below;
 - (iii) Special Arrangements which were made in respect of a permanent or long-term disability proved inappropriate or inadequate.
- (b) A candidate will **not** be eligible for Special Consideration if:
 - (i) any part of the examination is missed due to personal arrangements including holidays, or unauthorised absence from any examination component;
 - (ii) they have been disadvantaged due to reasons which were not beyond their control, e.g. misreading the timetable or question paper;
 - (iii) no evidence is supplied by the Centre/Parent Organisation that the candidate had been affected at the time of the examination by a particular condition, for example epilepsy, diabetes, hay fever;
 - (iv) they have already received Special Arrangements for the same circumstance;
 - (v) the reason for the application is because English is not the candidate's first language.
- (c) Candidates, either individually or as groups, will **not** be eligible for Special Consideration if:
 - (i) preparation for a component is affected by difficulties during the course, for example disturbances through building work, lack of proper facilities, changes in or shortages of staff, industrial disputes;
 - (ii) the effect on the final assessment cannot be reliably quantified by CIE;
 - (iii) the incorrect question paper is completed;
 - (iv) the candidates have not been adequately prepared for the examination.

- (d) For Special Consideration to be granted in respect of a missed component, the candidate must have completed a minimum of 50% of the assessment measured in terms of the weightings given to each component of the syllabus (but see 6.16 (c) and (d)). This excludes carry forward components.

6.18 How to Apply for Special Consideration

- (a) Before completing an application form for Special Consideration, section 6.17 should be consulted.
- (b) Applications should be made on Form SC. (A copy of this form can be found in the *Administrative Guide for Centres*.) Please ensure that the relevant form is used and that the form is completed correctly and in full. CIE cannot guarantee to consider a Centre's request if we do not receive the correct information.
- (c) If a candidate is likely to be affected for the whole examination session, e.g. bereavement or long-term illness, it is advisable to record all examinations that have been affected, but wait until the candidate has taken their last examination in the session before completing the application form to apply for Special Consideration. This will ensure that CIE receives all of the necessary information and that the information is up-to-date and correct.
- (d) CIE will not accept invigilator reports or applications included with scripts as applications for Special Consideration. Centres must complete the correct form and send it directly to CIE.
- (e) Applications on behalf of candidates affected by illness, including those Part Absent from an examination, must be supported by medical evidence. The supporting evidence must be provided in English. The Centre must provide a translation if necessary. Failure to submit such evidence will disqualify any such candidate from receiving Special Consideration.

Evidence submitted in support of Special Arrangement applications should not be written by a friend or relative of the candidate. Where this is unavoidable, the evidence must be counter signed and authorised by a senior member of Centre staff. CIE reserves the right to refuse evidence that has been written by a friend or relative of the candidate.

- (f) CIE will acknowledge all approved applications with a standard outcome letter. It is not CIE's policy to inform Centres of specific details regarding the actions taken during the Special Consideration process.
- (g) If the application is rejected, CIE will inform the Centre/Parent Organisation of the reasons.
- (h) If the case is referred to the Grade Review Award for consideration by a team of senior examiners, a standard letter will be sent to indicate that the matter has been referred.
- (i) Applications must be submitted by the Centre/Parent Organisation making the entry. No applications will be accepted from candidates or their parents.
- (j) Deadline for submitting applications:

Within 7 days from the last examination in the syllabus affected.

- (k) Please read the notes printed on the back of the application form before completion. Completed forms must be faxed or posted to:

Special Consideration
University of Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Fax number: +44 1223 553558.

6.19 Appeals against the Outcome of Applications for Special Consideration

- (a) If, having received the result of any application, a Head of Centre/Parent Organisation wishes to appeal against that outcome, the Head of Centre/Parent Organisation may submit an appeal to the CIE Appeals Committee.

- (b) Centres/Parent Organisations must submit appeals, in writing, within 28 days of the date of the notification of the decision.
- (c) CIE will inform Centres/Parent Organisations of the outcome of their appeal within 28 days of the date of the appeal.
- (d) The outcome of an appeal is regarded as final and CIE will not enter into further correspondence about an appeal with Centres/Parent Organisations after notification of the outcome of that appeal.

PART 7: MALPRACTICE AND MALADMINISTRATION

7.1 Introduction

Malpractice and maladministration are those actions that may threaten the integrity of CIE examinations and certification. It is the responsibility of the Head of Centre/Parent Organisation to report immediately all cases of suspected malpractice and maladministration to CIE.

7.2 CIE Procedures for Dealing with Suspected Malpractice

- (a) CIE will acknowledge the receipt of reports of malpractice. When dealing with suspected malpractice, CIE will deal primarily with the Head of Centre/Parent Organisation or his/her nominated representative. It is the responsibility of the Head of Centre/Parent Organisation to carry out an investigation and submit a full written report with supporting evidence to CIE.
- (b) If further investigation is necessary the results of the candidates concerned will be withheld pending the outcome of that investigation.

N.B. Any documents requested must be sent to CIE within 28 days from the date of the request or it will be considered that the Centre/candidate has nothing to add and the Malpractice Committee will review the case on the basis of the evidence that has been presented.

- (c) On the basis of the information received, the matter will be referred to the CIE Malpractice Committee, which will decide what action, if any, should be taken. Each case of suspected malpractice will be considered on an individual basis in light of all the information available.
- (d) The following penalties may be imposed:
 - a warning may be issued;
 - marks may be deducted or no marks awarded for a component;
 - candidates may be disqualified from the subject in which the malpractice took place. In some cases the disqualification may be extended to all subjects taken in a session;
 - CIE may debar a candidate from entering CIE examinations for up to five years;
 - other examining bodies may be informed of the action taken and the details of the case;
 - in some serious cases involving theft, personation or the falsification of documents the police may be informed.

Other penalties may be imposed at the discretion of the Malpractice Committee.

- (e) Even if regulations are breached inadvertently the Malpractice Committee may decide that the circumstances are such that the award of an accurate grade is not possible.
- (f) Heads of Centres/Parent Organisations will be informed of decisions in writing as soon as possible after decisions are made. It is the responsibility of the Head of Centre/Parent Organisation to communicate the outcome to the individuals concerned.
- (g) CIE will not consider any requests for examination Result Enquiries for any syllabus component(s) for which malpractice has been confirmed (see 9.1.2 (c) (ii)).

7.3 Suspected Malpractice by Candidates

The following are examples of malpractice by candidates. The list is not exhaustive and other instances of malpractice may be considered by CIE at its sole discretion:

- obtaining unauthorised access to examination material;
- introduction of unauthorised material into the examination room;
- use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component;
- collusion or attempted collusion with other persons during the examination;

- copying from another candidate;
- disruptive behaviour in the examination room;
- failure to abide by the instructions of an invigilator;
- personation;
- plagiarism;
- failure to abide by the conditions of supervision designed to maintain the security of the examinations;
- any attempt to remove or reveal the content of the examination outside the examination room in contravention of the 24 hour security rule (see 3.4.3 and 5.7);
- the inclusion of offensive or obscene material in scripts or Coursework;
- the failure to acknowledge properly sources in Coursework projects;
- the submission of another person's work as if it were the candidate's own;
- the alteration of any results document, including certificates;
- the deliberate misrepresentation of CIE examination results.

7.3.1 Suspected Malpractice in Examinations

(a) Cases identified by the Centre

Any actual or suspected case of malpractice identified by the Centre should be reported in writing to:

Regulations
University of Cambridge International Examinations
1 Hills Road
Cambridge CB1 2EU
United Kingdom

Fax Number: + 44 1223 553558
Email: international@cie.org.uk

Reports should be supported by statements from the invigilators and candidates concerned. Any unauthorised material found in a candidate's possession should be included with the report.

If the conduct of a candidate is such that his/her continued presence in the examination room would cause disruption to other candidates then he/she may be removed from the examination room. All cases of disruptive behaviour, whether or not the candidate was removed from the examination room, should be reported to CIE. Reports of cases of malpractice in written examinations, identified by the Centre, should include:

- a detailed account of the circumstances surrounding the suspected malpractice including, in the case of disruptive behaviour, an indication as to whether the behaviour continued after warnings were given, and a report of any investigation carried out by the Centre;
- written statements from the invigilators and other staff concerned;
- handwritten statements from the candidates concerned or a statement from the candidate(s) indicating that they have been given the opportunity to make a statement;
- seating plans (if appropriate);

- the procedures followed by the Centre for advising staff and candidates of CIE regulations for the conduct of its examinations. CIE will consider any statement of mitigating circumstances provided by the Centre/Parent Organisation and any recommendation as to the penalty the Centre/Parent Organisation considers appropriate. All final decisions concerning the case will be made by CIE.

(b) **Cases Identified by CIE Examiners and Other Persons**

- (i) Examiners are asked to identify suspected cases of malpractice in scripts and report them to CIE. These cases and any others reported by third parties will be referred back to the Head of Centre/Parent Organisation, who should inform the candidate(s) of the report, investigate them and then submit a report to CIE.
- (ii) Reports from Centres following the investigation of cases of suspected malpractice notified to them by CIE should include:
- written statements that the candidate(s) involved has been notified of the report and that they are aware of the content of the report
 - a detailed account of the investigation carried out by the Centre/Parent Organisation;
 - written statements from the invigilators and other staff concerned;
 - handwritten statements from the candidate(s) concerned or a statement from the candidate(s) indicating that they have been given the opportunity to make a statement;
 - seating plans (if appropriate);
 - the procedures followed by the Centre for advising staff and candidates of CIE regulations for the conduct of its examinations.

CIE will consider any statement of mitigating circumstances provided by the Centre/Parent Organisation and any recommendation as to the penalty the Centre/Parent Organisation considers appropriate. All final decisions concerning the case will be made by CIE.

7.3.2 Suspected Malpractice in Centre Based Assessments

- (a) If malpractice in Centre Based Assessments is discovered prior to the date for final entry, the Centre should resolve the matter internally and may exercise discretion as to whether or not to enter the candidates concerned. If an entry is subsequently made in respect of such candidates, then none of the work which contributed to the malpractice must be submitted. Centres are reminded that all work must be authenticated by the teacher.
- (b) (i) If malpractice is discovered during the marking of coursework at the Centre, the details must be reported to CIE. If the work of any candidate cannot be authenticated because of suspected malpractice then a mark of zero should be given for the piece of coursework concerned. In the event of suspected malpractice being identified by CIE, an external moderator/examiner or other third parties, it will be referred to the Centre for investigation.
- (ii) Reports of cases of malpractice in Centre Based Assessments should include:
- written statements that the candidate(s) involved has been notified of the report and that they are aware of the content of the report;
 - a detailed account of the investigation carried out by the Centre;
 - written statements from the staff concerned;

- handwritten statements from the candidate(s) concerned or a statement from the candidate(s) indicating that they have been given the opportunity to make a statement;
- seating plans (if appropriate);
- the procedures followed by the Centre for advising staff and candidates of CIE regulations for the production of assessments.

CIE will consider any statement of mitigating circumstances provided by the Centre/Parent Organisation and any recommendation as to the penalty the Centre/Parent Organisation considers appropriate. All decisions concerning the case will be made by CIE.

7.4 Maladministration and Malpractice by Centre Staff

Any non-compliance with the guidelines for the 'Conduct of the Examinations', (see Part 3), or any action by a member of staff to contravene CIE regulations, will be deemed as maladministration or malpractice by the Centre.

- (a) Any actual or suspected cases of maladministration or malpractice by a Centre's staff should be notified immediately in writing to:

Regulations
University of Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Fax Number: + 44 1223 553558

Email: international@cie.org.uk

- (b) The Head of Centre/Parent Organisation will be advised of any subsequent investigation required by CIE and of the nature of the report to be submitted.
- (c) On the basis of the evidence received, the CIE Malpractice Committee will consider each case and decide on the action to be taken.
- (d) CIE will endeavour to ensure that candidates are neither advantaged nor disadvantaged as a consequence of malpractice or maladministration by staff. However, it may be necessary to withhold the results for all candidates until the Committee has completed its consideration of the case.
- (e) The following actions may be taken by the CIE Malpractice Committee:
- a warning as to their future conduct may be issued to the Centre or staff involved;
 - members of staff may be debarred from involvement in the administration of CIE examinations for a specified period of time;
 - the Centre may be debarred from entering CIE examinations;
 - other examining bodies may be informed of the action taken and the details of the case;
 - the police and other relevant authorities may be informed.

7.5 Appeals against decisions of the CIE Malpractice Committee

- (a) Any appeal against a decision of the CIE Malpractice Committee will be considered by the CIE Malpractice Appeals Committee provided that it is endorsed by the Centre/Parent Organisation. When making an appeal please provide CIE with any additional information or evidence you would like the Malpractice Appeals Committee to consider.

- (b) Any appeal from a Centre/Parent Organisation must be in writing from the Head of Centre and must be made within 28 days from the date of the notification of decision.
- (c) Once an appeal is submitted all communication relating to the case must be in writing.
- (d) No communication with candidates or parents of candidates will be entered into regarding an appeal.
- (e) CIE will inform the Centre/Parent Companies of the outcome of their appeal within 28 days of the date of the appeal.
- (f) The outcome of an appeal is regarded as final and CIE will not enter into further correspondence about an appeal with the Centre/Parent Organisation after notification of that outcome.

PART 8: EXAMINATION RESULTS

8.1 Provisional Examination Results

Centres are able to view and download their centre's results from the CIE website <https://direct.cie.org.uk> on dates previously notified to them. This is a secure website and centres will only be able to view their own results. As soon as Centres view their results on the website, they can release them to candidates.

Printed *Statements of Results* for General Qualifications are sent to Centres/Parent Organisations on dates previously notified to them. Results will not be emailed to Centres or any other parties. For Professional Qualifications, modular *Statements of Results* will be despatched according to the schedule of dates listed on the *Administrative Calendar for On Demand Modules*. It is the responsibility of the Centre to forward *Statements of Results* to all candidates. It should be noted that for private candidates the name of the Centre will not appear on the *Statement of Results* or the certificate.

CIE is not obliged to provide candidates directly with their assessment results and will not usually do so. CIE in its absolute discretion, however, reserves the right to inform candidates of their results in extreme circumstances upon proof of identity satisfactory to CIE.

The *Statement of Results* is not a certificate and CIE reserves the right to amend the information given on this statement, which will be confirmed by the issue of a certificate. The *Statement of Results* is and remains the property of CIE and is issued on the following conditions:

- any alteration or defacement to a *Statement of Results* renders it invalid;
- a *Statement of Results* must be returned to CIE upon request.

For General Qualifications, errors in candidates' names on *Statements of Results* must be notified to CIE immediately for correction before certificates are issued. A fee is payable for any amendment requested after the issue of certificates – after **15 September** for the June examination session, and after **15 February** for the October and November examination sessions.

A fee is payable for any amendment requested after the issue of certificates for Professional Qualifications.

CIE does not send *Statements of Results* directly to candidates or any other parties apart from the Centres. However, CIE will issue a *Certifying Statement of Provisional Results* on the same day results are published, if the Centre the candidate is entered through gives CIE written authorisation to do so on Centre headed note paper signed by the Head of Centre. Authorisation from the Centre is not required if the *Statement* is to be sent to a school or university. (A copy of this form can be found in the *Administrative Guide for Centres*). These *Statements* will be despatched on the date provisional results are published. Authorisations from Centres are no longer required after the provisional results have been published.

8.2 Examination Grades

Provisional results are issued on *Statements of Results* with grades indicated as detailed by examination type in 8.2.1 to 8.2.10. For each examination "NO RESULT" on the *Statement of Results* indicates that a result cannot be issued because of absence for the whole or part of the examination in the syllabus or because of a decision not to issue a result for some other reason. "PENDING" indicates that a result cannot be issued at present but will follow in due course.

8.2.1 GCE A (Advanced) Level

GCE A Level results are shown by one of the grades A(a) B(b), C(c), D(d) or E(e) indicating the standard achieved, grade A(a) being the highest and grade E(e) the lowest. "UNGRADED" indicates that the candidate has failed to reach the standard required either for a pass at Advanced Level or Advanced Subsidiary Level. UNGRADED will be reported on the *Statement of Results* but not on the certificate.

If a candidate takes an A Level and fails to achieve grade E(e) or higher, an Advanced Subsidiary Level grade will be awarded if the components taken for the A Level by the candidate in that session included all the components making up an Advanced Subsidiary Level, and if the candidate's performance on these components was sufficient to merit the award of an Advanced Subsidiary Level grade. For languages other than English syllabuses, separate speaking endorsement grades, of Distinction, Merit and Pass, are also reported for candidates who satisfy the conditions as stated in the syllabus.

8.2.2 GCE AS (Advanced Subsidiary) Level

Advanced Subsidiary Level results are shown by one of the grades a(a), b(b), c(c), d(d) or e(e) indicating the standard achieved, grade a(a) being the highest and grade e(e) the lowest. "UNGRADED" indicates that the candidate has failed to reach the standard required for a pass at Advanced Subsidiary. UNGRADED will be reported on the *Statement of Results* but not on the certificate. For languages other than English syllabuses, separate speaking endorsement grades, of Distinction, Merit and Pass, are also reported for candidates who satisfy the conditions as stated in the syllabus.

The content and difficulty of a GCE Advanced Subsidiary Level examination is equivalent to the first half of a corresponding Advanced Level.

8.2.3 AICE Half-Credit

AICE Half-credit subject results are shown by one of the grades A(a), B(b), C(c), D(d) or E(e) indicating the standard achieved, grade A(a) being the highest and grade E(e) the lowest. "UNGRADED" indicates that the candidate's performance fell short of the standard required for grade E(e). UNGRADED will be reported on the *Statement of Results* but not on the certificate.

8.2.4 AICE Diploma

The AICE Diploma will be reported on a three-point scale of grades: Distinction, Merit and Pass, to candidates who satisfy the conditions as stated in the examination regulations.

8.2.5 GCE O (Ordinary) Level

GCE O Level results are shown by one of the grades A(a), B(b), C(c), D(d) or E(e) indicating the standard achieved, grade A(a) being the highest and grade E(e) the lowest. "UNGRADED" indicates that the candidate's performance fell short of the standard required for grade E(e). UNGRADED will be reported on the *Statement of Results* but not on the certificate.

8.2.6 IGCSE and ICE

IGCSE results are shown by one of the grades A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g) indicating the standard achieved, grade A*(a*) being the highest and grade G(g) the lowest. "UNGRADED" indicates that the candidate's performance fell short of the standard required for grade G(g). UNGRADED will be reported on the *Statement of Results* but not on the certificate. For some language syllabuses separate oral endorsement grades are also reported on a scale of 1 to 5, (1 being the highest).

The ICE group award will be reported on a three-point scale of grades: Distinction, Merit and Pass, to candidates who satisfy the conditions as stated in the examination regulations.

8.2.7 HIGCSE

HIGCSE results are shown by one of the grades 1(ONE), 2(TWO), 3(THREE) and 4(FOUR), with grade 1(ONE) being the highest and grade 4(FOUR) the lowest. "UNGRADED" indicates that the candidate's performance fell short of the standard required for grade 4(FOUR). UNGRADED will be reported on the *Statement of Results* but not on the certificate.

8.2.8 Checkpoint

Within four weeks of the completed scripts being received by CIE, diagnostic feedback on performance will be despatched to the Centre. Feedback will be provided in three areas:

- (a) individual student reports;

- (b) a Centre report;
- (c) teaching group reports.

Subsequent to the issue of diagnostic feedback, Centres will be provided with an *End of Session Report*, (including *Examiner Reports*), which shows how the cohort of candidates, as a whole, performed on the tests.

8.2.9 Cambridge International Primary Achievement Tests

Within the results period of 13 - 20 July for the June session and 14 - 21 December for the November session, Centres will receive a *Certificate of Achievement* for each candidate. Centres will also be provided with a summary report of each candidate's results., and a *Moderator's Report*.

8.2.10 Professional Qualifications

The module grades that are applicable to each qualification are specified in the relevant qualification booklets. Provisional module results are issued on *Statements of Results*.

For Young Enterprise International Examination, results are reported on a four point scale of results: DISTINCTION, CREDIT, PASS and UNCLASSIFIED. UNCLASSIFIED indicates that the candidate's performance fell short of the standard required for a PASS. This will be reported on the *Statement of Results* but not on the certificate.

8.3 Certificates

A candidate's final results will be recorded on a CIE certificate. A certificate is and remains the property of CIE and is issued on the following conditions:

- any alteration or defacement to a certificate renders it invalid;
- a certificate must be returned to CIE upon request.

It is the responsibility of the Centre to forward certificates to their candidates. Certificates should be distributed to candidates as soon as possible. Where certificates are not handed to the candidates personally, Centres are responsible for obtaining acknowledgement of receipt from the candidate.

CIE recognises the need for candidates to receive their certificates as soon as possible. Previously CIE has despatched certificates following the outcome of Enquiries about Results. As most candidates do not make Enquiries about Results this delays the receipt for all candidates of their certificates when only those of a small number need to be delayed. Starting with effect from the October/November 2006 examination session, the certificates will be despatched for all candidates following the release of results. Centres must make arrangements to retain the certificate of any candidate for whom an Enquiry about Results is made until the outcome of the Enquiry is known. If the outcome of the Enquiry confirms that there is no change to the candidate's syllabus grade then the Centre can forward the certificate to the candidate. If the outcome of the enquiry leads to a change in the candidate's syllabus grade then the Centre will be instructed to return the original certificate to CIE. CIE will only issue an updated certificate upon receipt of the original certificate.

For General Qualifications, in the event that a certificate(s) is found to be missing from the despatch, it is the responsibility of the Centre to inform CIE of any missing certificate by **30 November** for the June examinations and **30 April** for the October and November examinations. A fee of £20 per certificate will be charged for requests for missing certificates after this date. An additional fee of £20 will be charged for despatch by courier.

Centres must retain certificates in a safe place until they are distributed to candidates. Unclaimed certificates should be retained by the Centre under secure conditions for a minimum period of twelve months from the date of issue. After that period, the Centre may return unclaimed certificates to CIE enclosing a list of those certificates being returned, a copy of which should also be kept by the Centre. In no circumstances should unclaimed certificates be destroyed by Centres.

8.3.1 Lost Certificates and Certifying Statements

A candidate who has lost a CIE certificate may apply for a *Certifying Statement of Results* on the Certifying Statement Application Form. (A copy of this form can be found in the *Administrative Guide for Centres*.) Application may be made to CIE at any time for a *Certifying Statement of Results*.

A *Certifying Statement* is an official document issued by CIE which shows the grades obtained by a candidate in a given examination session. The *Certifying Statement* is fully endorsed by the Vice Chancellor of the University of Cambridge. A *Certifying Statement* can also be issued as proof to an educational institution or employer of the applicants results. All grades are shown on a *Certifying Statement*, including Fail and Ungraded results, unlike a Certificate which only shows grades determined to be of a certain standard for a given qualification.

A fee will be charged for issuing *Certifying Statements*.

8.3.2 Damaged Certificates

CIE at its absolute discretion reserves the right to issue replacement certificates to candidates upon satisfactory proof of identity. This service is available only within 18 months of the date of issue of the original certificate. Thereafter, a *Certifying Statement* will be issued to candidates as in 8.3.1. The damaged certificate must be returned to CIE before any replacement certificate will be provided. A fee will be charged for issuing a replacement certificate.

8.3.3 Name Changes

Certificates are issued in the name of the candidate at the time the award is made. Replacement certificates will not be provided to accommodate a subsequent change of name.

8.3.4 Incorrect Candidate and/or Centre Details

Centre and candidate details including the spelling of names and dates of birth must be checked when *Statements of Entry* and *Statements of Results* are issued. Any inaccuracies must be reported to CIE immediately upon discovery and prior to the issue of certificates. A fee will be charged for issuing a replacement certificate or statement of results due to incorrect candidate and/or Centre details. This service is available only within 18 months of the date of issue of the original certificate or statement of results, and the original certificate must be returned to CIE before a replacement certificate will be issued.

8.3.5 Combining Grades from Examination Sessions on Single Certificates

CIE cannot combine grades obtained at different examination sessions on to one certificate. For example, grades obtained in a June session and grades obtained in a November session, cannot be recorded on a single certificate. Certificates are issued for each separate examination session.

Further, at the request of a Centre or candidate, CIE will not delete selected grades from a certificate issued for an examination session.

8.4 Letters of Concern about Results

Any letter submitted by a Centre expressing general concern with its results in a particular examination will be acknowledged, but no investigation will be carried out. If a Centre requires such an investigation it must use one of the enquiries about results services (see Part 9).

8.5 Reports on the Examination

CIE issues various *Reports on the Examination*, copies of which are available from the Teacher Support website or, upon request from CIE Publications.

8.6 Amendments to Results and Certificates

CIE operates ongoing internal quality assurance procedures and makes available facilities for enquiries about results and appeals by the Centre (see Part 9). Accordingly, CIE may need to issue amended *Statements of Results* or certificates. Although *Statements of Results* and certificates will be amended only in exceptional circumstances, CIE reserves the right to do this, at any time and without liability, to Centres or candidates.

8.7 University Entrance

Universities and other institutions issue particulars of the conditions that apply to CIE examinations for university entrance. Admissions enquiries should be addressed to the institution concerned and not to CIE.

8.8 Verification of Results

A candidate or institution who requires verification of results issued by CIE may apply for verification of results by completing the Results Verification Application Form. A copy of this form can be found in the *Administrative Guide for Centres*. Applications for verification of results may be made to CIE at any time. A fee will be charged for this service.

PART 9: ENQUIRIES ABOUT EXAMINATION RESULTS

9.1 Enquiries about Examination Results

The following information relates to the current process of Enquiries about Examination Results. This process is currently under review. Once this review is complete, CIE will inform Centres of any changes at the appropriate time.

9.1.1 Explanation of “NO RESULT” or “PENDING”

CIE will provide without charge, on request from the Head of Centre/Parent Organisation, an explanation of any report of “NO RESULT” (Grade X) or “PENDING” (Grade Q). Such a request must be submitted on an application form for enquiries about results (INT FORM E), which will be provided to Centres and will normally be despatched with the *Statements of Results*. A copy of this form can be found in the *Administrative Guide for Centres*.

CIE will ask the Centre to submit any documentary evidence to suggest that CIE’s records are inaccurate, for example an attendance register or coursework mark.

CIE may confirm that it is unable to issue a result for the candidate for the syllabus, in which case its explanation will consist of a confirmation of the component(s) for which CIE had no mark, or a confirmation of a previous notification to the Centre of the reason why CIE cannot award a result, for example that CIE did not receive documents, coursework marks or information to confirm that the candidate did or did not sit a particular examination.

9.1.2 Submission of Enquiries

Apart from an explanation of a Grade X or a Grade Q, CIE will provide a number of other services, specified in 9.2 below, in response to Result Enquiries.

- (a) Application forms for enquiries about examination results (INT FORM E) will be provided to Centres and will normally be despatched with the *Statements of Results*. A copy of this form can be found in the *Administrative Guide for Centres*.
- (b) Enquiries about examination results must be:
 - (i) submitted on the appropriate form provided by CIE;
 - (ii) submitted to CIE by the Head of Centre/Parent Organisation responsible for the candidate’s entry;
 - (iii) submitted by the following deadlines:
 - **30 September** for the June examination session;
 - **31 January** for the September examination session;
 - **26 February** for the October/November examination session;
 - within **6 weeks** of receipt of module based results for on-demand assignment based modules or practical assessment modules.

Centres are advised that they should submit enquiries as soon as possible after the results have been issued.
- (c) CIE will not consider:
 - (i) any telephone requests for enquiries about examination results, (except for “NO RESULT” or “PENDING”);
 - (ii) any requests for enquiries about examination results involving any syllabus component(s) for which malpractice has been confirmed (see 7.2 (g));
 - (iii) any requests for enquiries about examination results from individual candidates or their parents.
- (d) It is in the best interests of a Centre that all enquiries into a given syllabus are submitted at the same time.
- (e) CIE will invoice the Centre/Parent Organisation at the end of the examination session for all candidates where a Result Enquiry has been submitted. In cases where a grade change has resulted from the enquiry, a credit will be issued to the Centre/Parent Organisation’s account. (see 9.6).

9.2 Enquiry Services Available

CIE will provide the following services for CIE examinations in response to enquiries about examination results:

9.2.1 Service 1 (Clerical Re-check)

A full clerical re-check for an individual candidate or group of candidates.

This service will consist of:

- (a) a re-check that all parts of the answer scripts have been marked;
- (b) a re-check that the marks on the answer scripts have been correctly totalled;
- (c) a re-check that the total mark for each component has been correctly recorded on the computer system;
- (d) a re-check that any examiner or moderation adjustments, if applicable, have been correctly applied;
- (e) a re-check on the totalling of component marks;
- (f) a re-check on the application of grade thresholds;
- (g) a re-check as to whether any allowances, for example, Special Consideration, have been applied.

9.2.2 Service 2 (Review of Marking)

A review of the marking of externally-assessed components (excluding multiple-choice question papers) including a full clerical re-check.

This service will consist of:

- (a) a clerical re-check as detailed in 9.2.1;
- (b) a re-consideration of the candidate's mark for each externally-assessed component in the light of a checking of the candidate's scripts against the approved mark scheme for the component. This will usually be undertaken by the principal examiner for the component, who will advise CIE whether the original marks should be amended.

9.2.3 Service 3 (Review of Marking and Report)

A review of the marking of externally-assessed components (excluding multiple-choice question papers) including a full clerical re-check. Centres are advised that this service will be slower than Service 2.

The service will consist of:

- (a) a clerical re-check as detailed in 9.2.1;
- (b) a re-consideration of the candidate's marks, as detailed in 9.2.2;
- (c) the provision to the Centre of a separate report by the reviewing examiner on the work of the candidate on each externally-assessed component involved in the enquiry, including comments on the strengths and weaknesses of the candidate's work.

9.2.4 Service 4 (Review of Marking and Report on a Group of Candidates)

A review of the marking of externally-assessed components (excluding multiple-choice question papers) of a group of no fewer than 5 and no more than 15 candidates for a particular examination including a full clerical re-check, and a general report on the work of the group. Reports on the work of individual candidates will not be supplied.

The service will consist of:

- (a) a clerical re-check as detailed in 9.2.1 for each candidate in the group;
- (b) a re-consideration of the candidate's marks, as detailed in 9.2.2, for each candidate in the group;
- (c) the provision to the Centre of a general report by the reviewing examiner on the work of the group of candidates on each externally-assessed component involved in the Enquiry, including an indication of the strengths and weaknesses of the candidates' work as a group.

9.2.5 Service 5 (Re-moderation of Coursework with Report – General Qualifications only)

A re-moderation of the Centre's coursework marks for a component, together with a report on the assessment of the coursework of the candidates.

This service will consist of the following:

- (a) a complete replication by a senior moderator of the original moderation process for the Centre's coursework marks;
- (b) the provision to the Centre of a report by a senior moderator on the assessment of the coursework of the candidates.

CIE reserves the right to request for re-moderation further coursework samples, which must have been kept by the Centre under secure conditions and not returned to the candidates.

CIE will not accede to any request for the re-assessment by a senior moderator of the coursework of an individual candidate (unless there was only one candidate for the component in the Centre).

No re-moderation service can be provided where the Centre-assessed work is ephemeral and no suitable evidence is available.

9.2.6 Service 6: Re-calculation of an AICE Diploma result

A recalculation of a candidate's AICE Diploma result using a different permutation of the candidate's syllabus results.

9.2.7 Service 7 (Review of Marking, Report and Return of Photocopy of Marked Script)

This service is not available to Centres that make their entries via Ministries.

A review of the marking of externally-assessed components (excluding multiple-choice question papers) including a full clerical re-check. Centres are advised that this service will be slower than Service 2.

The service will consist of:

- (a) a clerical re-check as detailed in 9.2.1;
- (b) a re-consideration of the candidate's marks, as detailed in 9.2.2;
- (c) the provision to the Centre of a report, as detailed in 9.2.3;
- (d) the return of a photocopy of the candidate's marked script to the Centre with the report.

9.2.8 Service 8 (Review of Marking, Report and Return of Photocopies of Marked Scripts for a Group of Candidates)

This service is not available to Centres that make their entries via Ministries.

A review of the marking of externally-assessed components (excluding multiple-choice question papers) of a group of no fewer than 5 and no more than 15 candidates for a particular examination including a full clerical re-check, and a general report on the work of the group. Reports on the work of individual candidates will not be supplied.

The service will consist of:

- (a) a clerical re-check as detailed in 9.2.1 for each candidate in the group;
- (b) a re-consideration of the candidate's marks, as detailed in 9.2.2, for each candidate in the group;
- (c) the provision to the Centre of a general report, as detailed in 9.2.4,
- (d) the return of a photocopy of the marked script of each candidate in the group to the Centre with the report.

9.3 Reports on Multiple Choice Components

When a candidate who is the subject of a Service 3, 4, 7 and 8 request has taken a multiple choice component, CIE will include with the report to the Centre a photocopy of the candidate's MS4 answer sheet and a statement of the correct answers for the paper.

9.4 Multiple Enquiries

Only one enquiry about examination results will be allowed for each candidate's result in the externally-assessed components of a syllabus. Centres may, in addition, request Service 5 (re-moderation of coursework and report) in that syllabus.

Different services may be requested for different candidates' results in a syllabus.

Requests may be made for the same or different services for the same candidate in more than one syllabus.

9.5 Time taken to deal with Enquiries about Examination Results

Enquiries will be dealt with by CIE strictly in the order in which they are received. CIE will not be able to guarantee the date by which the work will be completed but every effort will be made to report the outcome of the review of the marking or re-moderation as rapidly as possible and, wherever practicable, within 30 days of the receipt of the enquiry.

Once the INT Form E is processed at CIE, an acknowledgement letter will be sent to the centre confirming the enquiry requested. If an acknowledgement letter is not received it could mean that the INT FORM E has not arrived at CIE and that the enquiry may not have been processed. Therefore, it is essential that the centres contacts CIE if an acknowledgement letter is not received within two weeks of submitting the enquiry.

Please note that the process of destroying candidate scripts begins in early November for the June session and in early May for the November session. If an enquiry is subsequently received, it will not be possible for this to be processed as the scripts will have been destroyed.

9.6 Charging for Enquiries about Examination Results

CIE will make a charge for its enquiries about examination results services. The charge for each service is stated on the INT FORM E. The Centre will be invoiced for the enquiry service provided. In the case of Services 1, 2, 3 and 7 the charge will be waived if a grade change has resulted from the enquiry. In the case of Services 4, 5 and 8, the whole fee or a proportion of it as appropriate will be waived if a grade change for one or more candidates has resulted from the enquiry.

9.7 Outcome of Enquiries about Examination Results

- (a) Where an enquiry leads to a change in a candidate's mark which would lead to a change in their syllabus grade, the change of grade will normally be actioned only if it is to a higher grade. However, CIE reserves the right to award a lower grade if the original grade had seriously misrepresented the attainment of the candidate in the subject.
- (b) CIE will not change a candidate's component grade or published percentage score in consequence of an enquiry.
- (c) Where an enquiry leads to a reduction in a candidate's mark and that mark is carried forward to a subsequent session, it will be the reduced mark that is used to calculate the candidate's grade in that subsequent session.
- (d) Where an enquiry leads to a change to a candidate's overall grade in a syllabus, CIE will:
 - (i) notify the Head of Centre/Parent Organisation at once in writing;

- (ii) issue a revised *Statement of Results*;
- (iii) notify UCAS, the University of the West Indies (in the case of a candidate from the Caribbean region), and such other universities as have requested a similar arrangement;
- (iv) provide formal written confirmation of any grade change to any other university or other institution at the request of the Head of Centre/Parent Organisation;
- (v) upon return of the candidate's original Certificate (if it has been issued) issue a revised Certificate;
- (vi) waive all or part of the fee, as stated in 9.6 above.

9.8 Appeals against the Outcome of Enquiries about Examination Results

- 9.8.1** If, having received the result of any enquiry, a Head of Centre/Parent Organisation wishes to appeal against that outcome, the Head of Centre/Parent Organisation may submit an appeal to the CIE Appeals Committee.
- 9.8.2** Heads of Centres/Parent Organisations must submit appeals, in writing, within 28 days of the date of the notification of the outcome of the enquiry about examination results.
- 9.8.3** The appeal must state in what way the Centre/Parent Organisation regards the procedure used in the assessment of the candidate's work or the enquiry about examination results to be improper or irregular.
- 9.8.4** The consideration of an appeal does not normally involve the further re-marking of candidates' work.
- 9.8.5** The appeal process will consist of two stages.
- (a) Stage 1: The appeal will initially be considered by a senior member of CIE's staff, who will notify the Centre in writing within 21 days of CIE's receipt of the appeal whether it is being upheld.
 - (b) Stage 2: If the appeal is not upheld at Stage 1, the Head of Centre/Parent Organisation may make a further appeal to Stage 2, but must do so in writing within 14 days of the date of the outcome of the Stage 1 appeal. Stage 2 involves the presentation of the case to CIE Appeals Committee, which has an independent Chair.
- 9.8.6** CIE will inform Heads of Centres/Parent Organisations of the outcome of a Stage 2 appeal within 28 days of the date of receiving the Stage 2 appeal.
- 9.8.7** The outcome of an appeal is regarded as final and CIE will not enter into further correspondence about an appeal with Heads of Centres/Parent Organisations after notification of the outcome of that appeal.
- 9.8.8** It is the responsibility of the Head of Centre/Parent Organisation to forward the outcome of an appeal to the candidates and parents as soon as it is received. The Head of Centre/Parent Organisation should also notify the candidates and parents that this outcome is regarded as final.
- 9.8.9** The Centre/Parent Organisation will be invoiced for the appeal unless the appeal is upheld or at least one candidate's result is altered in consequence of the appeal. In the case of Services 1, 2, 3 and 7, the fee for the enquiry about examination results will be credited to the Centre/Parent Organisation's account if a grade change has resulted from the appeal. In the case of Services 4, 5 and 8, the whole fee for the enquiry about examination results or a proportion of it as appropriate will be credited to the Centre/Parent Organisation's account if a grade change for one or more candidates has resulted from the appeal.

9.9 Use of returned scripts

- 9.9.1** When Centres receive photocopies of scripts under Services 7 and 8, the scripts must be seen only by teachers who are members of staff at that Centre, or returned directly to the candidates concerned.
- 9.9.2** Centres are advised not to use such scripts as examples for other students unless they have received the prior consent of the candidates and/or they remove the candidates' names from the scripts.

	Handbook reference	Page number
<i>malpractice in</i>	4.21	67
	and 7.3.2	108
<i>marking of</i>	4.8	63
<i>presentation of</i>	4.7	63
<i>retaining evidence</i>	4.15	66
<i>return of</i>	4.18	67
<i>re-use of</i>	4.20	67
<i>sample return labels (code URL003)</i>	4.14.2	66
<i>shortfall in</i>	6.6.1	91
<i>special arrangements for</i>	6.6	91
<i>submitting for more than one syllabus</i>	4.3	62
<i>supervising coursework</i>	4.6	63
Coursework marks (carrying forward)	4.19	67
Criteria for submission of samples of coursework	4.14.1	65

D

Damaged certificates	8.3.2	114
Damaged coursework	6.6.2	91
Deadlines for		
<i>applications for Special Arrangements</i>	6.5	89
<i>applications for Special Consideration</i>	6.18	104
<i>applications for timetable deviations</i>	5.3.4	86
<i>enquiries about examination results</i>	9.1.2	116
Definition of terms	-	8
Despatch of answer scripts	3.5.3	50
<i>for on demand practical assessment modules</i>	4.54.3	78
Dictionaries, use of during an examination	3.3.5	38
Display material in the examination room	3.1.3.3	31
Disqualification of candidates	2.1.5	24
Duration of papers	5.3.2	86

E

Electronic support services	1.6.5	15
Eligibility for Special Consideration	6.17	103
Emergencies during examinations	3.3.10	39
Enquiries about coursework	4.22	67
Entries (General and Professional Qualifications)		
Timetabled Question Paper Modules)	2	23-29
<i>estimated entry information</i>	2.2.1	24
<i>final entries</i>	2.2.2	24
<i>late entries</i>	2.4	26
<i>on demand assignment based modules</i>	4.47.1	76
<i>on demand practical assessment modules</i>	4.55.1	79
<i>on-line/viewing on secure website</i>	2.2.6	25
<i>Statements of Entry</i>	2.2.5	25
Entry amendments	2.4	26
Entry closing dates	2.2.2	24
Entry fees	2.4	26
<i>for on demand assignment based modules</i>	4.47.3	76

	Handbook reference	Page number
<i>for on demand practical assessment modules</i>	4.55.3	79
Entry restrictions	2.1.1	23
<i>for private candidates</i>	2.1.2	23
Equal opportunities	1.10.1	20
Estimated entry information	2.2.1	24
Examination		
<i>beginning the examination</i>	3.2	33
<i>during the examination</i>	3.3	36
<i>finishing</i>	3.4.1	47
<i>preparation for</i>	3.1	30
<i>seating arrangements</i>	3.1.3.6	32
Examination grades		
<i>AICE Diploma</i>	8.2.4	112
<i>AICE Half-credit</i>	8.2.3	112
<i>Cambridge International Primary Achievement Test</i>	8.2.9	113
<i>Checkpoint</i>	8.2.8	112
<i>GCE A Level</i>	8.2.1	111
<i>GCE AS Level</i>	8.2.2	112
<i>GCE O Level</i>	8.2.5	112
<i>HIGCSE</i>	8.2.7	112
<i>ICE</i>	8.2.6	112
<i>IGCSE</i>	8.2.6	112
<i>Professional Qualifications</i>	8.2.10	113
Examination Material	1.7	16
<i>on demand practical assessments</i>	4.52	78
<i>receipt of</i>	3.1.1	30
<i>security of</i>	3.1.2	30
Examination reports	8.5	114
Examination Results	8	111-115
<i>enquiries about examination results</i>	9	116-120
Examination room	3.1.3.2	31
Examination venue	3.1.3.1	31
Examinations, practical assessment examinations conduct	4.53	78
Examiners for non-coursework speaking tests	4.24	68
<i>appointment of</i>	4.24	68
Extra coursework	4.9	64
F		
Failure to complete coursework	4.10	64
Final entries	2.2.2	24
Finishing the examination	3.4.1	47
Forecast grades	2.3	26
Frequently asked questions	-	6
G		
Glue, use of	3.2.7	35

	Handbook reference	Page number
H		
Hearing impairment – guidance on	6.6.3	91
Highlighters – use of	3.2.7	35
How to use the Handbook for Centres	-	3
I		
ICT practical assessments, preparation for	4.56	79
Identification of candidates	3.2.1	34
IGCSE Art & Design : 0400 labels	4.14.2	66
Incomplete coursework	4.9	64
Information to display in the examination room	3.1.3.5	32
Internally assessed coursework, submission of marks for	4.13	64
Internally assessed oral examinations, submission of marks for	4.13	64
Inspection of centres	1.2 and 1.3 and 3.2	11 12 33
Introduction	1	11-22
Invigilation		
<i>arrangements for</i>	3.1.4	32
<i>Cambridge International Primary Achievement Tests</i>	3.6.4	58
<i>checklist for invigilators</i>	-	52
<i>guide for science practical examinations</i>	-	53
<i>IGCSE computer based tests</i>	3.3.16.5	47
<i>IGCSE IT practical tests</i>	-	54
<i>instructions for multiple-choice papers</i>	-	56
<i>of multiple-choice papers</i>	3.1.4	32
<i>of practical examinations in science syllabuses</i>	3.3.11.4	41
Irregular conduct during an examination	3.3.9	39
IT IGCSE practical tests	3.3.15	43
IT skills award, resource requirements	1.12	21
L		
Large numbers of candidates in practical examinations	3.3.11.3 and 5.6	41 87
Late arrival of candidates	3.3.6 and 3.3.7	38 39
Late entries	2.4	26
Learning disabilities, guidance on	6.7.4	94
Leaving the examination room	3.3.8	39
Listening test		
<i>conduct of</i>	3.3.13.2	42
<i>checking tapes</i>	3.3.13.1	42
<i>invigilation of</i>	3.1.4	32
<i>special instructions for IGCSE and GCE</i>	3.3.13	41
Local Arrangements for Centres	1.3	12
Lost certificates	8.3.1	114
Lost coursework	6.6.2	91

	Handbook reference	Page number
M		
Maladministration by Centre staff	7.4	109
Malpractice and Maladministration	7	106-110
<i>by candidates</i>	7.3	106
<i>by Centre staff</i>	7.4	109
<i>cases identified by the Centre</i>	7.3.1(a)	107
<i>cases identified by CIE</i>	7.3.1(b)	108
<i>CIE procedures</i>	7.2	106
<i>in coursework</i>	4.21	67
	and 7.3.2	108
<i>in Centre based assessments</i>	7.3.2	108
Marking coursework	4.8	63
Materials for on demand practical assessments	4.52	78
Materials for practical examinations in science syllabuses	3.3.11.2	40
	and 3.2.6.1	35
Mathematical tables – use of during an examination	3.3.4	38
Methods of communication	1.6.1	14
Moderation		
<i>report on</i>	4.16	66
<i>submission of sample for moderation</i>	4.14	65
N		
Name changes	8.3.3	114
No result, explanation of	9.1.1	116
Non-Air freight labels	3.5.3	50
Notice to Candidates	3.1.3.5	32
		and 51
O		
On Demand Assignment Based Modules	4C	75-76
<i>assessment model overview</i>	4.45	75
<i>entries</i>	4.47	76
<i>presentation of assignments</i>	4.48	76
<i>submission of assignments</i>	4.46	75
<i>timescales</i>	4.44	75
On Demand Practical Assessment Modules	4D	77-79
<i>assessment model overview</i>	4.51	77
<i>collection of practical test papers</i>	4.54.1	78
<i>conduct of examinations</i>	4.53	78
<i>despatch of answer scripts</i>	4.54.3	78
<i>entries</i>	4.55	79
<i>materials</i>	4.52	78
<i>packing of answer scripts</i>	4.54.2	78
<i>preparation for ICT practical</i>	4.56	79
<i>timescales</i>	4.50	77
“Open Books” literature components	3.3.14	42

	Handbook reference	Page number
Oral examinations, submission of marks for internally assessed examinations	4.13	64
Outline proposal form	4.4	63
Overnight supervision of candidates	5.4.3	87
 P		
Packing of answer scripts	3.5.2	49
<i>for on demand practical assessment modules</i>	4.54.2	78
Parent Organisations	1.3	12
<i>and sub Centres</i>	1.3	12
<i>responsibilities of</i>	1.3	12
Pens	3.2.6	35
<i>colour of ink</i>	3.2.6	35
<i>use of in examination</i>	3.2.6	35
Pending result, explanation of	9.1.1	116
Perishable specimens	3.3.11.2	40
Physical disabilities, guidance on	6.7.1	91
Practical assistants (regulations governing the use of)	6.12	100
Practical examinations	3.3.2	37
Practical examinations in science syllabuses	3.3.11	40
<i>invigilation of</i>	3.3.11.4	41
<i>large numbers of candidates</i>	3.3.11.3	41
<i>materials to be used in</i>	3.3.11.2	40
<i>specimens – perishable</i>	3.3.11.2	40
Practical tests for IGCSE IT	3.3.15	43
<i>equipment failure</i>	3.3.15.6	45
<i>invigilation of</i>	3.3.15.4	44
<i>preparation for</i>	3.3.15.3	44
<i>security issues</i>	3.3.15.5	45
<i>timetabling of</i>	3.3.15.2	43
Preparation for the examination	3.1	30
Presentation of coursework	4.7	63
Presentation of assignments, on demand assignment based modules	4.48	76
Private candidates	2.1.2	23
Professional Qualifications	4C, D, E, F	75-84
<i>Centre Assessed Modules</i>	4F	83-84
<i>Computer Based Assessment</i>	4E	80-82
<i>On Demand Assignment Based Modules</i>	4C	75-76
<i>On Demand Practical Assessment Modules</i>	4D	77-79
Prompters (regulations governing the use of)	6.13	100
Provisional examination results	8.1	111

Q

Qualification		
<i>change of eligibility for</i>	1.2(t)	12
<i>change of eligibility form</i>	-	22
<i>type, at a glance guide for using the Handbook</i>	-	10

	Handbook reference	Page number
Scribe/writer (regulations governing the use of)	6.9	96
Scripts		
<i>despatch of</i>	3.5.3	50
<i>return of</i>	1.7.2	16
	and 9.2	117
<i>use of returned</i>	9.9	120
Seating arrangements for the examination	3.1.3.6	32
Seating plan	3.2.4	34
Security, 24 hour rule	3.4.3	48
	and 5.7	87
Security of question papers and examination materials	3.1.2	30
	and 3.6.2	57
Shortfall in coursework	6.6.1	91
Software		
<i>use of CIE software</i>	1.7.7	17
<i>for Professional Qualifications – computer based</i>		
<i>assessment modules</i>	4.61, 4.62, and 4.63	81
Speaking Tests, Coursework	4A	62-67
Speaking Tests, non-Coursework	4B	68-74
<i>absentee candidates</i>	4.32	70
<i>appointment of examiner</i>	4.24	68
<i>Centres' enquiries about Speaking Tests</i>	4.42	74
<i>deadlines for submission of marks and samples</i>	4.36	71
<i>dealing with unsatisfactory practice</i>	4.40	74
<i>definition of a non-coursework Speaking Test</i>	4.23	68
<i>dishonesty and malpractice</i>	4.29	70
<i>estimated entries</i>	4.26	69
<i>failure to complete</i>	4.33	71
<i>instructions for the submission of Speaking Test</i>		
<i>materials</i>	4.37.3	73
<i>marking of Speaking Tests (internal assessment)</i>	4.31	70
<i>materials for non-coursework Speaking Tests</i>	4.27	69
<i>recording of sample for moderation</i>	4.37.1	72
<i>report on moderation</i>	4.39	74
<i>requests for Special Consideration</i>	4.34	71
<i>retaining non-coursework Speaking Test evidence</i>	4.38	74
<i>return of Speaking Tests</i>	4.41	74
<i>selection of sample for moderation</i>	4.37.2	72
<i>special instructions for IGCSE Speaking Tests</i>	3.3.12	41
	and 4.28	70
<i>standardising marking within Centres</i>	4.35	71
<i>timetabling</i>	4.30	70
<i>training and accreditation of teacher/examiners</i>	4.25	68
Special Arrangements, how to apply for	6.5	89
Special Arrangements and Special Consideration	6	88-105
Special Arrangements		
<i>definition of</i>	6.2	88
<i>principles governing</i>	6.3	88
Special Arrangements for coursework	6.6	91

	Handbook reference	Page number
Special Consideration		
<i>definition of</i>	6.15	103
<i>eligibility for</i>	6.17	103
<i>how to apply for</i>	6.18	104
<i>principles governing</i>	6.16	103
Specimens for Science Syllabuses	3.3.11.2	40
Staged assessment	2.7	28
Standardising marking within Centres	4.12	64
Starting the examination	3.2.7	35
Statements of Entry	2.2.5	25
<i>for on demand assignment based modules</i>	4.47.2	76
<i>for on demand practical assessment modules</i>	4.55.2	79
Statements of Results	8.1	111
<i>for computer based assessment modules</i>	4.69	82
Stationery, unused	3.4.4	48
Stationery, materials and other equipment for the examination	3.2.6	35
Stationery, materials for science papers	3.2.6.1	35
Subject Support Services Provided by CIE	1.5	14
Submission of		
<i>applications for timetable deviations</i>	5.3	85
<i>assignments for on demand assignment based modules</i>	4.46	75
<i>coursework sample – instructions for</i>	4.14.2	66
<i>coursework sample for moderation</i>	4.14	65
<i>enquiries about examination results</i>	9.1.2	116
<i>marks for internally assessed coursework</i>	4.13	64
<i>marks for internally assessed oral examinations</i>	4.13	64
<i>marks & samples for non-coursework speaking tests</i>	4.36	71
Submitting coursework for more than one syllabus	4.3	62
Supervision arrangements for a timetable deviation	5.4	86
Supervising coursework	4.6	63
Supervision of candidates during the examination	3.3.1	36
Supervision of candidates for timetable deviations	5.4	86
Supervision of candidates overnight for timetable deviations	5.4.3	87
T		
Tapes	3.3.13	41
Teacher support website	1.7.6	17
Teachers		
<i>training and accreditation of for coursework assessment</i>	4.2	62
<i>training for</i>	1.9	19
Telephone communication	1.6.4	15
Time restrictions for candidates taking examinations	5.3.2	86
Timetable deviations	5	85-87
<i>acceptable reasons for</i>	5.2.1	85
<i>applications for</i>	5.2	85
<i>introduction</i>	5.1	85
<i>submission of application for</i>	5.3	85
<i>supervision arrangements for</i>	5.4	86
<i>unacceptable reasons for</i>	5.2.2	85

	Handbook reference	Page number
Training for teachers	1.9	19
Training of teachers for coursework assessment	4.2	62
Transcript (regulations governing the production of)	6.11	99
Transferred candidates	2.1.3	23
Twenty four hour security rule	3.4.3 and 5.7	48 87

U

Unacceptable reasons for a timetable deviation	5.2.2	85
Unauthorised materials in an examination	3.2.5	34
Unique Candidate identifier (UCI) for Professional Qualifications	2.2.3	25
University entrance	8.7	115
Unused stationery	3.4.4	48

V

Verification of results	8.8	115
Visual impairment (guidance on)	6.7.2	92

W

Website	1.6.5	15
Writer/Scribe	6.9	96