



**Interactive**

## **Cambridge Global Perspectives<sup>®</sup> Administrative Guide**

For guidance administering the following qualifications:

- Cambridge International AS Level Global Perspectives & Research 9239
- Cambridge International AS Level Global Perspectives 8987
- Cambridge International AS Level Global Perspectives (US) 8275
- Cambridge Pre-U International Global Perspectives and Independent Research 9766

# Introduction

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This guide is for exams officers who are responsible for administering Cambridge Global Perspectives qualifications.

For detailed descriptions and further guidance on the procedures you need to follow please see the *Cambridge Administrative Guide*.

Alongside this guide, you also need to read and understand the *Cambridge Handbook*. It sets out the regulations for all Cambridge examinations and assessments. The handbook forms the legal contract between Cambridge and the Centre/Cambridge Associate.

This guide covers the following qualifications:

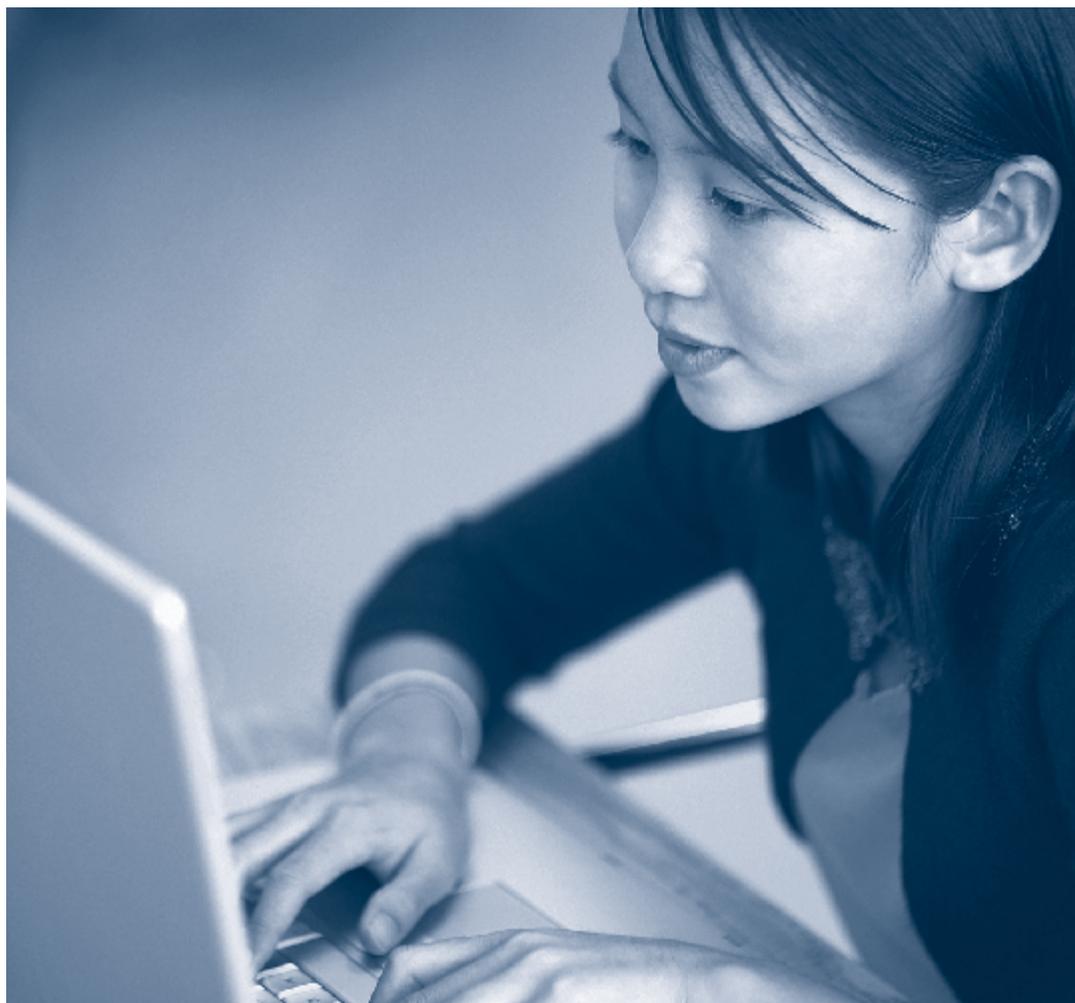
- Cambridge International AS Level Global Perspectives & Research 9239
- Cambridge International AS Level Global Perspectives 8987 (final assessment 2015)
- Cambridge International AS Level Global Perspectives (US) 8275 (final assessment 2015)
- Cambridge Pre-U International Global Perspectives and Independent Research 9766

## Contents

# Glossary

To help our Centres in the USA understand the language and terminology used in this guide we have included a glossary of our key terms below. Our A–Z of Cambridge terms and their definitions are included in a separate tab along the bottom.

UK term	USA term
Candidate	Student
Centre	School
Entry	Registration
Examiner	Reader
Invigilator	Proctor
Mark	Score, point
Mark scheme	Rubric
Marker	Scorer
Script	Exam
Statement of results	Score report
Syllabus	Curriculum framework
Written paper	Examination



# A–Z of terms

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## Access arrangements

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

## Administrative zone

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

Using Key Times and administrative zones together helps us make sure countries in similar time zones have their candidates under exam or supervisory conditions at the same time to maintain the security of question paper content. You can check your administrative zone and Key Times at:

**[www.cie.org.uk/keytime](http://www.cie.org.uk/keytime)**

## Assessment

The method used to evaluate a candidate's performance, for example, a written examination or coursework.

## Attendance register

Forms used in the exam room to record the presence or absence of each candidate.

## Cambridge IGCSE

Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around age 16 in England.

## Cambridge International Examinations

Cambridge International Examinations is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES).

A person who has been entered for an assessment.

## Candidate Results Service

A service that gives your candidates access to their results directly via a secure website. Centres can control which of their candidates have access to the site and what they can view through the 'Administer Exams' page on [CIE Direct](#).

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

## Centre name

The name of your institution/organisation.

## Certifying statement

An official document issued by Cambridge to show the grades achieved by a candidate in a particular series. We can send it to educational institutions on the day that results are published.

## [CIE Direct](#)

[CIE Direct](#) is the online tool for exams officers used to manage exam entries, download results and carry out other administrative tasks.

## Component

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

## Component number

The number allocated to each component of a syllabus.

## Coursework

The term coursework refers to any component specified in a Cambridge syllabus that is assessed in the Centre, either by the Centre's teachers or other local teachers, and is then moderated by Cambridge.

## Cover sheet

A declaration for the candidate and teacher. The declaration states that the work produced is that of the candidate working alone. Each Global Perspectives essay and presentation submitted for assessment must be accompanied by a Cambridge Pre-U/Cambridge International AS Level cover

sheet. A cover sheet can be found on the Teacher Support site under the 'Syllabus Materials' tab. Cover sheets must be submitted for AS Level (8987), AS Level (8275) and Pre-U (9766). AS Level (9239) does not require a cover sheet.

### Enquiries about results

Services available to Centres wanting to have a candidate's script reviewed or a piece of coursework re-moderated.

The candidates a Centre has entered for a Cambridge syllabus in a particular exam series.

### Estimated entries

A Centre's calculation of the number of candidates they will enter for exams taken before the main exam series starts.

### Exams officer

The person appointed by the Head of Centre to act on behalf of the Centre, with specific responsibility for administering Cambridge exams.

### Final entries deadline

The deadline by which Centres must submit their entries.

### Forecast grade

The grade a teacher expects a candidate to achieve for a syllabus. We use forecast grades to:

- make decisions about syllabus grade thresholds
- help make post-exam adjustment to a candidate's mark to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury
- carry out checks before we release results.

### Full Centre Supervision

A specific type of supervision for examination candidates. If candidates are not sitting their examination at the Key Time they must be under Full Centre Supervision. This means that they must be supervised by teachers or invigilators and that they cannot have access to any form of external communication, for example, a mobile phone or the internet.

### Handbook

The *Cambridge Handbook* sets out the regulations for running Cambridge exams and assessments. It details the responsibilities of Cambridge Centres and Cambridge Associate Centres and forms part of customers' contract with us. Our regulations exist to make sure that Cambridge candidates all over the world have the same exam experience and are treated equally and fairly.

### Head of Centre

The Head of Centre is the person appointed by the 'Responsible Person' as the head or principal.

### Internal Assessment Mark Sheet (MS1)

Form used to record and submit coursework marks to Cambridge.

### Internally assessed mark

A mark awarded by the Centre for an internally marked coursework component.

A suitably qualified person appointed by the Head of Centre who is responsible for the conduct of particular exam sessions. Invigilators work closely with and often report to the exams officer.

### Key Time

A time, defined by the location and country of a Centre, stipulated by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision. The Key Time will always be expressed as GMT/UTC.

### Late entries deadline

We charge late entry fees for amendments and entries we receive after the closing date for entries. The late entry fee increases the later you submit your entries or amendments. You can view late entry fees in our fees list available in the 'My Messages' section of [CIE Direct](#).

### Maladministration

An action by a Centre or its staff that breaks Cambridge regulations and potentially threatens the integrity of Cambridge exams.

### Malpractice

An action by a candidate that breaks Cambridge regulations and potentially threatens the integrity of Cambridge exams.

### Marks

The total score or individual points given by an examiner.

### Moderation

The process to check that candidates across all Cambridge Centres have been judged against the same standards.

### Modified question papers

Centres can request question papers to be modified on behalf of a candidate with particular needs, for example, braille papers or enlarged papers.

### Online learning area

An online learning area designed to support teachers and learners following Cambridge International AS Level Global Perspectives & Research (9239). The area contains extensive materials and a collaborative learning space.

### Option code

The code given to specify available combinations of components within each syllabus and administrative zone.

### Outline Proposal Forms

Outline Proposal Forms (OPFs) are used in a number of subjects and qualifications. Their primary purpose is to provide support for candidates as they devise a suitable question to research. All OPFs are considered by a Cambridge subject expert who will provide feedback on the suitability of the question and feasibility of the research proposal. Further details are provided on the form itself. OPFs are optional in syllabuses AS Level (8987/02), AS Level (8275/02), Pre-U (9766/02 and 9766/04). OPFs can be found in the 'Syllabus Materials' area of the Teacher Support site.

### Qualification

A certificated award made by Cambridge to learners to demonstrate their achievement.

### Regulations

The *Cambridge Handbook* sets out the regulations for running Cambridge exams and assessments. It details the responsibilities of Cambridge Associates and Centres and forms part of customers' contract with us.

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

### Series

A group of exams in the same range with the same closing date for entries and timetable period. A series is identified by a series month and year.

### Session

A period in a day in which an exam takes place, which is either the morning or afternoon.

### Special consideration

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

### Statement of entry

A document produced for each candidate giving details of the candidate and syllabus entry options they have entered.

### Statement of originality

A declaration for the candidate and teacher stating that the work produced is that of the candidate working alone. Each AS Level (9239) essay, presentation (transcript) and reflective paper submitted for assessment must include the wording within the statement of originality. The statement is available from the 'Syllabus Materials' section of the Teacher Support Site.

## A–Z of terms continued

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

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

### **Syllabus number**

The four-digit number allocated to each subject.

### **Teacher support coordinator**

The designated person at a Centre who is responsible for creating and maintaining users of Teacher Support.

### **Timetable deviation**

Arrangements proposed by the Head of Centre to resolve any timetable clashes.

### **Verification of results**

A service offered by Cambridge if a third party, such as an employer or university, wants to verify results issued by Cambridge.



# Key to icons

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To make it easier for you to find the information you need quickly we have developed a set of icons especially for exams officers.



## CIE Direct

You will see this icon whenever there is a reference in the text to CIE Direct.



## Cambridge Handbook

You will see this icon whenever there is a reference in the text to the *Cambridge Handbook*.



## Administrative forms

**NEW** There is a full list of our administrative forms at the end of this handbook.



## Important information

Highlights the key pieces of information on each page.



## Extra guidance

Highlights extra support available, for example, online tutorials or 'how to' guides.



## Processes for Cambridge Associates and their Associate Centres

Highlights processes for Cambridge Associates and their Associate Centres.



## Important dates

Highlights the key dates on each page.

# Support from Cambridge

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## 1.1 CIE Direct

 CIE Direct is a secure online tool for Cambridge exams officers, which allows you to:

- make and submit final entries
- submit internally assessed marks and forecast grades
- upload files, such as entry files
- keep up to date with bulletins
- download files, such as provisional and final timetables
- view our fees list in the 'My Messages' section.

You can access this secure online tool at <https://direct.cie.org.uk>

It is password protected. After we registered your Centre we sent you login details in two stages by email. Keep these details secure. If you forget your password please contact our Customer Services team.

If the exams officer changes at your Centre please let us know details of your new exams officer as soon as possible.

Cambridge Associates can request access for their Associate Centres. They can do this by contacting Customer Services. Customer Services will then:

- set up the account(s)
- upload login details for the Associate Centre(s) to the 'My Messages' section of the Cambridge Associate's account.

 The Cambridge Associate must pass the relevant login details securely to their Associate Centre(s).

## 1.2 Our website

Access the main Cambridge website [www.cie.org.uk](http://www.cie.org.uk) for the following information:

- our qualifications and awards
- syllabuses and specimen papers
- latest news and events
- online versions of the [> Cambridge Handbook](#) and the [> Cambridge Administrative Guide](#), administrative forms and final timetables
- access to  CIE Direct
- information on Cambridge International Examinations.

## 1.3 The 'Help' section of our website

The 'Help' section of our website contains an online bank of answers to frequently asked questions about Cambridge examinations and services.

The next time you have a question about administering Cambridge examinations visit the 'Help' section. Type your question into the search box, or use the menu to guide you. There is also a Noticeboard on the 'Help' home page to alert you to important announcements.

Our 'Help' section:

- saves you time
- gives you key dates at a glance
- contains more than 1200 answers
- is reviewed and updated daily
- is available 24 hours a day.

Go to [www.cie.org.uk/help](http://www.cie.org.uk/help)

### 1.4 Cambridge Exams Officer eNewsletter

Look out for our eNewsletter for timely updates delivered straight to your email inbox every month.

The *Cambridge Exams Officer eNewsletter* is an essential resource, and includes:

- reminders about key dates and activities for that month
- guidance on and changes to key processes
- updates on new services
- a look forward to the next month.

The eNewsletter goes to all our Cambridge International Schools and Cambridge Associates (not including ministries). If you work in an Associate Centre your Cambridge Associate will send you the relevant information from the eNewsletter.

If you work in a Cambridge International School or for a Cambridge Associate and do not receive the eNewsletter please contact our Customer Services team. **A** Cambridge Associates should pass relevant information from the eNewsletter on to their Associate Centres.

### 1.5 Teacher Support

You can access Teacher Support at <http://teachers.cie.org.uk>. It is a valuable resource for teachers of syllabuses and is available to Cambridge Centres. To apply for access visit [www.cie.org.uk/help](http://www.cie.org.uk/help). Complete the enquiry form and select 'Teacher Support site' as the enquiry subject. Please state that you wish to apply for access to Teacher Support in the body of the message.

Visit Teacher Support for:

- past question papers
- mark schemes, grade thresholds and examiner reports
- schemes of work: suggested teaching programmes and teaching activities
- online discussion forums: a place for teachers to share ideas, resources, questions and answers.

The member of staff in your Centre with access to Teacher Support is called the 'teacher support coordinator'. They create logins for their teachers by accessing the administration pages of the website. If the teacher support coordinator forgets their password they should click on the 'forgotten password' link on the home page of the website.

### 1.6 Online learning area

An online learning area designed to support teachers and learners taking Cambridge International AS Level Global Perspectives & Research (9239). The area contains extensive teaching and revision activities for each syllabus, discussion forums where you can ask questions and share ideas with others as well as tools for collaborative learning. For AS Level (9239/02) there are important materials available to support learners in devising appropriate research questions. Teachers are highly recommended to join the learning area.

The learning area is password protected. To create a teacher or learner account complete the online form at [www.cie.org.uk/registergp](http://www.cie.org.uk/registergp)

### 1.7 Marketing Resources

Cambridge International Schools and Cambridge Associates can download a wide range of free marketing support materials, such as factsheets and posters, from a secure area of our website called Marketing Resources.

You should have received login details for Marketing Resources; if not contact our Customer Services team. Find Marketing Resources at [www.cie.org.uk/marketingresources](http://www.cie.org.uk/marketingresources)

### 1.8 Cambridge Secure Exchange, also known as 'MOVEit'

You can access the Cambridge Secure Exchange at <https://exchange.cie.org.uk>

It is a secure online exchange server which should be used for uploading your externally assessed work.

The Cambridge Secure Exchange is password protected.

### 1.9 Our syllabuses, specimen papers and specimen mark schemes

Syllabus booklets give teachers all the information they need to deliver the subject and prepare candidates for the exam. We send them to you on the *Syllabus and Support Materials* disc and you can also download them from our public website and Teacher Support.

We also produce specimen papers and mark schemes when we introduce a new syllabus. We only update them when there is a significant revision to the syllabus booklet. The specimen paper is an example of what a question paper will look like. The specimen mark scheme provides details of how marks would be assigned to the specimen paper.

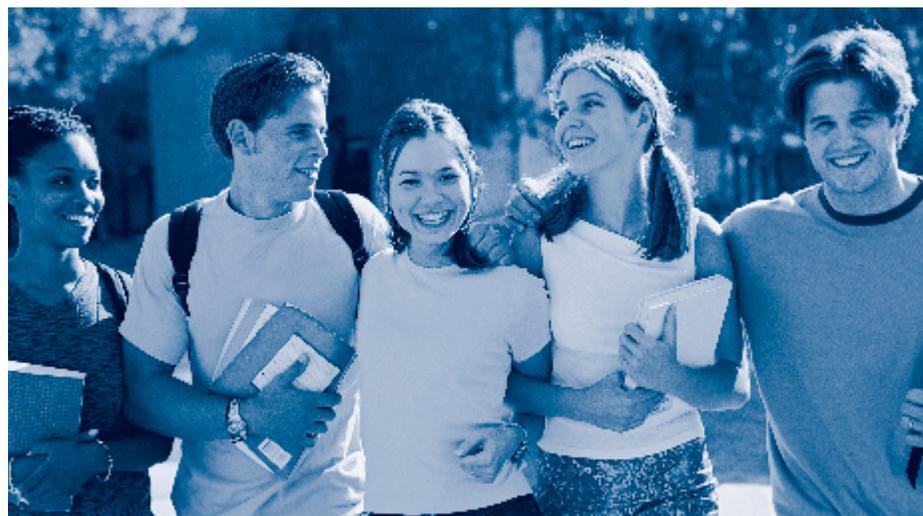
### 1.10 Principal Examiner Reports for teachers

We produce Principal Examiner Reports for teachers for particular qualifications and subjects at the end of each series. The reports are written by principal examiners and moderators and give an overview of how all the candidates performed.

They normally give:

- guidance on what the examiners were looking for
- comments on areas of the syllabus that were done well or badly
- comments on any evidence of problems with examination technique
- examples to illustrate points made.

We send the report to Centres on the *Syllabus and Support Materials* disc, and teachers can download them from Teacher Support.



# Key dates and activities overview for the June 2015 exam series

2014		2015											
Sep	Oct	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
<p><b>WE SEND</b></p> <p>Estimated Entry Form for the June 2015 series <b>Sep 2014</b></p>	<p><b>YOU SEND</b></p> <p>Estimated Entry Form for the June 2015 series <b>By 10 Oct 2014</b></p> <p><b>YOU SEND</b></p> <p>Deadline for submission of Outline Proposal Forms. They are optional for:</p> <ul style="list-style-type: none"> <li>AS Level (8275/02)</li> <li>AS Level (8987/02)</li> <li>Pre-U (9766/02)</li> <li>Pre-U (9766/04)</li> </ul> <p><b>By 31 Oct 2014</b></p>	<p><b>YOU SEND</b></p> <p>Deadline for modified question paper applications <b>By 21 Jan 2015</b></p>	<p><b>WE SEND</b></p> <p>Early question papers for component 03 of the following syllabuses:</p> <ul style="list-style-type: none"> <li>AS Level (8987)</li> <li>AS Level (8275)</li> <li>Pre-U (9766)</li> </ul> <p><b>Mid Feb</b></p> <p><b>YOU SEND</b></p> <p>Final entry deadline <b>By 21 Feb 2015</b></p> <p><b>YOU SEND</b></p> <p>Non-delegated access arrangement applications <b>By 21 Feb</b></p>	<p><b>WE SEND</b></p> <p>Pre-exam despatch and question papers <b>Mid Mar – Mid Apr</b></p>	<p><b>YOU SEND</b></p> <p>Forecast grades <b>By 30 Apr</b></p> <p><b>YOU SEND</b></p> <p>Deadline for internally assessed marks and for submitting coursework samples for Pre-U (9766/04) <b>By 30 Apr</b></p>	<p><b>YOU SEND</b></p> <p>Deadline for work to be submitted for components 2 and 3 of the following syllabuses:</p> <ul style="list-style-type: none"> <li>AS Level (9239)</li> <li>AS Level (8987)</li> <li>AS Level (8275)</li> <li>Pre-U (9766)</li> </ul> <p><b>By 31 May</b></p> <p><b>YOU SEND</b></p> <p>Scripts immediately after the examination <b>By 31 May</b></p> <p><b>YOU SEND</b></p> <p>Special consideration applications – within 7 days of the examination <b>By 31 May</b></p>			<p><b>WE SEND</b></p> <p>Results released on CIE Direct <b>Mid Aug</b></p>	<p><b>YOU SEND</b></p> <p>Enquiries about results <b>By 30 Sep</b></p>	<p><b>WE SEND</b></p> <p>Certificates <b>Mid Oct</b></p>		
<p><b>WE SEND</b> Cambridge sends materials to Cambridge Associates who then send them on to their Associate Centres according to local arrangements.</p> <p><b>YOU SEND</b> Cambridge Associates need to give their Associate Centres earlier deadlines so they have enough time to process their data and submit it to us.</p>													



# Key dates and activities overview for the November 2015 exam series

2015										2016		
Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	<p><b>WE SEND</b></p> <p>Estimated Entry Form for the November 2015 series <b>By 10 Apr</b></p>	<p><b>YOU SEND</b></p> <p>Deadline for submission of Estimated Entry Form <b>By 10 May</b></p>		<p><b>YOU SEND</b></p> <p>Deadline for modified question paper applications <b>By 1 Jul</b></p>	<p><b>WE SEND</b></p> <p>Early question papers for component 03 of the following syllabuses:</p> <ul style="list-style-type: none"> <li>AS Level (8987)</li> <li>AS Level (8275)</li> <li>Pre-U (9766)</li> </ul> <p><b>Late Jul – Early Aug</b></p>	<p><b>WE SEND</b></p> <p>Pre-exam despatch and question papers <b>Early Sep</b></p>	<p><b>YOU SEND</b></p> <p>Final entry deadline for retake entries <b>By 21 Sep</b></p>	<p><b>YOU SEND</b></p> <p>Deadline for forecast grades <b>By 31 Oct</b></p>			<p><b>YOU SEND</b></p> <p>Enquiries about results deadline <b>By 26 Feb</b></p>	
	<p><b>YOU SEND</b></p> <p>Deadline for submission of Outline Proposal Forms They are optional for:</p> <ul style="list-style-type: none"> <li>AS Level (8275/02)</li> <li>AS Level (8987/02)</li> <li>Pre-U (9766/02)</li> <li>Pre-U (9766/04)</li> </ul> <p><b>By 30 Apr</b></p>						<p><b>YOU SEND</b></p> <p>Deadline for internally assessed marks and for submitting coursework samples for Pre-U (9766/04) <b>By 31 Oct</b></p>	<p><b>YOU SEND</b></p> <p>Scripts immediately after the examination <b>By 31 Oct</b></p>		<p><b>WE SEND</b></p> <p>Results released on CIE Direct <b>Mid Jan 2016</b></p>		<p><b>WE SEND</b></p> <p>Certificates <b>Mid Mar</b></p>
					<p><b>YOU SEND</b></p> <p>Final entry deadline for first-time entries <b>By 16 Aug</b></p>		<p><b>YOU SEND</b></p> <p>Deadline for work to be submitted for components 2 and 3 of the following syllabuses:</p> <ul style="list-style-type: none"> <li>AS Level (9239)</li> <li>AS Level (8987)</li> <li>AS Level (8275)</li> <li>Pre-U (9766)</li> </ul> <p><b>By 31 Oct</b></p>	<p><b>YOU SEND</b></p> <p>Special consideration applications – within 7 days of the examination <b>By 31 Oct</b></p>				<p><b>WE SEND</b></p> <p>Cambridge sends materials to Cambridge Associates who then send them on to their Associate Centres according to local arrangements.</p>
					<p><b>YOU SEND</b></p> <p>Non-delegated access arrangement applications <b>By 16 Aug</b></p>							<p><b>YOU SEND</b></p> <p>Cambridge Associates need to give their Associate Centres earlier deadlines so they have enough time to process their data and submit it to us.</p>

**A**

# Monthly diaries

The monthly diaries show the dates we send information to, and need to receive information from Cambridge Associates and Cambridge International Schools. Cambridge Associates need to agree dates for when they will send information to, and receive information from their Associate Centres.

- We send (the date we despatch materials or information to you)
- You send (the date information or materials you send reach Cambridge)
- Information (other dates, for example late entry fee start dates)



## September 2014

Date	June series	November series
<b>◀ We send</b>		
1	Review the 'Submitting work to Cambridge' section in this guide for the multimedia and maximum file size requirements for Cambridge International AS Level 8987/03, Cambridge International AS Level 9239/03 and Cambridge Pre-U International Global Perspectives & Independent Research 9766/03.	
10	by email. The forms will also be available from <a href="#">CIE Direct</a> . Your estimated entries are used to despatch pre release exam material for AS Level 8987/03, AS Level 8275/03, Pre-U 9766/03.	

## October 2014

Date	June series	November series
<b>You send ▶</b>		
10	Deadline for completed Estimated Entry Forms.	
<b>◀ We send</b>		
22	<i>Cambridge Guide to Making Entries</i> for the June 2015 series. This is sent in hard copy and is available from <a href="#">CIE Direct</a> .	
22	Final timetable.	
<b>You send ▶</b>		
31	If you choose to submit forms for Cambridge International AS Level Global Perspectives 8987/02, Cambridge International AS Level Global Perspectives 8275/02 and Cambridge Pre-U International Global Perspectives & Independent Research 9766/02 you must do so by this date.	

## January 2015

Date	June series	November series
<b>You send</b> ▶		
21	Deadline for receipt of applications for <b>(Preparation – Form 3)</b> .	
<b>◀ We send</b>		
21	Provisional examination results for <b>November 2014</b> series available to download from <a href="#">CIE Direct</a> or the A2C Migration Application.	
Late Jan	Statements of results for <b>November 2014</b> series. Issue to candidates.	

## February 2015

Date	June series	November series
<b>◀ We send</b>		
Mid Feb	<p>If you have made your early question papers and instructions will be despatched based on these for component 03 of the following syllabuses:</p> <ul style="list-style-type: none"> <li>• Cambridge International AS Level Global Perspectives 8987</li> <li>• Cambridge International AS Level Global Perspectives 8275</li> <li>• Cambridge Pre-U International Global Perspectives &amp; Independent Research 9766</li> </ul> <p>From mid February if you have not made estimated entries we will provide your early question papers and instructions once your final entries have been received.</p>	
<b>You send ▶</b>		
21	Deadline for receipt of final entries. We will charge late entry fees for entries and amendments received after this date (GMT).	
21	Deadline for receipt of access arrangement applications that you need our permission to use. These are called non-delegated and you can submit your applications using <b>Preparation – Form 1</b> .	
22	Start of first level late entry fees (22 Feb – 20 March).	
<b>◀ We send</b>		
28	Throughout late Feb and March, statements of entry and candidate entry lists.	

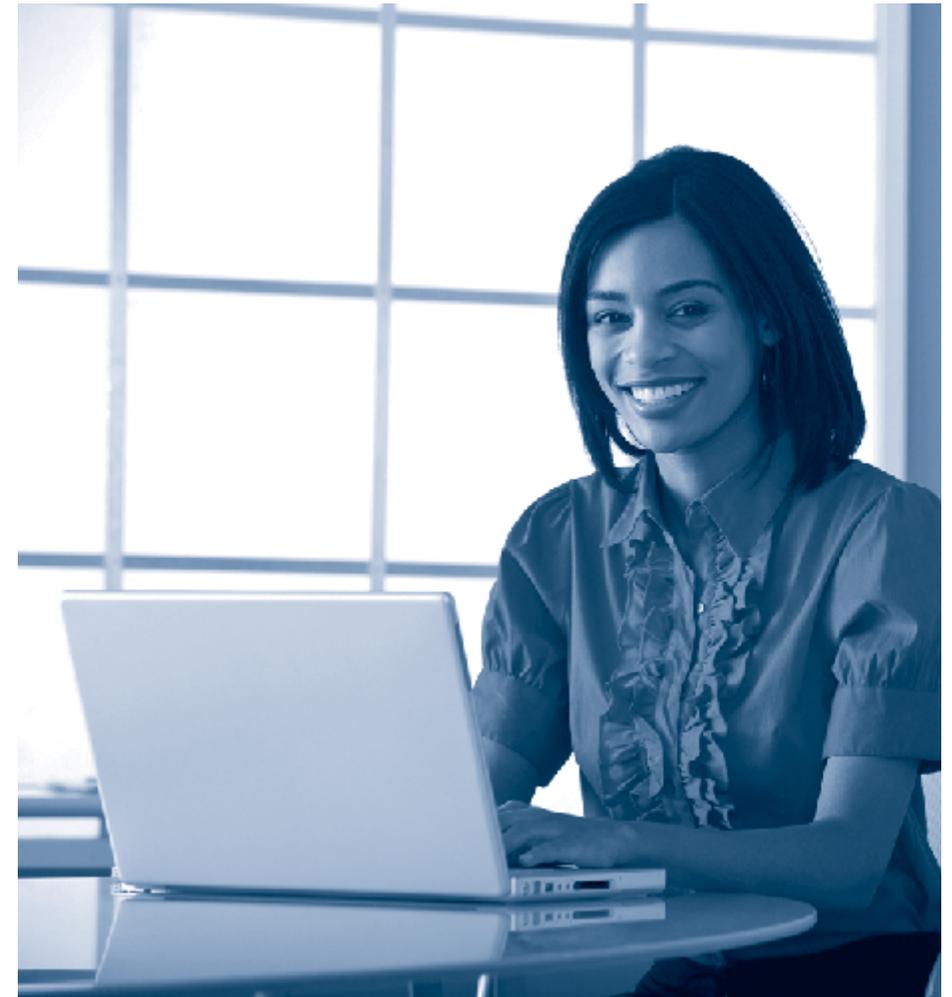
### February 2015 continued

#### Other activities to think about in February 2015

We will charge late entry fees for all entries and entry amendments we receive after 21 February 2015.

We will send you statements of entry within two weeks of receiving your entries. If you have not received your statements of entry after two weeks contact us. You can download your statements of entry from [CIE Direct](#) within 48 hours of submitting your entries.

Please store securely any practical question paper materials and instructions you receive until the relevant examination. Check that you have all of the materials you need for these examinations. Contact us immediately if there are any problems.



## March 2015

Date	June series	November series
<b>◀ We send</b>		
1	<p>Pre-release stimulus material will be available for component 03 of the following syllabuses from <a href="#">CIE Direct</a>:</p> <ul style="list-style-type: none"> <li>• Cambridge International AS Level Global Perspectives 8987</li> <li>• Cambridge International AS Level Global Perspectives 8275</li> <li>• Cambridge Pre-U International Global Perspectives &amp; Independent Research 9766</li> </ul> <p>You have to have made entries for these components in order to access this material. If you have made estimated entries you will have received these in mid February.</p>	
14	Pre-exam despatch (examination stationery, administrative documents, despatch labels and envelopes).	
21	Start of second level late entry fees (21 March – 3 April).	
21		by email – also available from <a href="#">CIE Direct</a> . To be returned by 10 May 2015.
		Final timetable and <i>Cambridge Guide to Making Entries</i> .
<b>You send ▶</b>		
31	Deadline for notification of any delegated use ( <b>Preparation – Form 4</b> ).	you plan to

## April 2015

Date	June series	November series
4	Start of third level late entry fees (4–17 April).	
<b>◀ We send</b>		
Mid April	Question papers. These are based on your final entries. Further question paper despatches will be made on a weekly basis for any late entries you have made.	
17	Final deadline for late entries and entry amendments. We will not accept any entries or entry amendments submitted after this date.	
<b>You send ▶</b>		
17	Deadline for Use <b>Preparation – Form 2.</b>	
<b>◀ We send</b>		
28	and bar-coded labels for timetabled components only.	
<b>You send ▶</b>		
30	Deadline for Cambridge schools can submit their forecast grades online through <a href="#">CIE Direct</a> .	
	Deadline for internally assessed marks and coursework samples for Cambridge Pre-U International Global Perspectives & Independent Research 9766/04. Cambridge schools can submit their forecast grades online through <a href="#">CIE Direct</a> .	

## May 2015

Date	June series	November series
<b>You send</b> ▶		
10		Estimated Entry Forms by email. The forms will also be available from CIE Direct. Your estimated entries are used to despatch question papers for examinations taken before the main exam period.
31	Deadline for electronic submission of externally assessed work for the following syllabuses: <ul style="list-style-type: none"> <li>• Cambridge International AS Level Global Perspectives (8987/02 and 8987/03)</li> <li>• Cambridge Pre-U International Global Perspectives &amp; Independent Research (9766/02 and 9766/03)</li> <li>• Cambridge International AS Level Global Perspectives &amp; Research (9239/02 and 9239/03)</li> <li>• Cambridge International AS Level Global Perspectives (8275/02 and 8275/03)</li> </ul>	

continued

### May 2015 continued

## Other activities to think about in May 2015

### June 2015 series

- After each examination, collect and keep all question papers in a secure place for 24 hours after the examination has finished. After 24 hours you may return the papers to candidates and teachers if the Head of Centre agrees.
- Send your scripts to us as soon as you can after the examination. Check the contents of the script packet against the script packet label to make sure that the scripts are for the correct syllabus and component. The script packet must contain a script for each candidate

who is ticked as present on the attendance register, and the scripts should be in candidate number order with the attendance register on top.

- We must receive special consideration applications within seven days of the last examination of the syllabus affected.

### Future examination series

- If you plan to make entries for the November 2015 series it is a good idea to start planning now to meet the August deadline.

## June 2015

Date	June series	November series
Mid June	End of examination period.	
<b>You send</b> ▶		
22	Deadline for applications.	

## July 2015

<b>You send</b> ▶		
1		Application deadline for using <b>Preparation – Form 3</b> . Submit any applications
<b>◀ We send</b>		
Mid July		<p>If you have made estimated entries your early question papers and instructions will be despatched based on these for component 03 of the following syllabuses:</p> <ul style="list-style-type: none"> <li>• Cambridge International AS Level Global Perspectives 8987</li> <li>• Cambridge International AS Level Global Perspectives 8275</li> <li>• Cambridge Pre-U International Global Perspectives &amp; Independent Research 9766</li> </ul> <p>After 16 July if you have not made estimated entries we will provide your early question papers and instructions once your final entries have been received.</p>

## August 2015

Date	June series	November series
<b>◀ We send</b>		
Mid Aug	Provisional examination results available on <a href="#">CIE Direct</a> .	<p>Pre-release stimulus material will be available for component 03 of the following syllabuses from <a href="#">CIE Direct</a>:</p> <ul style="list-style-type: none"> <li>• Cambridge International AS Level Global Perspectives 8987</li> <li>• Cambridge International AS Level Global Perspectives 8275</li> <li>• Cambridge International Pre-U Global Perspectives &amp; Independent Research 9766</li> </ul> <p>You have to have made entries for these components in order to access this material.</p>
<b>You send ▶</b>		
16		Deadline for completed entries (first-time entry candidates). We will charge late entry fees for entries and amendments received after this date.
<b>◀ We send</b>		
16		Deadline for _____ you need our permission to use. These are called non-delegated access arrangements and you can submit your applications using <b>Preparation – Form 1</b> .
17		Start of first level late entry fees for first-time entries (17 August – 6 September).

continued

## Monthly diaries continued

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### August 2015 continued

Date	June series	November series
31		Deadline for notification of any delegated access arrangements you plan to use. It is up to a Centre whether or not to give candidates any delegated access arrangements. Follow the regulations in the <a href="#">Cambridge Handbook</a> and notify us using <b>Preparation – Form 4</b> .
<b>◀ We send</b>		
Late Aug	Hard copy provisional statements of results.	

# Submitting work to Cambridge

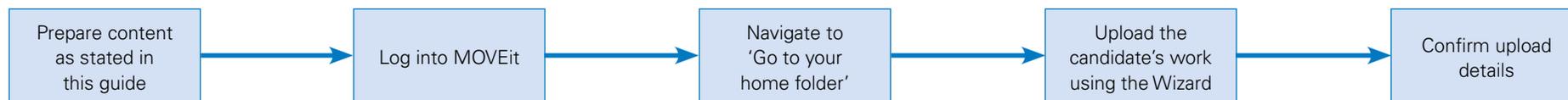
This section tells you what you need to do to prepare Cambridge Global Perspectives work for submission and then how to submit it through the Cambridge Secure Exchange, also known as 'MOVEit'.

If you have candidates doing any of our Cambridge Global Perspectives courses, you will need to upload externally assessed work to our online system; Cambridge Secure Exchange. Once you have submitted the work our examiners log into the Cambridge Secure Exchange, download the work and start marking it.

The process is straightforward and means your candidates' work gets to us as soon as you submit it, reducing any of the risks associated with sending hard-copy documents through the post.

You can access the Cambridge Secure Exchange website at <https://exchange.cie.org.uk> – you should have been given login details when you registered with us. If you do not have any login details contact our Customer Services team at [info@cie.org.uk](mailto:info@cie.org.uk)

The flow diagram below gives an overview of the process for submitting work.



Components 02 and 03 for the following syllabuses **must** be submitted through the Cambridge Secure Exchange:

Syllabus name	Syllabus code
Cambridge International AS Level Global Perspectives & Research	9239
Cambridge International AS Level Global Perspectives	8987
Cambridge International AS Level Global Perspectives (US)	8275
Cambridge Pre-U International Global Perspectives & Independent Research	9766

## Important information

Pre-U 9766/04 work is sent as hard copy. For further details please see section 3.13 of the [Cambridge Administrative Guide](#).

## Submitting work to Cambridge continued

This section of the guide tells you how to prepare and save your files for submission through the Cambridge Secure Exchange.

### Important information



Before you submit work to the Cambridge Secure Exchange, check the following for each file name:

- Syllabus code
- Centre number
- File number
- Component code
- Candidate number
- File format.

### Document headings

Each document must be headed with the Centre name, Centre number, candidate name, candidate number and question.

### File names

Save all file names using the naming convention detailed below. The example below is for Cambridge International AS Level Global Perspectives.

Syllabus code	Component code	Centre number	Candidate number	File number	File format
8987	02	AB123	0001	01	doc

For example:

8987\_02\_AB123\_0001\_01.doc (this would be the essay)

8987\_02\_AB123\_0001\_02.doc (this would be the cover sheet file name)

### File sizes

All files must be sent in a zip folder. Each zip folder must not exceed 2GB. If a zip folder does exceed 2GB we will ask you to re-submit the work. The larger the file size the longer it will take you to upload the work. Please see the chart on page 35 with details of upload/download times. Submissions, particularly video files, with large file sizes often cause problems. You may wish to consider using video compression software (e.g Handbrake: <http://handbrake.fr/>) to help reduce file size.

### File formats

Please check that all the links are embedded within the file.

File type	Recommended formats					
Video	.wmv .m4a	.mov .mkv	.avi .flv	.wmp .mp4	.mp4v .3gp	.m4v .3g2
Audio	.aiff .m4a	.m4b .3ga	.mp3 .amr	.m4p .3g2	.wav	.aac
Excel	.xls	.xlsx				
PowerPoint	.ppt	.pptx	Prezi online presentation documents			
Word/text documents	.doc	.docx	.pdf	.odt	.rtf	.txt
Images	.jpg	.tiff	.png	.gif		
Web pages	Web pages can be submitted as part of a zipped file or as links.					

### Zip folders

Please submit all the individually named files for your candidates together in a zip folder identified by your Centre number and the relevant syllabus and component code, for example: **9239\_03\_AB123**, or **9766\_03\_AB123** If you are submitting more than one zip folder please number them 01, 02 etc.

## Submit your work to Cambridge following the guidance below

### Submitting work for Cambridge International AS & A Level Global Perspectives & Research 9239

#### Component 02: Essay

Essays must be a single file only containing text, saved using the file-naming convention on page 27.

#### Component 03: Team project

Each candidate's submission must include the video recording of the presentation, any multi-media materials used during the presentation, a transcript of the presentation and reflective paper.

#### Administrative forms to include with your submission

Please submit the work of all your candidates together with the administrative form listed below. All administrative forms for Global Perspectives are in the 'Support Materials' section of [CIE Direct](#).

What do I need to send in?	How do I send the form back?
Attendance register	Scan the form and send back to us using the Cambridge Secure Exchange.

No cover sheet is needed when you are submitting work for these components. Instead each submission of text must include the candidate and teacher declaration verifying that the work is that of the candidate working alone. The text for this declaration can be found in the statement of originality which is available from the 'Syllabus Materials' section of the Teacher Support Site. The statement should appear at the beginning of each essay (component 02), transcription and reflective paper (component 03).

### Submitting work for Cambridge Pre-U and Cambridge International AS Level

The information in this column applies to:

Syllabus name	Code
Cambridge International AS Level Global Perspectives	8987
Cambridge International AS Level Global Perspectives (US)	8275
Cambridge Pre-U Global Perspectives & Research (international version)	9766

#### Component 02: Essay

Essays must be a single file only containing text, saved using the file-naming convention on page 27.

#### Component 03: Presentation

Presentations must include the audio-visual materials used in the presentation and a transcript of the oral presentation. These must be saved using the file-naming convention on page 27.

#### Administrative forms to include with your submission

Please submit the work of all your candidates together with the administrative form listed below. All administrative forms for Global Perspectives are in the 'Support Materials' section of [CIE Direct](#).

What do I need to send in?	How do I send the form back?
Attendance register	Scan the form and send back to us using the Cambridge Secure Exchange.
Global Perspectives Cover Sheet	Scan the form and send back to us using the Cambridge Secure Exchange.

## Submitting work to Cambridge continued

### Component checklist for submitting your work

Syllabus	Code	Component
Cambridge International AS Level Global Perspectives	8987	02
Cambridge International AS Level Global Perspectives (US)	8275	02
Cambridge Pre-U Global Perspectives & Research (international version)	9766	02

Checklist for the above components:

- Essay submitted – one text file per candidate
- Outline Proposal Form (if used)
- Cover sheet submitted – one file per candidate
- Attendance register – one per Centre.

Syllabus	Code	Component
Cambridge International AS Level Global Perspectives	8987	03
Cambridge International AS Level Global Perspectives (US)	8275	03
Cambridge Pre-U Global Perspectives & Research (international version)	9766	03

Checklist for the above components:

- Presentation for each candidate (e.g Powerpoint, Prezi, live recording)
- Transcript of Presentation for each candidate
- Cover sheet – one file for each candidate
- Attendance register – one per Centre

Syllabus	Code	Component
Cambridge International AS & A Level Global Perspectives & Research	9239	02

Checklist for the above component:

- Essay submitted – one text file per candidate. The essay must include text from the statement of originality.
- Attendance register – one per Centre

Syllabus	Code	Component
Cambridge International AS & A Level Global Perspectives & Research	9239	03

Checklist for the above component:

- Recording of the live presentation
- Multimedia materials used as part of the presentation (e.g Powerpoint)
- Transcript of the presentation – one text file per candidate
- Copy of the reflective paper – one per candidate
- Attendance register – one per Centre.

The transcript and reflective paper must include text from the statement of originality.

### Deadlines



The deadlines for submitting all work to Cambridge are as follows:  
June exam series **31 May**, November exam series **31 October**.

### Submitting coursework through the Cambridge Secure Exchange website

This section of the guide shows you how to upload candidates' work to the Cambridge Secure Exchange.

#### Login and plug-ins

You will be sent a welcome email with your user name and password. The table below shows the operating systems and browsers supported by the Cambridge Secure Exchange.

Operating system	Browser				Upload/Download Wizard	
	Internet Explorer 7,8 or 9	Mozilla Firefox 3.6, 4.x, 5.0	Google Chrome 13.x	Apple Safari 4.x, 5.x	ActiveX	Java
Windows	✓	✓	✓	✗	✓	✓
Mac OS X	✗	✓	✗	✓	✗	✓
Linux	✗	✓	✗	✗	✗	✓

Go to <https://exchange.cie.org.uk> and log in using your Cambridge Secure Exchange username and password.

If you forget your login details call +44 1223 553554 or email us at [info@cie.org.uk](mailto:info@cie.org.uk)

### Upload/download wizard

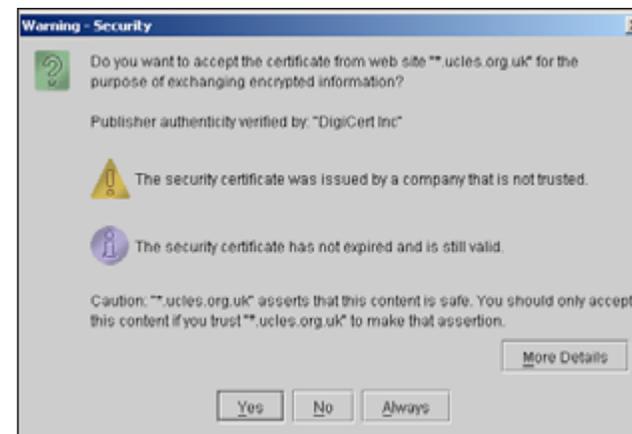
The maximum file size you can upload using just the Cambridge Secure Exchange website is 2GB. Anything larger needs a browser add-on called the upload/download wizard which can be used to:

- Upload files faster using drag and drop
- Upload files greater than 2GB
- Upload multiple files.

When you first log in you will be prompted to install the upload/download wizard. This comes in two versions - ActiveX or Java:

1. If you are using Internet Explorer 7.0 or higher, running on the Windows operating system use the ActiveX version. Internet Explorer must be configured to accept signed ActiveX controls and run JavaScript.
2. For all other browsers and operating systems use the Java version. Java can be used with any compatible browser and operating system as shown in the table on the left. The Java version of the upload/download wizard requires Java2 version 1.5 or higher.

You may see the following security message. Make sure you enter the correct URL and click 'Yes' to proceed.



continued

## Submitting work to Cambridge continued

### For the ActiveX version:

1. Click on the link to install the Upload/Download Wizard

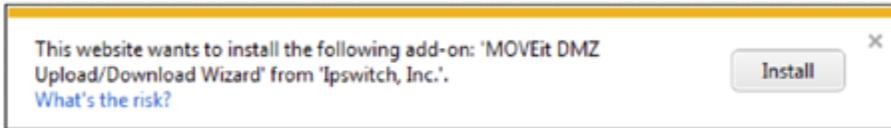
#### ActiveX Upload/Download Wizard

The Upload/Download Wizard allows you to upload/download files faster, upload/download multiple files at once, zip/unzip files on the fly and perform integrity checks to ensure file non-repudiation. The ActiveX Upload/Download Wizard requires Internet Explorer.

The Upload/Download Wizard is NOT installed.

[Click here to install the Upload/Download Wizard](#)

2. You may get as pop up requesting that you install an add-on.  
Click 'Install'



3. Note that you need to have administrator permissions on your PC or Laptop to install this

### For the Java Version:

1. Click on the 'install the Upload/Download Wizard link

#### Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a Java Applet that allows you transfer multiple files by drag-and-drop, and includes automatic integrity checks and compression of your transfers.

[Install the Upload/Download Wizard \(Java\)](#)

2. A progress bar will appear

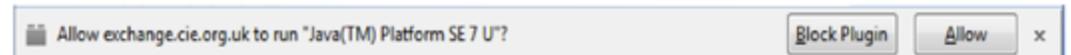
#### Installing Upload/Download Wizard

The Upload/Download Wizard allows you to upload/download files faster, upload/download multiple files at once, zip/unzip files on the fly and perform integrity checks to ensure file non-repudiation. The Java Upload/Download Wizard requires Sun Java 1.5.

The Wizard is installing. Please wait...



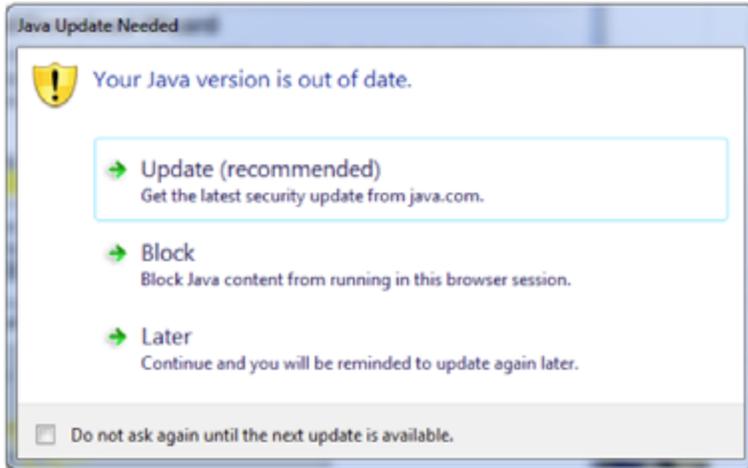
3. You may get a pop-up or bar in your browser asking if Java can be run – click 'Allow'



continued

## Submitting work to Cambridge continued

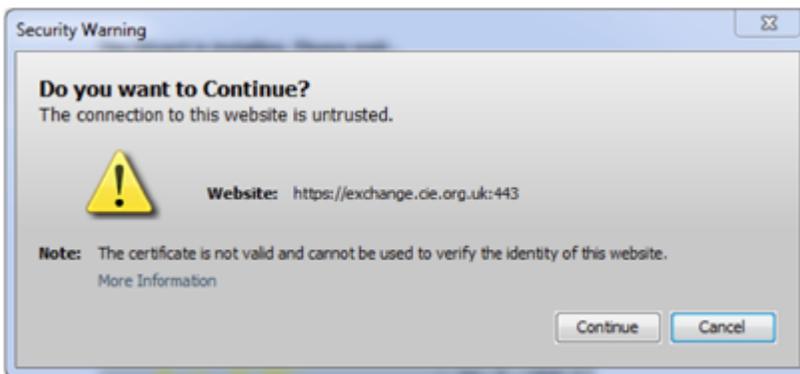
4. You may get a pop-up saying your Java version is out of date, Choose the 'update option' and follow the instructions



6. You may get a pop-up asking if you want to run the application. Click 'Run'



5. You may get a pop-up saying the site is untrusted; if the url listed is exchange.cie.org.uk then click 'Continue'



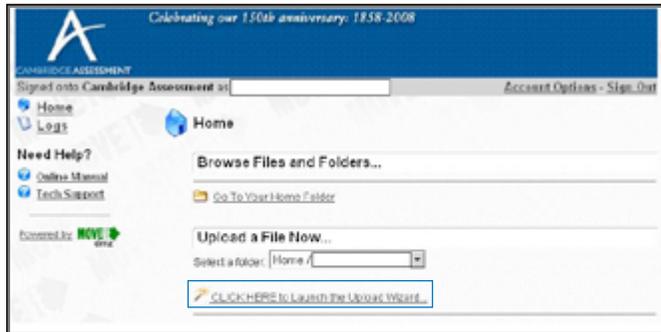
If you have trouble getting your browser to run the Java plugin, try the instructions here:

[http://java.com/en/download/help/enable\\_browser.xml](http://java.com/en/download/help/enable_browser.xml)

### Using the Upload Wizard

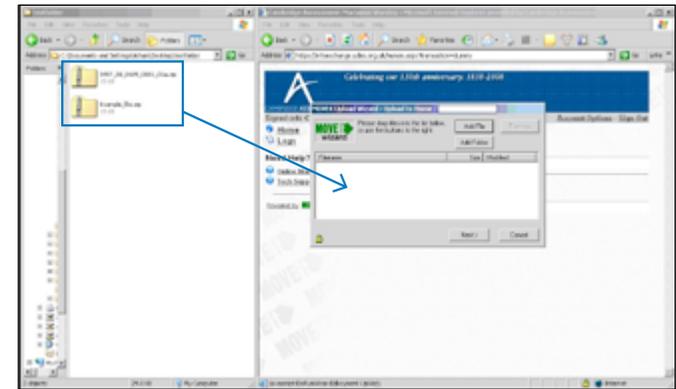
#### Step 1

Click the link 'CLICK HERE' to launch the Upload Wizard.



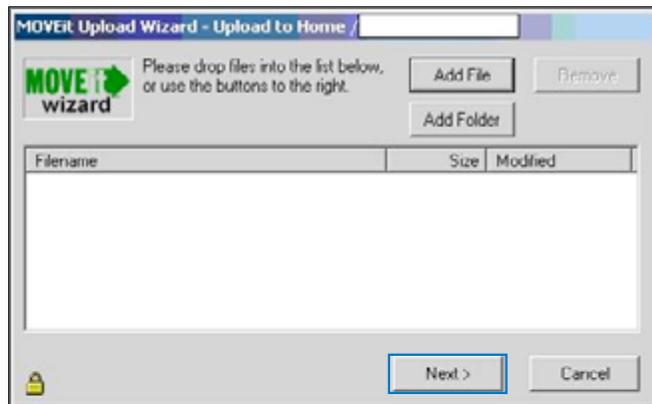
#### Step 3

You can upload your files by clicking on 'Add File' or 'Add Folder'. Alternatively, find the files, zip files or folders you want to upload and drag them into the Upload Wizard as indicated below.



#### Step 2

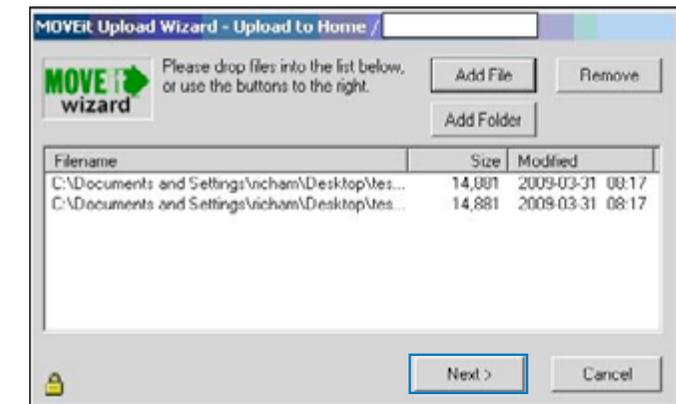
This will open the following Upload Wizard window.



#### Step 4

You will see the files listed in the Upload Wizard window. If they are the right ones click 'Next'.

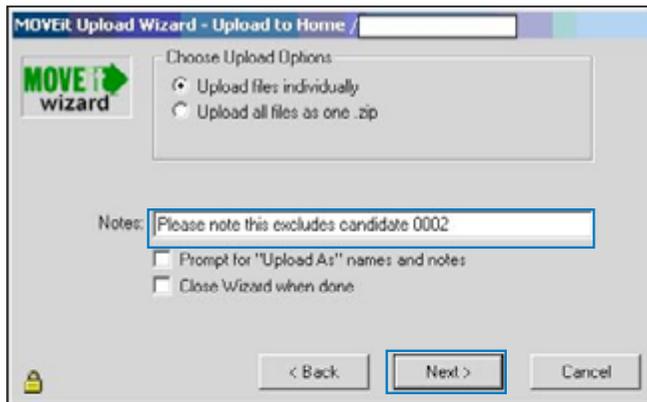
Please use the 'Notes' field to tell us the number of candidates for whom you have uploaded work in your submission. You can add an additional note to accompany your files if necessary.



## Submitting work to Cambridge continued

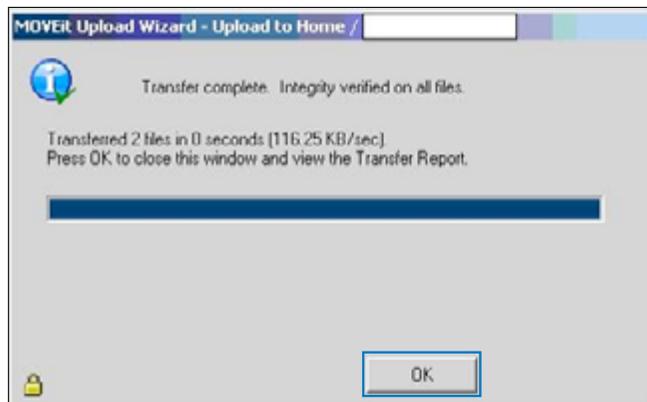
### Step 5

When you are ready click 'Next'.



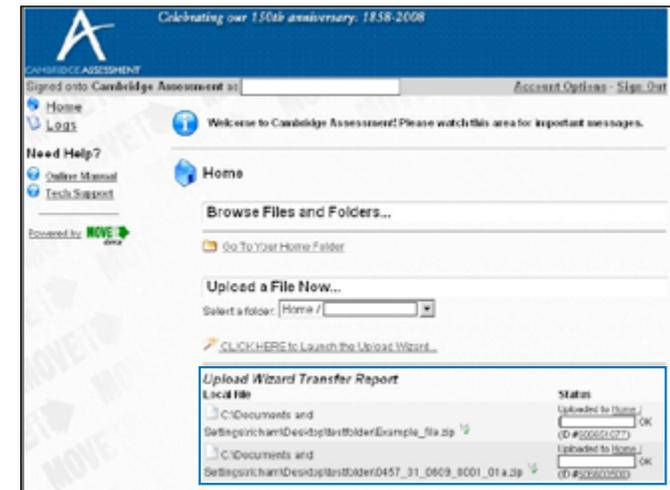
### Step 6

A window will pop up to show you the progress of your upload. When the files have been uploaded you will see this message. Click 'OK'.



### Step 7

The files you have uploaded are listed in the 'Upload Wizard Transfer Report' section of the homepage. If you have any problems uploading your files, please call us on +44 1223 553554 or email us at [info@cie.org.uk](mailto:info@cie.org.uk)



## Submitting work to Cambridge continued

### Upload Speeds

The time it takes to send us files will depend on your local upload speed (often much lower than the download speed given by internet service providers). If you are uploading a 1GB file at a speed of 1Mb/s it will take approximately 17 minutes; the table below gives you an idea of the time it takes to upload different file sizes at different upload speeds.

		Total File Size							
		100 MB	500 MB	1 GB	5 GB	10 GB	20 GB	50 GB	100 GB
Upload Speed	56 Kbps	4 hours	21 hours	NOT RECOMMENDED					
	128 Kbps	2 hours	9 hours	19 hours	NOT RECOMMENDED				
	512 Kbps	27 minutes	3 hours	5 hours	24 hours	NOT RECOMMENDED	NOT RECOMMENDED	NOT RECOMMENDED	NOT RECOMMENDED
	1.5 Mbps	9 minutes	47 minutes	2 hours	8 hours	16 hours	NOT RECOMMENDED	NOT RECOMMENDED	NOT RECOMMENDED
	3 Mbps	5 minutes	23 minutes	48 minutes	4 hours	8 hours	16 hours	NOT RECOMMENDED	NOT RECOMMENDED
	6 Mbps	3 minutes	12 minutes	24 minutes	2 hours	4 hours	8 hours	20 hours	NOT RECOMMENDED
	12 Mbps	2 minutes	6 minutes	12 minutes	1 hour	2 hours	4 hours	10 hours	20 hours
	20 Mbps	1 minutes	4 minutes	7 minutes	36 minutes	1 hour	3 hours	6 hours	20 hours

### Submitting work on CD

If you cannot upload your candidates' work using the Cambridge Secure Exchange website, you can send it to us on CD.

- Clearly label all CDs with the relevant syllabus and component number (e.g. 9239/02).
- Use a different CD for each component.
- Save the files using the naming convention shown on page 27.
- You can load multiple candidates on one CD.
- Send all CDs to:  
Cambridge International Examinations  
Cambridge Assessment DC10  
Hill Farm Road, Whittlesford  
Cambridge CB22 4FZ  
United Kingdom
- If you do not have a bar-coded label please write the following information on the envelope: Centre number, syllabus number, component number, number of scripts and candidate number range.

# Cambridge administrative forms

All our administrative forms, with the exception of special consideration forms, are available from the 'Exams officers' section of the Cambridge website: [www.cie.org.uk/examsOfficers](http://www.cie.org.uk/examsOfficers)

You can access special consideration forms from the 'Support Materials' section of [CIE Direct](#). The table below lists the forms and tells you what they are for.

**NEW** From June 2014 you will be able to submit enquiries about results online through [CIE Direct](#).

Title	What is it for?
<b>Preparation</b>	
Access Arrangements: Preparation – Form 1	To apply for access arrangements that are not delegated to Centres.
Timetable Deviation and Additional Sessions: Preparation – Form 2	To apply for a timetable deviation or to notify Cambridge of additional timetable sessions.
Modified Papers: Preparation – Form 3	To order modified papers for candidates who cannot access the standard versions of the exam question papers and require modified language or modified print.
Centre-Delegated Access Arrangements: Preparation – Form 4	To notify Cambridge if you have candidates using delegated access arrangements.
Change of Qualification Syllabus Eligibility: Preparation – Form 5	To request a change to the syllabuses your Centre is eligible to offer.
Centre Details: Preparation – Form 6	To inform Cambridge of any changes to your Centre's contact details.
Candidate Supervision Declaration: Preparation – Form 7	To inform Cambridge of arrangements for supervising candidates outside of the Centre.

Title	What is it for?
<b>Entries</b>	
Declaration of Interest: Entries – Form 1	To inform Cambridge if you are a member of staff in a Cambridge Centre and have an interest in a person, or are a person taking Cambridge exams.
Cambridge Primary Checkpoint and Cambridge Checkpoint Teaching Groups: Entries – Form 2	To submit the names of your Cambridge Primary Checkpoint and/or Cambridge Checkpoint teaching groups.
Candidate Transfer Request: Entries – Form 3	To transfer a candidate to another Cambridge registered Centre.
Candidate Transfer Confirmation: Entries – Form 4	To accept a candidate who is transferring from another Cambridge registered Centre.
Using an Alternative Venue: Entries – Form 5	To apply for some or all of your candidates to take their exams at a venue that is not your registered Centre.
<b>Teacher assessment</b>	
Cambridge IGCSE Accreditation for Coursework Assessment: Teacher Assessment – Form 1	To inform Cambridge of the teachers in your Centre who hold certificates or letters of accreditation, and will be involved in internal assessment during the exam series.
Special Consideration (Shortfall in Coursework): Teacher Assessment – Form 2 (only available on <a href="#">CIE Direct</a> )	To apply for special consideration for candidates who have a shortfall in coursework due to circumstances beyond their control.
Special Consideration (Lost Coursework): Teacher Assessment – Form 3 (only available on <a href="#">CIE Direct</a> )	To apply for special consideration for candidates who have unintentionally lost or damaged coursework.
Supplementary Internal Assessment Mark Sheet (MS1): Teacher Assessment – Form 4	If you have extra candidates not listed on your pre-printed Internal Assessment Mark Sheet. Complete a new form for each component.
Returning Cambridge IGCSE Art and Design Work: Teacher Assessment – Form 5	To request the return of Cambridge IGCSE Art & Design work.

## Cambridge administrative forms continued

Title	What is it for?
<b>Before the exams</b>	
Supplementary Forecast Grade Sheet (FS1): Before the Exams – Form 1	If you have extra candidates not listed on your pre-printed Forecast Grade Form. Complete a new form for each syllabus.
Missing Question Paper Packet: Before the Exams – Form 2	To report any missing question paper packets.
Damaged or Opened Question Paper Packet: Before the Exams – Form 3	To report damaged or opened question paper packets.
<b>Exam day</b>	
Supplementary Attendance Register: Exam Day – Form 1	If you have extra candidates not listed on your pre-printed attendance registers. Complete a new form for each exam.
Supplementary Multiple-Choice Answer Sheet: Exam Day – Form 2	If you have extra candidates who do not have a pre-printed Multiple-Choice Answer Sheet.
Late Arrivals: Exam Day – Form 3	To inform Cambridge of any candidates who arrived late for the exam.
Scribe Cover Sheet: Exam Day – Form 4	To attach to the front of every script for candidates who have used a writer or scribe.
Word Processor Cover Sheet: Exam Day – Form 5	To attach to the front of every script for candidates who have used a word processor.
Transcription Cover Sheet: Exam Day – Form 6	To attach to the front of every script that has been transcribed.
Special Consideration: Exam Day – Form 7 (only available on <a href="#">CIE Direct</a> )	For special consideration applications for reasons other than lost coursework or a shortfall in coursework.
Comments on the Exam: Exam Day – Form 8	To send Cambridge comments on any of our exams.

## Cambridge administrative forms continued

Title	What is it for?
Malpractice: Exam Day – Form 9	To report any suspected cases of malpractice.
Practical Assistant Cover Sheet: Exam Day – Form 10	To attach to the front of every script for candidates who have used a practical assistant.
<b>NEW</b> Question Paper Packet Opened in Error: Exam Day – Form 11	To report any question paper packets opened in error.
<b>Results and certificates</b>	
Enquiries About Results	<b>NEW</b> From June 2014 you will be able to submit enquiries about results online through <a href="#">CIE Direct</a> .
Certifying Statement Application: Results and Certificates – Form 7	To apply for a certifying statement of results from a previous exam series.
Results Verification Application: Results and Certificates – Form 8	To have a set of results verified.
Priority Results Information: Results and Certificates – Form 9	To apply for a certifying statement for results for the current exam series.
<b>NEW</b> Replacement Certificate Application: Results and Certificates – Form 12	To apply for a replacement certificate within 18 months of the date of issue.



FS 530509

Our Quality Management System meets the requirements of ISO 9001 – the internationally recognised standard for the quality management of organisations.

Cambridge International Examinations  
1 Hills Road, Cambridge, CB1 2EU, United Kingdom  
Tel: +44 1223 553554 Fax: + 44 1223 553558  
Email: [info@cie.org.uk](mailto:info@cie.org.uk) Website: [www.cie.org.uk](http://www.cie.org.uk)

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