




Cambridge Handbook (UK Supplement) 2025

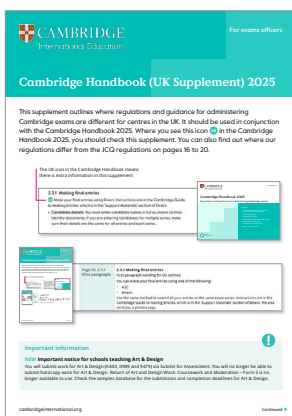
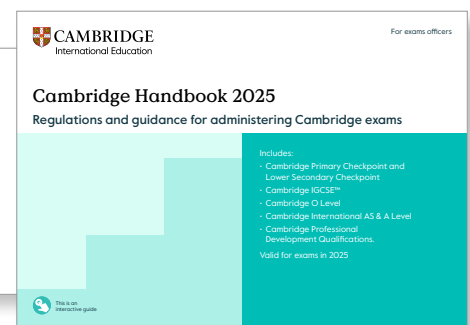
This supplement outlines where regulations and guidance for administering Cambridge exams are different for centres in the UK. It should be used in conjunction with the Cambridge Handbook 2025. Where you see this icon  in the Cambridge Handbook 2025, you should check this supplement. You can also find out where our regulations differ from the JCQ regulations on pages 16 to 20.

The UK icon in the Cambridge Handbook means there is extra information in this supplement

2.3.1 Making final entries

 Make your final entries using Direct. Instructions are in the Cambridge Guide to Making Entries, which is in the 'Support Materials' section of Direct.

- **Candidate details:** You must enter candidate names in full as shown on their identity documents. If you are entering candidates for multiple series, make sure their details are the same for all entries and each series.



Page 50, 2.3.1
(first paragraph)

2.3.1 Making final entries

First paragraph wording for UK centres:

You can make your final entries using one of the following:

- A2C
- Direct.

Use the same method to submit all your entries in the same exam series. Instructions are in the Cambridge Guide to Making Entries, which is in the 'Support Materials' section of Direct. We also send you a printed copy.



Important information

NEW Important notice for schools teaching Art & Design

You will submit work for Art & Design (0400, 0989 and 9479) via Submit for Assessment. You will no longer be able to submit hardcopy work for Art & Design. Return of Art and Design Work: Coursework and Moderation – Form 5 is no longer available to use. Check the samples database for the submission and completion deadlines for Art & Design.

Page/section	Differences
Introduction	
Pages 5 and 8	Extra important information for UK centres: Cambridge International Education is not a member of the Joint Council for Qualifications (JCQ), therefore some of our regulations are different from those of other UK exam boards. Please refer to pages 16 to 20 of this supplement for information about these differences.
Page 9, A15	This sentence does not apply to UK centres: You can choose to allocate a broker to handle such imports or nominate UPS/DHL to act on your behalf, but you will be responsible for these costs and for liaising with any such brokers or couriers.
Page 10, A27	A27 You must take all reasonable steps to: A27.1 provide information or documents relating to the assessments or your registration as a centre, that either we or Ofqual require, as soon as possible A27.2 make sure that we are able to comply with those conditions, set out in Ofqual's General Conditions of Recognition that are dependent on the actions of centres.
Page 11, B8	B8.1 You must help with any Ofqual-led investigations made for the purposes of Ofqual performing its functions.
Page 13, D4	This clause does not apply to UK centres.
Page 17, N2.2	N2.2 copies of answer scripts as part of enquiries about results or access to scripts services.
Page 18, N3	N3 To request copies of answer scripts as part of enquiries about results or access to scripts services, see section 6.3.
Section 1 – Preparation	
Page 28, 1.2	1.2 Preparing your exams timetable To keep our exams secure, we have six administrative zones. Each zone has a specific timetable and you must use the UK timetable for the correct year and exam series. The timetable shows the date, session and duration of each exam, including the range of dates for practical and oral exams. You must also follow our Key Time regulations when timetabling your exams. For timetabled exams, all candidates must be in the exam or under Full Centre Supervision at the Key Time. See the 'Key Times and Full Centre Supervision' section and section 1.2.2 for more information. As soon as the final timetable is available, work out how many exam rooms you need and book them. Decide how you are going to make sure your candidates know where and when their exams will take place. You should also create a timetable for your centre and display it where all your candidates can see it. We recommend you use our 'Create your centre's exam timetable' template to prepare for the exam series: www.cambridgeinternational.org/timetablingexams

Page/section	Differences
Page 28, 1.2.2	<p>1.2.2 Timetabling exams</p> <p>(a) The timetable will show test date windows and which session timetabled exams must be taken in:</p> <ul style="list-style-type: none"> • Morning (AM) • Afternoon (PM). <p>(b) Candidates must take timetabled exams in the exam window or session shown on the final timetable.</p> <p>(c) The Key Time is a point in a timetabled session when candidates must either be in the exam or under Full Centre Supervision. The Key Times for the UK are:</p> <ul style="list-style-type: none"> • June series: 10:00 BST and 14:00 BST • November series before the clocks go back: 10:00 BST and 14:00 BST • November series after the clocks go back: 09:00 GMT and 13:00 GMT. <p>(d) The JCQ start times of 09:00 for the morning session and 13:30 for the afternoon session work with our Key Times, except if:</p> <ul style="list-style-type: none"> • it is an afternoon exam in the November series after the clocks have gone back • it is an exam during British Summer Time that is less than an hour long. <p>In both of these situations you must make sure that candidates are under Full Centre Supervision or taking their exam at the Key Time.</p>
Page 29, 1.2.3	<p>1.2.3 Timetable deviations</p> <p>(a) If you have a timetable clash, you may carry out a timetable deviation. The Head of Centre must resolve timetable clashes and make sure your proposed arrangements follow our regulations. UK centres do not need to apply for a timetable deviation; see 1.2.3.2 below.</p> <p>(b) You must not move an exam:</p> <ul style="list-style-type: none"> • to an earlier date • so it finishes in an earlier session on the timetabled date • more than 24 hours after the Key Time of the timetabled session. <p>(c) The following are examples where you may consider a timetable deviation:</p> <ul style="list-style-type: none"> • A clash of exams in the same session where they would last more than three hours and 45 minutes in a session or more than six hours in a day. Candidates can sit exams for up to six hours in one day. The Head of Centre can allow candidates to sit exams that total more than this but you should consider the candidate's wellbeing. • A single period of Full Centre Supervision that is more than four hours long. <p>(d) The following are unacceptable reasons for a timetable deviation:</p> <ul style="list-style-type: none"> • national or public holidays • participation in national, local or school events • school closure • school holidays • weddings • work experience • field trips.
Page 30, 1.2.3.2	<p>1.2.3.2 Applying for a timetable deviation</p> <p>This does not apply to UK centres (including the Administrative forms box and Important dates box).</p>

Page/section	Differences
Page 30, 1.2.3.3	1.2.3.3 Our decision This does not apply to UK centres as you do not need to submit an application to us.
Page 41, 1.3.5.13	1.3.5.13 Transcript Change to part (b): The Braille transcript must be produced by a member of the centre's staff, which may include the candidate's subject teacher, who is fully competent in the Braille code for the subject concerned.
Page 45, 1.3.6.8 (different wording for part (f))	1.3.6.8 NEW Guidance for centres (f) If a candidate has a visual impairment or processing difficulties and finds reading black text on white paper challenging, you can print a question paper on appropriate coloured paper at your centre. You must tell us if you plan to do this by completing and returning Preparation – Form 3 by the dates in section 1.3.4. We may need to print some question papers on coloured paper for you. We will tell you which ones we need to print and which ones you can print. Your Head of Centre is responsible for making sure the security and integrity of the question paper is maintained during the printing process. We will make a copy of the question paper available for you to download from Digital File Despatch 90 minutes before the Key Time for the exam. We only provide the question paper(s) you include on Preparation – Form 3, that we approved, and only if the candidate has the appropriate entry. Make sure you have asked for all syllabuses and components that you need. If you amend your entries, you must tell us so that we can make the correct question paper(s) available to you on Digital File Despatch. We will email guidance about how to securely print question papers to you. You must follow the guidance outlined in this email. Alternatively, your centre is permitted to open the question paper packet not more than 90 minutes before the published Key Time (or in exceptional circumstances, with prior permission from us, before the standard centre start time) for the exam. This will enable your centre to: <ul style="list-style-type: none"> • copy and enlarge the standard paper from A4 to A3 • copy the standard paper onto coloured paper • produce a question paper with single-sided print. If your centre does not have the appropriate equipment to print the papers in the format required, please let us know as soon as possible. You must not modify the content of the question paper, for example, changing the font size. You must print question papers on A4 paper unless you have permission from us to make enlargements. You must keep signed records of the printing process. These should include: <ul style="list-style-type: none"> • the start time of the exam • the syllabus, component, candidate number and modification produced • the names and job titles of the two staff members who carried out the printing process. Record this information on your exam timetable. You may be asked to show these records to an inspector. You must keep these records until we have released certificates.

Page/section	Differences
Section 2 – Entries	
Page 47, 2.1.2	2.1.2 Private candidates (b) Private candidates must be able to meet all assessment requirements. Some options, including those with coursework and art & design syllabuses, are not available to private candidates.
Page 50, 2.3 (third paragraph)	2.3 Final entries Third paragraph wording for UK centres: The Cambridge Guide to Making Entries contains syllabus and option codes, as well as detailed instructions for making entries. Make sure you use the correct version of the guide for the UK and for your series.
Page 50, 2.3.1 (first paragraph)	2.3.1 Making final entries First paragraph wording for UK centres: You can make your final entries using one of the following: <ul style="list-style-type: none"> • A2C • Direct. Use the same method to submit all your entries in the same exam series. Instructions are in the Cambridge Guide to Making Entries, which is in the ‘Support Materials’ section of Direct . We also send you a printed copy.
Page 51, 2.3.1 (extra paragraph)	2.3.1 Making final entries Extra paragraph for UK centres: MIS packages and A2C You can download basedata ready to import into your MIS package. The basedata is compatible with JCQ standards at the time of publication and is in the ‘Support Materials’ section of Direct . It will give you the data you need for the relevant exam series.
Page 51, 2.3.1.1	2.3.1.1 Unique Learner Numbers (ULNs) Centres in England and Wales need to give us a ULN for all candidates entered for Ofqual-regulated syllabuses. We will contact you if any ULNs you submit are invalid. ULNs allow candidates’ achievements to be loaded to the Personal Learner Record (PLR) after we release results. You can find out about the PLR on the Learning Records Service (LRS) website. If you do not have ULNs for your candidates, you will first need to register the candidates with the LRS, making sure that the details you use exactly match the ones you have given us. The LRS will then send you the ULNs. You must give ULNs and unique candidate identifiers (UCI) when you make your entries for Ofqual-regulated syllabuses. Important information: After 20 minutes of inactivity you will automatically be logged out of Direct .

Page/section	Differences
Page 52	<p>Regulations</p> <p>(a) You must make final entries through Direct or A2C. You should use the same method to make all your entries in the same exam series.</p> <p>(b) If you want to receive a results file through A2C, you must submit your entry information through A2C.</p> <p>(c) The Head of Centre or Cambridge Associate is responsible for making sure entry data is accurate, complete and submitted on time.</p> <p>(d) You must check that your entry data is correct and complete on Direct, even if you have made your entries or any changes through A2C. The entries you can see on Direct are the entries we have recorded for you.</p> <p>(e) Between the entries deadline and the late entries deadline you can make late entries or changes, but we will charge late entry fees.</p> <p>(f) The final entry deadline for the November series is 21 September. There is no late entries deadline for this series.</p> <p>(g) If you use A2C, you must submit one entry file for all qualifications. To change any entries, you must export an amendment file and send it to us through A2C.</p> <p>(h) You can only apply for modified question papers if you have already made a final entry for the relevant candidate, syllabus and component. See section 1.3.6.</p> <p>(i) You must assign one four-digit candidate number to every candidate. You cannot change this number after you have made your entries. Do not assign the same number to more than one candidate in the same series. Do not assign duplicate or multiple numbers to the same candidate in the same series.</p> <p>(j) Centres in England and Wales must give a Unique Learner Number (ULN) for each candidate when they make entries for all Ofqual-regulated syllabuses. See section 2.3.1.1 (of this UK supplement) for more information.</p>
Page 53, Important dates box	<p>Important dates</p> <p>There is different information for UK centres for the November series:</p> <p>November series</p> <p>Cambridge Guide to Making Entries available: end of March 2025</p> <p>Entries can be made from: mid-May 2025</p> <p>Final entries deadline and application deadline for candidates who need modified papers: 1 July 2025</p> <p>Final entries deadline for other candidates: 21 September 2025</p> <p>Late entries deadline: 21 September 2025.</p>
Page 55, 2.4	<p>2.4 Entry fees, late entries, entry changes and retake entries</p> <p>Details of the fees for all our exams and how to pay are in our fees list. We publish the fees list in the 'My Messages' section of Direct. NEW If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees list to you.</p> <p>We have the right to change the fees list. Please check you are using the latest version.</p> <p>If you want to change or add entries, do this as quickly as possible:</p> <ul style="list-style-type: none"> • If you use A2C, make the changes using your MIS database. Export an amendment file and send it to us through A2C. Please make sure you send all your amendment files. • If you use Direct online entries, make the changes and send them to us. <p>Find out more about retake entries at www.cambridgeinternational.org/retakes</p>

Page/section	Differences
Page 56	<p>Regulations</p> <p>(k) This regulation does not apply to UK centres.</p> <p>(m) After the late entries deadline, the Direct online entries page will close and you will not be able to make any changes. You can still change candidate details through A2C, but we may reject any entry changes.</p>
Page 57, 2.4.1	<p>2.4.1 Withdrawing a candidate</p> <p>To withdraw a candidate on Direct, find their details in the 'Administer Exams' dashboard and click the 'Remove Candidate' button. To withdraw a candidate using an MIS package, follow your usual instructions and send us the amendment file using A2C.</p>
Page 62, 2.6	<p>2.6 Alternative venues, Regulations</p> <p>There is an extra regulation for UK centres:</p> <p>(h) If we allow you to use an alternative venue for a candidate, you can open the question paper packet 90 minutes before the Key Time for the exam. In some cases, we may allow you to open it before the standard centre start time so you can take the paper(s) to the venue.</p>

Page/section	Differences
Section 3 – Coursework and moderation	
Page 67, 3.2.6	<p>3.2.6 Absent candidates and not submitting coursework</p> <p>If a candidate is entered for a coursework component but does not submit any coursework, we cannot give them a grade in that syllabus. They will receive a 'NO RESULT' outcome. The teacher must mark them as absent (with an 'A', not 'O') when they submit marks through Direct, A2C or Submit for Assessment. When they fill in the Coursework Assessment Summary Form, the teacher must list the candidate's number and name and tick the 'absent' box against that candidate's row on the form.</p>
Page 75, 3.5.1	<p>3.5.1 How to submit marks</p> <p>Extra section for UK centres:</p> <p>A2C</p> <p>You can create your internally assessed marks file using your MIS package and then submit it to us through A2C. Please include a printout of the marks when you send us your samples.</p>
Page 76, 3.5.1	<p>Internal Assessment Mark Sheets (MS1)</p> <p>We no longer provide printed Internal Assessment Mark Sheets (MS1) in your pre-exam despatch. You must submit marks through A2C or Direct.</p>
Page 77, 3.6.2	<p>3.6.2 How to fill in the forms</p> <p>This wording replaces the second part of the sixth bullet point:</p> <p>If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column. The marks in this column must match the marks you submit to us through Direct, A2C or Submit for Assessment.</p>
Page 78, 3.6.3	<p>3.6.3 How to submit the samples</p> <p>This wording replaces the third bullet point:</p> <p>If you need to submit a report showing the marks you submitted for all candidates entered for a component and this is not a syllabus/component that uses Submit for Assessment, this can be your Direct internal marks report or your MIS internal marks report.</p>
Page 79	Important information (box 2, column 1) – not applicable to UK centres.

Page/section	Differences
Section 4 – Before the exams	
Page 82, 4.1	4.1 Forecast grades Extra sentence before the bullet points: JCQ awarding bodies do not ask for forecast grades but we still ask you to submit them.
Page 82, 4.1.1	4.1.1 How to submit forecast grades This information replaces the first paragraph: You must submit forecast grades through Direct before or by the relevant deadline. A2C Depending on your MIS package, you may be able to create your forecast grades file and then submit it to us through A2C.
Page 85	Early question papers for speaking tests Different exams in the bullet points: You do not need a question paper for: <ul style="list-style-type: none"> • Cambridge IGCSE First Language English (0500/04 and (9–1) 0990/04) • Cambridge IGCSE First Language Spanish (0502/03) • Cambridge IGCSE Bahasa Indonesia Speaking (0538/03) • Cambridge IGCSE Chinese as a Second Language Speaking (0523/03) • Cambridge IGCSE Urdu as a Second Language Speaking (0539/03) • Cambridge International AS & A Level languages other than English NEW (8679/01, 8684/01 and 9718/01).
Page 86	Pre-exam despatch Different wording in the bullet points: <ul style="list-style-type: none"> • June series: Mid- to late March 2025. • November series: Early October 2025.
Page 86	Administrative forms and other materials Extra information for UK centres: Internal Assessment Mark Sheets (MS1): You must submit internally assessed marks through Direct or A2C. We no longer send you printed Internal Assessment Mark Sheets (MS1).
Page 88	Bar-coded labels despatch Different date for UK for the November series: <ul style="list-style-type: none"> • November series: Early October 2025.
Page 89, 4.2.3	Early question papers and pre-release materials Differences for UK centres: <ul style="list-style-type: none"> • Cambridge O Level Art & Design (6090) – not available to UK centres.
Page 97, 4.5.2.2	4.5.2.2 Notice to Candidates and Candidate Warning poster Extra sentence at the end of this section for UK: If Cambridge exams are taking place in the same room at the same time as exams from other UK boards, you can display the JCQ posters outside the room and the Cambridge posters inside.

Page/section	Differences
Section 5 – Exam day	
Page 102, 5.1	<p>5.1 At the beginning of the exam</p> <p>Different wording to replace first three paragraphs:</p> <p>Candidates must take their exams in the correct timetabled session. You must schedule exams within the appropriate timetable session in compliance with the relevant Key Time. See the ‘Key Times and Full Centre Supervision’ section and section 1.2.2.</p> <p>You are responsible for giving candidates their exam times.</p>
Page 113, 5.4	<p>5.4 Packing and sending scripts</p> <p>The fifth bullet point about air freight is not applicable to UK centres.</p> <p>Extra information for UK centres:</p> <p>You cannot use the Department for Education funded Yellow Label Service for Cambridge IGCSEs. You must return Cambridge IGCSE and Cambridge International AS & A Level scripts using our white bar-coded labels and address labels.</p> <p>You must use the correct method to return your scripts. If you do not, they may be delayed or lost and your candidates will not receive their results.</p>
Page 116	<p>Outer packaging guidelines</p> <p>This information is not applicable to UK centres.</p>
Page 126, 5.7.1.4	<p>5.7.1.4 Large numbers of candidates</p> <p>This information replaces the third and fourth paragraphs about scheduling groups of candidates:</p> <p>You must supervise all candidates until the Key Time. Candidates may be taking the exam or they may be under Full Centre Supervision, before or after taking the exam. If you have divided the candidates into two groups, you can schedule the exam so that one group finishes at (or close to) the Key Time, and the other group starts at (or close to) the Key Time. This will keep the amount of time candidates spend under Full Centre Supervision to a minimum.</p> <p>The fifth paragraph is not applicable to UK centres.</p>
Page 127, 5.7.2	<p>5.7.2 Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level listening exams</p> <p>This wording replaces the third paragraph:</p> <p>For Cambridge International AS & A Level Music (9483/01), candidates need equipment that allows them to control the recording, for example, CD players with headphones.</p>
Page 128, 5.7.2.3	<p>5.7.2.3 Large numbers of candidates</p> <p>This wording replaces all information after the third paragraph:</p> <p>Scheduling the two groups in this way may cause written exams timetabled for the same day to overlap with a listening exam. If this happens:</p> <ul style="list-style-type: none"> • Arrange the two groups of candidates so that the sittings do not overlap. • Timetable the exam so that the changeover between the two groups is earlier than the Key Time (you will need to supervise the first group of candidates after their exam). • Delay the start of the exam (as long as all candidates are under Full Centre Supervision at the Key Time). <p>If you would need more than two groups of candidates, contact us well before the exam.</p>

Page/section	Differences
Section 6 – Results and certificates	
Page 133, 6.1.1	<p>6.1.1 Online results</p> <p>Extra wording for UK centres:</p> <p>If you made entries through A2C, your results file will also be available through A2C. Please make sure you update your MIS package to match our systems or not all results will display when the results file is transferred. We will email you instructions before we release results.</p> <p>We also provide a component marks report with:</p> <ul style="list-style-type: none"> marks for each component of the syllabus for every candidate you have entered raw and adjusted marks for each component. <p>This is a Microsoft Excel spreadsheet so you and your teaching staff can analyse the information. We publish it on Direct after results release. We will give you dates in the Cambridge Exams Officer eNewsletter.</p>
Pages 133 and 134, 6.1.3	<p>6.1.3 Results despatch</p> <p>This section has different wording for UK centres:</p> <p>We usually send this despatch by courier. We do not email results to you or anybody else.</p> <p>A Associate Centres will receive their results according to their local arrangements.</p> <p>When you receive your despatch, check that you have all the documents listed below.</p> <p>We do not include the following documents in your provisional results despatch:</p> <ul style="list-style-type: none"> statements of results for candidates results broadsheets for teachers. <p>You can download these through Direct. If you need printed copies, for example for visa applications, email info@cambridgeinternational.org</p> <p>Results by syllabus, option and component: for teachers</p> <p>This document shows all your results and component grades by syllabus, option and component. They let teachers compare a candidate's standard across different parts of an exam. They will not always exactly match the overall syllabus grade. You can share this information with candidates to help decide whether to retake a syllabus or apply for enquiries about results. If you do this, please tell them they should not share this information with anyone else. You can give component grade information if a university asks for it.</p> <p>Moderation adjustment summary reports: for teachers</p> <p>We provide a summary of moderation adjustments for every internally assessed component. The summary shows any changes we made to the marks your teachers awarded.</p> <p>We do not change weighted marks. 'NO ADJUSTMENT' means that we accepted your marks. The information is in syllabus component code order.</p> <p>If we changed ranges of marks, we show them in ascending order. We do not reduce marks below zero or raise them above the maximum mark for the component.</p> <p>Moderation report: for teachers</p> <p>We provide a report on the moderation for each internally assessed component. It also shows where our moderators re-marked coursework because they could not moderate the marks.</p>

Page/section	Differences
Page 134	<p>Regulations</p> <p>(a) You are responsible for giving all your candidates, including private candidates, the electronic statements of results information you download from Direct.</p> <p>(b) The electronic statement of results is not a certificate. A university or other organisation may not accept it.</p> <p>(c) We can correct the information on any electronic statements of results before we send certificates.</p> <p>(d) The electronic statements of results belong to us and we issue them on the following conditions:</p> <ul style="list-style-type: none"> • If an electronic statement of results is altered or defaced it is invalid. • The electronic statement of results must be returned to us if we ask for it. <p>(e) Check centre and candidate details on electronic statements of results, including the spelling of names and dates of birth. As electronic statements of results are a record of the exam, you must tell us straight away if there are any errors so we can correct them before we send your certificates. Use Results and Certificates – Form 12. A Associate Centres must tell their Cambridge Associate about any errors.</p> <p>(f) Contact us or your Cambridge Associate straight away if any electronic statements of results are missing from Direct.</p> <p>(g) We do not usually give results directly to candidates. In rare cases we may do this, once we have checked their identity.</p> <p>Administrative forms</p> <p>Form available from www.cambridgeinternational.org/forms</p> <p>Replacement Statement of Results/Certificate Application: Results and Certificates – Form 12.</p> <p>Important dates</p> <p>Tell us about any changes to electronic statements of results by the following dates:</p> <p>June series: 22 September 2025</p> <p>November series: 26 February 2026.</p>
Page 135, 6.1.5	<p>6.1.5 Grade changes after results release</p> <p>This section is different for UK centres:</p> <p>If a candidate's grade changes after we release results and the change is not because of an enquiry about results, we will automatically update the following documents within three working days. This is as long as your centre has no open enquiry about results.</p> <ul style="list-style-type: none"> • statement of results for every candidate (PDF) • results for your centre in broadsheet format (PDF) • results for your centre in broadsheet format (Microsoft Excel). <p>If you need an updated component marks report, email info@cambridgeinternational.org confirming the syllabus and series.</p>

Page/section	Differences
Page 138, 6.2	<p>6.2 Priority results</p> <p>Paragraph two is different for UK centres:</p> <p>For UK university applications, we send all Cambridge International AS & A Level and Global Perspectives & Research results to the Universities and Colleges Admissions Service (UCAS). They will arrive in time to meet university deadlines. Therefore, candidates do not need to ask for priority results information.</p>
Page 139, 6.3	<p>6.3 Enquiries about results</p> <p>Extra paragraph for UK centres:</p> <p>To help you decide whether you want to submit an enquiry about results, you can also apply to see a copy of a candidate's script. This is called a 'priority copy of script' and is only available in the June series for Cambridge International AS & A Level results.</p>
Page 139, 6.3.1	<p>6.3.1 Enquiries about results services</p> <p>Two extra enquiries about results services for UK centres:</p> <p>Service name</p> <p>Priority review of marking: Service 2P.</p> <p>Details of service</p> <p>The same as 'Service 2' but we complete the review within 18 days of receiving your request. You can ask for this service if your candidate's place in further/higher education depends on the outcome. We must receive all applications by 23 August 2025. Apply as soon as possible after we release results. This means you will have more chance of receiving the outcome before the UCAS deadline of 4 September 2025.</p> <p>Availability of service</p> <p>Available for components we have assessed. Not available for multiple-choice question papers. Only available in the June series for Cambridge International AS & A Level syllabuses.</p> <p>Service name</p> <p>Priority review of marking with copy of script: Service 2PS.</p> <p>Details of service</p> <p>The same as 'Service 2P' but you also receive a copy of the script.</p> <p>Availability of service</p> <p>Available for components we have assessed. Not available for multiple-choice question papers. Only available in the June series for Cambridge International AS & A Level syllabuses.</p>
Page 141	<p>Information for UK centres:</p> <p>Access to scripts</p> <p>Priority copy of scripts</p> <p>This service does not involve a review of marking. It allows you to see a script to decide whether or not to submit an enquiry about results. We will upload any copies of scripts to Direct by 6 September 2025. If you want a priority service, do not ask for a copy of the script separately. If you do this you will not receive the script before the priority services deadline for the candidates in the group. Only available in the June series for Cambridge International AS & A Level syllabuses.</p> <p>Copy of script</p> <p>We can return copies of some or all of your candidates' scripts. You can use these within the centre but not to support an enquiry about results. We will upload any copies of scripts to Direct by 27 November 2025 for the June series and 23 April 2026 for the November series.</p> <p>Available for all qualifications.</p>

Page/section	Differences
Page 141	<p>Important dates</p> <p>Different information for UK centres:</p> <p>Deadlines for submitting enquiries about results, including enquiries about 'NO RESULT' or 'PENDING' outcomes:</p> <p>June 2025 series</p> <p>23 August 2025: applications for priority enquiries about results Services 2P and 2PS (only available for June series results and for Cambridge International AS & A Level syllabuses). If a candidate's university place depends on the result of the enquiry, apply as soon as possible after we release results. You will have more chance of receiving the outcome before the UCAS deadline of 4 September 2025.</p> <p>20 September 2025: applications for enquiries about results.</p> <p>November 2025 series</p> <p>26 February 2026: applications for enquiries about results.</p> <p>Deadlines for applying for access to scripts:</p> <p>June 2025 series</p> <p>23 August 2025: priority copy of script request (this does not involve a review of marking).</p> <p>14 October 2025: copy of script request (for use within the centre and not to support an enquiry about results).</p> <p>November 2025 series</p> <p>11 March 2026: copy of script request (for use within the centre and not to support an enquiry about results).</p> <p>We cannot accept requests after the deadlines because we start to dispose of candidate scripts soon after these dates.</p> <p>A It is good practice for Cambridge Associates to submit enquiries about results for all their Associate Centres before the closing date. This gives time to check them and resolve any problems before the deadline. Cambridge Associates may set earlier deadlines for their Associate Centres.</p>
Page 142, 6.3.3	<p>6.3.3 How long does it take to process enquiries?</p> <p>Different wording for UK centres in the first paragraph:</p> <p>We deal with enquiries in the order we receive them. We will tell you the outcome within 30 days of receiving your enquiry, or 18 days for priority services.</p> <p>There is an extra second paragraph for UK centres:</p> <p>If you are submitting a Service 2P or 2PS enquiry for a candidate whose university place depends on the result of the enquiry, apply as soon as possible after we release results. You will have more chance of receiving the outcome before the UCAS deadline.</p>
Page 143, 6.3.4	<p>6.3.4 Outcomes of enquiries about results</p> <p>Regulations (a) and (b) are different for UK centres:</p> <p>(a) For unregulated qualifications, the candidate's syllabus grade will either stay the same or go up.</p> <p>(b) Where an enquiry does not lead to a syllabus grade change, but does lead to a component grade change or a percentage uniform mark change, we will not reissue any results documents unless you ask us to by emailing info@cambridgeinternational.org</p>
Page 143, 6.3.4.1	<p>6.3.4.1 Using photocopied scripts</p> <p>This section is different for UK centres:</p> <p>We upload copies of scripts to the 'Enquiries about results' section of Direct.</p>

Page/section	Differences
Page 150, 6.5.2	6.5.2 Applying for a certifying statement for Common European Framework of Reference (CEFR) This section does not apply to UK centres.
Page 150	Administrative forms This form does not apply to UK centres: Certifying Statement Application for Common European Framework of Reference (CEFR): Results and Certificates – Form 11.
Page 150, 6.7	6.7 Applying to university This section is different for UK centres: Students should apply to UK universities through UCAS. For overseas universities, they should contact the relevant university. To find out which universities and institutions recognise Cambridge exams, see our recognition and credit policy search data at www.cambridgeinternational.org/recognition-search
A to Z of terms	
Page 166	Extra term for UK centres: A2C An application that enables data transfer directly between a centre and an awarding organisation.
Page 166	Different wording for UK centres: Cambridge IGCSE and IGCSE (9–1) Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around the age of 16 in England.
Page 170	Different wording for UK centres: Key Time A time, defined by the location and country of a centre, specified by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision. The Key Times for the UK are: <ul style="list-style-type: none"> • June series: 10:00 BST and 14:00 BST • November series before the clocks go back: 10:00 BST and 14:00 BST • November series after the clocks go back: 09:00 GMT and 13:00 GMT. The JCQ start times of 09:00 for the morning session and 13:30 for the afternoon session work with our Key Times except in the following situations: <ul style="list-style-type: none"> • it is an afternoon exam in the November series after the clocks have gone back • it is an exam during British Summer Time that is less than an hour long. In both situations, you must make sure that candidates are under supervision at the Key Time.

Differences between Cambridge International Education (Cambridge) and JCQ exam boards

Because we are an international exam board and not a member of the JCQ, some of our processes and regulations are different. Read this section to find out where our regulations differ from the JCQ regulations set out in their Instructions for Conducting Examinations and other documents on the JCQ website.

Section 1: Preparation

Final timetables

We try to align our timetable to the JCQ timetable where possible and we understand the challenges that different timetables create for our UK centres. We appreciate there are some timetable clashes UK centres may need to manage. We have provided more information about ways you can manage these clashes below.

Because our qualifications are taken in 160 countries, we produce a set of timetables across our six administrative zones for each series. There is a separate timetable for the UK. We cannot publish the UK timetable earlier as it is produced alongside the other timetables. See section 1.2 of the Cambridge Handbook.

Key Times

To safeguard the security of our exams internationally, we use Key Times instead of start times. All candidates must be in the exam or under Full Centre Supervision at the Key Time. See the 'Key Times and Full Centre Supervision' section in the Cambridge Handbook.

Local Key Times for your Centre	
Morning session Key Time	Afternoon session Key Time
Whilst NOT observing DST 09:00	Whilst NOT observing DST 13:00
Whilst observing DST 27 Mar 2022 (DST Start) 30 Oct 2022 (DST End) 10:00	Whilst observing DST 27 Mar 2022 (DST Start) 30 Oct 2022 (DST End) 14:00
Key Time GMT/UTC 09:00	Key Time GMT/UTC 13:00

Timetable deviations

It is possible that you will have a timetable clash between our exams and exams from a JCQ exam board. In this case, you may be able to carry out a timetable deviation. We only consider timetable deviations where the clash of exams in the same session would last more than three hours and 45 minutes. UK schools do not need to apply to use a timetable deviation.

Access arrangements

NEW You cannot apply for Cambridge access arrangements using Access Arrangements Online (AAO). **You must tell us about any access arrangements you plan to use by submitting an application using either Preparation – Form 1 or our Apply for Access Arrangements service.** You must apply for access arrangements for each exam series.

You may be asked to provide evidence at the time of submitting your application. You can still use your JCQ outcome letter as part of this evidence. Although some of our access arrangements may not be included on your JCQ outcome letter, we can use the additional information you submitted on JCQ's Form 8 to help us make our decision. For this reason, we recommend that you provide us with both your JCQ outcome letter and JCQ Form 8 when we ask for evidence. (See the table below for deadlines.)

Our deadline for modified papers is a week earlier than the JCQ deadline because our exam series starts earlier; please see section 1.3 of the Cambridge Handbook.

June series	Cambridge	JCQ
Modified papers	21 January	31 January
Access arrangements	21 February	21 March
November series	Cambridge	JCQ
Modified papers	1 July	20 September*
Access arrangements	21 July for new entries 10 September for retake entries	1 November*

* Dates not published by JCQ at time of printing. Based on November 2024 series dates.

Modified papers

We will only send you modified question papers if you submit a final entry for the relevant candidate, syllabus and component. We encourage you to submit final entries for any candidates with modified papers as early as possible. See section 1.3.6.

Section 2: Entries

Entry fees

Our late entry stages are different from other exam boards. Between the entries deadline and the late entries deadline, you can make entries or entry changes but you will be charged late entry fees. In exceptional circumstances, you can make entries or changes after the late entries deadline by:

- allowing candidates to sit the exam without an entry as long as you meet the requirements listed in section 5.1.6 of the Cambridge Handbook
- asking us to send you additional question papers if you do not have enough spare question papers for each of the relevant components. Each request will be considered on a case-by-case basis, and we reserve the right to decline any request received after the late entries deadline.

We will charge a very late entry fee for any unauthorised entries or for any additional question papers we send you. See our fees list in the ‘My Messages’ section of **Direct** for details. It may not be possible for us to release results for these candidates at the same time as other results.

Making entries

The JCQ regulations state that candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series.

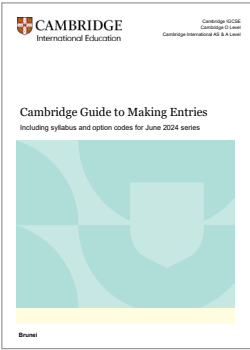
	June series	November series
You can start to make entries	From mid-November	From mid-May
Final entries deadline and application deadline for modified papers	21 January	1 July
Final entries deadline	21 February	21 September
Late entries deadline	17 April	21 September

Checking and changing your entries

You should use the same method to submit your entries and changes in the same exam series. If you use A2C, submit one entry file for all your entries. To make any changes, export an ‘Amendment file’ and submit it to us through A2C.

You must check that your entry data is correct and complete on **Direct**, even if you have submitted your entries and changes using A2C or any MIS package. See section 2.3 of the Cambridge Handbook.

Option entry codes



As our qualifications are linear, we use syllabus and option codes instead of unit codes and rules of combination. When you make your entries, you must select the relevant syllabus code and option code that represents the combination of components you want to enter the candidate for, including the components that can be carried forward from a previous series.

You cannot enter candidates for a single component. Candidates need to complete all the components in an option to receive a syllabus grade.

You do not need to submit a cash-in code with your entries. Instructions for making entries and a list of syllabus and option codes are in the Cambridge Guide to Making Entries.

Important information



Transferring candidates

We have specific regulations and processes for transferring candidates from one centre to another. See section 2.1.3 of the Cambridge Handbook.

Section 4: Before the exams

Forecast grades

For some qualifications, we continue to ask you to submit forecast (or estimated) grades as part of our quality assurance processes. See section 4.1 of the Cambridge Handbook.

Invigilator requirements

	Cambridge	JCQ
Written exams	One invigilator for every 30 candidates	One invigilator for every 30 candidates
Practical tests	One invigilator for every 20 candidates. A teacher of the subject should also be present to deal with any technical difficulties. At least two invigilators must be present when a test is being conducted, even if you have fewer than 20 candidates sitting the test. For Cambridge ICT and IT practical tests, see section 5.7.4 of the Cambridge Handbook.	One invigilator for every 20 candidates

A human reader, scribe, practical assistant, prompter, colour naming assistant or live speaker cannot also act as an invigilator.

Posters

Please display the Notice to Candidates and Candidate Warning poster (shown right) inside and outside all exam rooms. JCQ only requires that the posters are displayed outside the exam room.

If Cambridge exams are taking place in the same room at the same time as exams from other UK boards, you can display the JCQ posters outside the room and the Cambridge posters inside. See section 4.5.2.2 of the Cambridge Handbook.

Notice to candidates

You must:

- be on time for all exams and any periods of Full Centre Supervision
- follow the invigilator's instructions
- leave all used and unused exam materials in the exam room.

You must not:

- have any unauthorised materials with you
- communicate with, try to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.


If you are not sure, speak to an invigilator.

If you break any of the rules you could be DISQUALIFIED

This poster must be displayed both inside and outside each exam room and be visible to all candidates.

CAMBRIDGE International Education

WARNING



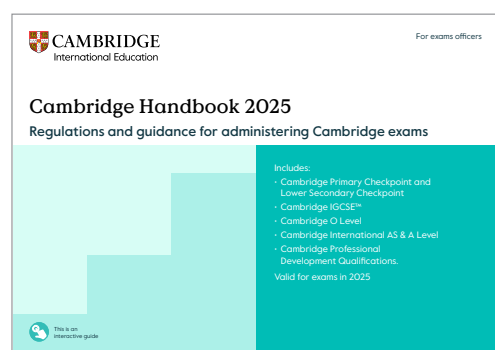
NO unauthorised materials in the exam room. For example:

- NO** mobile phones
- NO** smartwatches
- NO** technology with communication or storage
- NO** unauthorised notes or revision materials.

If you have unauthorised materials, you could be **DISQUALIFIED**

This poster must be displayed both inside and outside each exam room and be visible to all candidates.

CAMBRIDGE International Education



Copies of Cambridge Handbook

NEW Place a printed copy of sections 4 and 5 of the Cambridge Handbook in each exam room. An electronic copy is not acceptable. We have produced an abridged version of sections 4 and 5 for centres to print out, which is available from www.cambridgeinternational.org/eoguide. See section 4.5 of the Cambridge Handbook.

Receiving and storing confidential materials

There are differences in the regulations between Cambridge and JCQ for receiving and storing confidential materials. Please see sections 4.3 and 4.4 of the Cambridge Handbook. You must have a minimum of two and a maximum of three authorised people as key holders for your secure storage.

Section 5: Exam day

Five-minute warning

You must give candidates a five-minute warning before the end of their exam. JCQ does not require the use of a five-minute warning. See section 5.2.6 of the Cambridge Handbook.

Inspections

As we are not a member of the JCQ, we do not have access to JCQ inspection data so we need to carry out our own inspections. This may mean that you are visited by Cambridge inspectors as well as JCQ inspectors in the same series. To find out more, see our video, 'What to expect from a security inspection' at:

www.cambridgeinternational.org/security-inspections

Removing question papers from secure storage

There are differences in the regulations between Cambridge and JCQ for removing question papers from secure storage. Please see sections 5.1.9 and 5.1.9.1 of the Cambridge Handbook.

Leaving the exam room

Keep candidates who want to leave before the Key Time under Full Centre Supervision. See sections 5.2.3 and 5.3.1 of the Cambridge Handbook.

Question papers after the exam

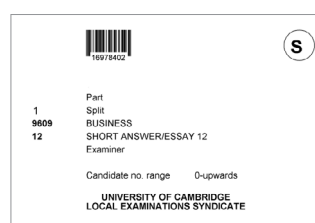
Store Cambridge IGCSE and Cambridge International AS & A Level question papers securely for 24 hours after the end of the exam or after the Key Time, whichever is later. Store empty question paper packets securely until we issue certificates. See section 5.3.2 of the Cambridge Handbook.

Script return

We send you bar-coded labels to return your scripts. You must attach the correct label to the outside of each script packet. You must return your scripts for all qualifications using our white bar-coded labels.

For more information, go to:

www.cambridgeinternational.org/examday



White label (for all Cambridge Checkpoint, Cambridge IGCSE and Cambridge International AS & A Level qualifications)

Section 6: Results and certificates

Our results release dates are different from those of JCQ exam boards. June series results are released in mid-August and November series results are released in mid-January. Specific dates are communicated in the Cambridge Exams Officer eNewsletter.

June series	Cambridge deadlines	JCQ deadlines
Priority enquiries about results	23 August	Thursday of the week following general results release
Priority copies of scripts (to support enquiries about results)	23 August	Thursday of the week following general results release
Enquiries about results	20 September	Four weeks after GCSE results release
Access to scripts	14 October	Five weeks after GCSE results release

November series	Cambridge deadlines	JCQ deadlines
Enquiries about results	26 February	Four weeks after GCSE results release
Access to scripts	11 March	Five weeks after GCSE results release

Submitting enquiries about results

All component enquiries you want us to review for the same candidate and syllabus must be submitted at the same time. Any subsequent requests for the same syllabus and candidate will be rejected. This is because our qualifications are linear, so we look at the result the candidate is awarded in the context of the whole syllabus, rather than the individual component. See our Enquiries About Results Guide (UK) at: www.cambridgeinternational.org/ear



Important information

For more information about JCQ enquiries about results deadlines, go to:
www.jcq.org.uk/examsoffice/key-dates-and-timetables

Learn more! For more exams officer information, visit www.cambridgeinternational.org/examsofficers or contact our Customer Services team on 01223 553554 or email info@cambridgeinternational.org

We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We are always looking to improve the accessibility of our documents. If you find any problems or you think we're not meeting accessibility requirements, contact our team: info@cambridgeinternational.org

If you need this document in a different format contact us at info@cambridgeinternational.org telling us your name, email address and requirements and we will respond within 15 working days.

