



Cambridge Handbook supplement (March 2024 series)

This supplement outlines where regulations and guidance for administering Cambridge exams are different for the March series. Alongside this guide, exams officers must also read and understand the *Cambridge Handbook*, available at www.cambridgeinternational.org/examsofficersguide

The March exam series section of our website (www.cambridgeinternational.org/march) has the key administrative documents and forms you will need to deliver the March series. They include:

- the monthly calendar
- the final timetable.

There is also a list of syllabuses available for the March series: www.cambridgeinternational.org/exam-administration/march-series/syllabuses

What is different for the March 2024 exam series?

Carry-forward entry rules

You must follow our rules for making carry-forward entries. You must read our [Carry-forward Regulations Supplement for Exams Officers and Centre Staff](#). Use this in conjunction with the [Cambridge Handbook](#) and your *Cambridge Guide to Making Entries* (available on [Cambridge International Direct](#)) if you are making any carry-forward entries.

Phase I – Preparation

Preparing your exams timetable

In April, we publish a provisional version of the timetable for the following March series on Direct. At this point you can let us know if you have any major concerns. Email any comments to info@cambridgeinternational.org with 'March series provisional timetable' and your centre number in the subject line. You have four weeks from the date this is published to give any feedback. Once we have considered any comments we publish the final version of the timetable in June. After the final timetable has been published, we cannot accept any requests to change exam dates.

The Key Times for schools in **India** are:

- **Morning session:** 10:30 India Standard Time (05:00 Greenwich Mean Time/Coordinated Universal Time)
- **Afternoon session:** 14:30 India Standard Time (09:00 Greenwich Mean Time/Coordinated Universal Time).



The Key Times for schools in **Romania** are:

- **Morning session:** 07:00 Eastern European Standard Time (05:00 Greenwich Mean Time/Coordinated Universal Time)
- **Afternoon session:** 11:00 Eastern European Standard Time (09:00 Greenwich Mean Time/Coordinated Universal Time).

Important dates

Final timetable available: 9 June 2023

Timetable deviation application deadline: 14 December 2023

Access arrangements

Important dates

Deadline for requesting modified question papers:
6 October 2023

Deadline for applying for access arrangements:
21 January 2024

The deadline for applying for access arrangements has been extended to 21 January 2024 for the March 2024 series only.

Phase 2 – Entries

Making final entries

Important dates

You can make entries for the March 2024 series from 13 September 2023.

Final entries deadline for candidates requiring modified question papers: 6 October 2023

Final entries deadline for first-time entries: 27 November 2023

Late entries deadline for first-time entries: 14 December 2023

Final deadline for retake entries from the November 2023 series only: 22 January 2024

We charge a late entry fee for any first-time entries or changes we receive between 28 November and 14 December 2023.

Retake entries

You can submit retake entries for candidates entered in the November 2023 series until 22 January 2024 without being charged late entry fees as long as:

- the candidate sat the same syllabus, regardless of the option code, in the November 2023 exam series
- you submit the candidate's previous centre number and candidate number correctly
- you indicate that the syllabus entry is a retake entry when you first submit it to us by ticking the 'retake' box next to the entry.

To avoid being charged fees unnecessarily, read our guidance to understand how retake entries work and the correct entry deadline:

www.cambridgeinternational.org/march-retakes



Statements of entry

Download statements of entry from the 'Reports' tab on [Direct](#) (you do not receive printed statements in your exam despatch).

Cambridge International AS & A Level staged assessment

Candidates can use their March series Cambridge International AS Level results towards a Cambridge International A Level (of the same subject) in a later exam series, except for the June series of the same year. Cambridge International AS Level results can be carried forward twice within 13 months of the series when the candidate took the AS Level.

You must use our [Carry-forward Regulations Supplement](#) to help you understand the entry you should make if you have candidates who wish to carry forward marks.

For example:

Candidates can use their Cambridge International AS Level results achieved in the March 2023 series towards the award of a Cambridge International A Level in the November 2023 and/or the March 2024 series, but not the June 2023 series.

Carrying forward internally assessed marks

Candidates wishing to take a syllabus again in a future exam series may want to retake the written components and carry forward the marks they achieved in their internally assessed components. Individual syllabuses specify whether candidates can do this or not. If the syllabus allows it you can carry forward Cambridge IGCSE marks once and Cambridge International AS Level marks twice within a 13-month period. Marks for the March 2023 series cannot be carried forward to the June 2024 series.

For example:

Candidates can carry forward their internally assessed component marks achieved in the March 2023 series to complete a Cambridge International AS Level in the November 2023 series. This AS Level cannot itself be carried forward towards a Cambridge International A Level in the March 2024 series.

Alternative venues

We need to receive any alternative venue requests by 14 December 2024.

Phase 3 – Coursework and moderation

Submitting marks for internally assessed components

Important dates

Deadline for submitting internally assessed marks: 27 February 2024

Submitting coursework and speaking test samples

Important dates

We need to receive your samples by 27 February 2024.

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Phase 4 – Before the exams

Forecast grades

You must submit forecast grades to us by 27 February 2024.

Pre-exam and question paper despatches

Important dates

We send despatches to you at the following times of year; see table below. The dates below are for entries made by the first-time entry deadline. Despatches for retake or late entries will arrive later.

Despatch	Date
Pre-exam despatch including early question papers*	Mid-December 2023
Early question papers for speaking tests	Mid-December 2023
Confidential instructions for practical exams	Mid-December 2023
Question papers	Mid-January 2024
Pre-exam despatch	Late January 2024

*For all entries made by the first-time entry deadline only (27 November 2023), pre-exam despatch ('admin') materials will be packed and sent with question paper packets in the main question paper despatch. You can find more information about the combined pre-exam and confidential question paper despatch on our website: www.cambridgeinternational.org/combined-despatch

Art & Design syllabuses

For Cambridge IGCSE Art & Design (0400/02) and Cambridge International AS & A Level Art & Design (9479/02), question papers will be available on the School Support Hub from 1 November 2023. Question papers will only be available on Digital File Despatch if you have made final entries. You are responsible for preparing candidates for their exam using the question papers for the correct exam series.

Phase 5 – Exam day

Special consideration

Important dates

You can apply in Direct from 1 January 2024.

Phase 6 – Results and certificates

Understanding and preparing for results

Important dates

Results available on Direct: Late May 2024
Results despatch: Beginning of June 2024

Enquiries about results

Important dates

The deadline for submitting enquiries about results, including enquiries for 'NO RESULT' or 'PENDING' outcomes, is 11 June 2024.

Certificates

Important dates

We will send your certificates by late June 2024. Email info@cambridgeinternational.org if you do not receive them by the end of June 2024. We charge for replacement certificates after 16 June 2024. We also charge a courier fee. The fees are in our fees list, which is available from the 'My Messages' section of Direct. We can only replace March 2024 certificates until 31 January 2026. After this date you will need to apply for a certifying statement.

Certifying statements, verification of results and priority results applications

Important dates

To apply for priority results, the candidate or the centre where the candidate took the exam(s) must complete and return *Results and Certificates – Form 9* by 30 April 2024.

Learn more! For more information please visit cambridgeinternational.org/examofficers or contact Customer Services on +44 (0)1223 553554 or email info@cambridgeinternational.org

We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We're always looking to improve the accessibility of our documents. If you find any problems or you think we're not meeting accessibility requirements, please email us at info@cambridgeinternational.org with the subject heading: Digital accessibility. If you need this document in a different format, contact us and supply your name, email address and requirements and we will respond within 15 working days.