

Packing and despatching scripts

Video transcript

You must send us your candidates' answer scripts after every exam, or at least once a week.

Packing exam scripts

We send you all the materials you need to pack your scripts. This includes bar-coded labels, script packets and despatch labels. We do not give you outer envelopes. Your courier usually provides them.

Invigilators must collect all answer scripts before candidates leave the exam room, sort the answer scripts into the order shown on the attendance register. Check that they have all the answer scripts and that candidates have used the correct centre and candidate numbers, and then hand the answer scripts to you, the exams officer, to pack and despatch.

Remember, answer scripts are confidential. Do not read or photocopy any of them before despatch.

Check the scripts against the attendance register to make sure the information on the attendance register matches the answer scripts you are about to pack.

Do not send anything else apart from attendance registers with your scripts. Send any other documentation, such as special consideration or malpractice forms, separately from your scripts.

Pack the scripts in candidate order into the relevant script packet. Pack the scripts for different components into different script packets.

If you have lots of entries for a particular exam, you may need to pack the scripts into more than one script packet.

Select the right bar-coded label. The bar-coded labels are in timetable date order and the component name and number on the label must match the component name and number on the answer scripts in the packet.

Attach the bar-coded label to the front of the packet.

We will give you the necessary number of bar-coded labels. Pack the scripts so they match the candidate number range on the label.

If you are missing a bar-coded label, write your centre number, the syllabus and component number, and the number of scripts on the front of the script packet.

If you cannot fit your scripts into one packet to match the bar-coded label candidate range, use two or more packets and tape them together. Place the bar-coded label on the top packet and include the attendance register in this packet. Do not split the attendance register.

Do not write anything on the bar-coded label. Do not cover the bar-coded label with any tape, other labels or anything that may damage or obscure it in any way.

Securely fasten the script packet.

We scan the bar-coded labels when your script packets arrive, to tell us which scripts are in the packet. We use this information to get your scripts to the right examiner as soon as possible, so make sure you pack the correct scripts with the correct label.

Now pack your script packet into an outer envelope and seal securely. You can pack more than one script packet into the outer envelope.

Depending on the number of script packets, you may need to pack them in a bigger parcel or box. If you use more than one outer package, please indicate on the front how many you are sending, for example, 'one of three', 'two of three', 'three of three'.

For the safety of those handling your packages, please make sure they are secure and do not weigh more than 15 kilograms each. Just in case they get lost, do not pack all the scripts for an entire syllabus into one parcel.

Attach the despatch label to the front of the outer envelope.

Despatching scripts

You should send your scripts to us on a daily basis as soon as each exam has finished. As a minimum, you should send regular despatches at least once a week. Keep your scripts in your secure storage before sending them.

Send your scripts using a method that provides a tracking facility. Keep a record of your tracking number and the contents of the despatch, so you can check on the progress of your parcel.

Please complete our script return form for each despatch so we can track your despatch as well.

Send your parcels to our address:
Cambridge Assessment International Education
Hill Farm Road
Whittlesford
Cambridge CB22 4FZ
UK

If you do not have enough materials when packing and despatching your scripts, you can use your own as long as the scripts are secure and clearly labelled with the relevant syllabus, component and centre details.

Make sure any outer packaging you provide is secure and clearly labelled with our address. If you create your own despatch labels you must still use a courier to despatch the scripts.

See 'Phase 5, exam day' on our website and in the *Cambridge Handbook* for more information.