Cambridge Assessment International Education

Cambridge Guide to Making Entries

Including syllabus and option codes for November series 2022

Checkpoint
(October series)

For advice on how to submit entries for Cambridge exams please contact Customer Services on **+44 1223 553554**.

Send any correspondence about submitting entries to:

Address:	**Cambridge Assessment International Education, The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA, United Kingdom**
Email:	**info@cambridgeinternational.org**
Fax:	**+44 1223 553558**

Please quote your centre number in all communications.

Contents

Introduction

This guide is for new and experienced exams officers who need to submit entry information for Cambridge Primary Checkpoint and Lower Secondary Checkpoint exams. It provides a high-level view of the entry submission process and a detailed description of the procedures that you need to follow. The guide also provides an index of all syllabuses for entry in the October 2022 exam series.

The qualifications covered in this document are:
- Cambridge Primary Checkpoint
- Cambridge Lower Secondary Checkpoint

You should read this guide in conjunction with the *Cambridge Handbook 2022.* This sets out the regulations that govern all Cambridge exams and the administrative tasks exams officers need to carry out during an exam series.

The guide is divided into the following sections:
- Part 1 provides information on the different methods available for submitting your entries and gives detailed instructions on how to use these.
- Part 2 provides information on what happens after we have received your entries and what materials you will receive once we have processed them.
- Part 3 provides an index of the syllabuses available in the October 2022 exam series.

The *Cambridge Guide to Making Entries for Primary Checkpoint and Lower Secondary Checkpoint* describes the process for submitting entries from the perspective of an exams officer from a Cambridge International School. If you work in an Associate Centre, you will also have to comply with any extra local arrangements required by your Cambridge Associate.

Entry deadlines

The entry deadlines for the October 2022 examination series are shown below:

	Final entry closing date	Late entry period	Very late entry period
October Cambridge Primary Checkpoint Cambridge Lower Secondary Checkpoint	16 August	17 August – 16 September	17 September onwards

We recommend that you submit your entries at least two weeks before the final entry deadline. This will give you time to check your entries online using Cambridge International Direct ('Direct' for short) and submit any changes before late fees are charged.

For any entries or amendments receive after the final entry deadline, we will charge:
- A late entry fee for entries or changes to entry options we receive during the late entry period.
- A very late entry fee for entries or changes to entry options we accept during the very late entry period. This includes unauthorised entries or any exceptional cases where we agree to send extra question papers after the late entry deadline.

Check that all your entries are correct before the late entry closing date. We may not be able to accept any changes you submit after this date.

Part 1: Instructions for submitting entries

1.1   Preparing your entries using Cambridge International Direct

We recommend that all centres submit their entries using the online 'exams dashboard' available on Direct (**https://direct.cie.org.uk**). This tool will allow you to manage your exam entries for the current series, and to carry out other administrative tasks like submitting marks and forecast grades.

Free online training for using the dashboard is available as part of the 'Getting to know the Cambridge Exams Cycle' course – if you are interested in taking this course, please contact Customer Services. A series of video tutorials are also available on our website. Go to: **https://help.cambridgeinternational.org** > 'Administering exams' > 'Cambridge International Direct Entries – Video Tutorials'

If your centre is attached to a Cambridge Associate and they have asked you to use a different system to make your entries, you should follow their instructions. If you cannot use the Exams Dashboard download the 2022 Final Entry Form from the 'Support Materials' section of Direct. (Please note that we will not accept outdated versions of the form.) Do not use multiple entry methods as this can lead to errors or missing information on your final entries.

Please make sure the entry data you submit is accurate. Materials such as question papers and attendance registers are dependent on the entry information we receive. Additional fees may also apply for correcting any errors after the entry deadline.

1.2   Adding your candidate details

IMPORTANT: Private candidates cannot be entered for Cambridge Primary Checkpoint and Lower Secondary Checkpoint because of the diagnostic nature of the tests.

When you first log onto the Dashboard, you will need to load your candidate information to the 'October 2022' exam series – this is used for all Cambridge Primary and Lower Secondary Checkpoint tests.

Click the 'Add Candidates' button next to the relevant series, and the screen below will appear, where you can choose to enter your candidate data either one candidate at a time using the 'Create new Candidate' option, or by importing a .csv file on the 'Add Candidates from Spreadsheet' screen.

- **Create new candidate**
  This button will open a form allowing you to manually input the information for a single candidate. Once you have entered the candidate details, click the 'Save Candidate Details' button to add the new candidate to your entries. The fields on this screen are as follows:

  Personal Details
  – **Candidate Number:**
    You must allocate a unique number to each candidate, in the range 0001 to 9999. Do not enter candidates under more than one number. Candidate numbers cannot be changed after you have submitted the entry.
  – **Name:**
    The name of the candidate, in the format you would like it to appear on your statements of entry and results documents. The maximum number of characters for a candidate name is 60, which includes any spaces – you will need to abbreviate any names longer than this. Do not use commas to separate a candidate's first name from their surname.

- **Date of Birth:**
  Enter candidates' dates of in the standard UK date format, which is dd/mm/yyyy.
- **Gender:**
  Select the gender of the candidate, either 'Male' or 'Female'.
- **English First Language?:**
  Select whether English is the candidate's first language.

Identification Details
- **CID Unique Candidate Identifier:**
  This allows you to enter a candidate UCI number.
- **National ID number:**
  This allows you to enter a National Identity Number, which can be up to 20 characters long.
- **Unique Learner Number:**
  This you to enter a candidate ULN, which should be 10 characters long. ULN information is usually only required for candidates in the UK.

Education Details
- **Status:**
  For Cambridge Primary and Lower Secondary Checkpoint, you should only enter 'School' candidates, as no 'Private' entry is allowed.
- **Previous Centre Number & Previous Candidate Number:**
  If the candidate is carrying forward any marks or results from a previous series, enter the centre and candidate number they used for their most recent set of exams. Please note that we still need this information if the candidate is using the same candidate number in the current series.

IMPORTANT: For Cambridge Primary Checkpoint and Lower Secondary Checkpoint entries you must complete the below listed fields. Please ensure the mandatory information is entered in full and accurately as it will be used to generate your Primary Checkpoint and Lower Secondary Checkpoint diagnostic feedback reports.

- **Candidate number**
- **Name**
- **Date of birth**
- **Gender**
- **English first language**
- **Status**

- **Add candidates from spreadsheet**
  This screen will allow you to upload a .csv file containing your candidate data. The required format for this file is shown below. You can download a template file from Direct.

Candidate Number	CID UCI	National ID	ULN	Name	Gender	Date of Birth	Previous Centre Number	Previous Candidate Number	First Language English?	School/ Private Indicator
0005	XX123098765X	001234	6789012345	JOHN KEATS	M	05/08/1996	XX123	7	Y	P

Please note that unused headings in the .csv file cannot be removed. For example if no national ID is supplied or available for candidates, the 'National ID' column must still be included in the file but should be left blank.

IMPORTANT: Do not include syllabus information in your .csv file when you upload it to Direct. You must add syllabus entries after you have imported your candidate data.

1.3   Adding your syllabus entries

Once you are ready to add your syllabus entries, go to the 'Prepare Entries' section to add the relevant syllabus information for each candidate. You can either add individual syllabus entries for a particular candidate or enter a group of candidates for the same syllabus option.

Whichever entry submission method you use to add your subject entries, the dashboard will not allow you to enter a candidate for the same syllabus code twice, or allow syllabus entries to be made for a disallowed combination of subjects. For example, if you enter a candidate is for 1110 English as a Second Language, the site will not allow you to enter the same candidate for syllabus 1111 English.

If you need to switch a candidate's entry from 1110 to 1111, you would need to withdraw the entry for 1110 English as a Second Language, submit the change, and then enter the candidate for 1111 English once the withdrawal has been processed.

- **By candidate**
  If you wish to make a syllabus entry for an individual candidate, click on the 'Candidates' tab to display a list of candidates you have entered in this series. Click on the name of the candidate you wish to make a syllabus entry for, and then click the 'Add Entry' button at the bottom of the page.

  The page below will be displayed, which will show all qualifications your centre is eligible to offer, divided into a separate tab for each qualification. Select the relevant tab and then click the 'Add Entry' link next to the relevant subject.

  IMPORTANT: For Cambridge Primary Checkpoint and Lower Secondary Checkpoint you must enter a teaching group code for each syllabus entry. We use this information in the diagnostic feedback reports we provide at the end of the series. Assign the same teaching group code to all candidates who are in the same class (teaching group). The teaching group codes available in each subject are listed in the table on page 7. Once this has been entered, click on the 'Add Entry' button on the right.

- **By syllabus**

  If you intend to enter a number of candidates for the same syllabus, it may be quicker to use the 'Syllabuses' tab. Use the qualification tabs at the top of the screen to locate the relevant subject, and then click on the 'Add Entries' link to the right of the syllabus name to produce a list of the entry options available.

Once you have clicked this button, a list of all candidates entered in the current series will be produced.

IMPORTANT: For Cambridge Primary Checkpoint and Lower Secondary Checkpoint you must enter a teaching group code for each syllabus entry. We use this information in the diagnostic feedback reports we provide at the end of the series. Assign the same teaching group code to all candidates who are in the same class (teaching group). The teaching group codes available in each subject are listed in the table on the next page.

Place a tick beside the name of every candidate that you wish to enter for that syllabus and then click the 'For selected: Add Entry' button to enter the candidates for this syllabus. A 'group' tick box in the column header also allows you to enter all candidates on the screen for the subject at once.

Teaching group codes

English as a Second Language								
E1	E2	E3	E4	E5	E6	E7	E8	E9
English								
E1	E2	E3	E4	E5	E6	E7	E8	E9
Mathematics								
M1	M2	M3	M4	M5	M6	M7	M8	M9
Science								
S1	S2	S3	S4	S5	S6	S7	S8	S9
Global Perspectives								
G1								

Teaching group codes for both English and English as a Second Language start with the letter E and need to be submitted like this on CIE Direct. When you receive your diagnostic feedback, teaching group codes for English as a second language will appear as L1, L2, L3, etc.

If you want a teaching group name (class name) to appear on your diagnostic feedback alongside the teaching group code, you need to complete and return *Entries – Form 2*. A teaching group name can be anything which will help you to identify the class more easily – for example, you may wish to use the name of the teacher who takes the class, or your own internal class name.

1.4   Checking your entries

Once you have added your entry and candidate information you can run a series of reports to check you have entered the information correctly. Please note that these are provisional reports to allow you to check the entries you have uploaded before you submit them. You are responsible for making sure you submit all entries to us by the deadline.

- **Electronic Statement of Entry:**
  This generates a PDF copy of a statement of entry, showing the candidate information and their syllabus entries.
- **Entries by Candidate Report:**
  This produces a report showing all your candidates' entries ordered by candidate number. You can download this report in PDF or CSV format.
- **Entries by Syllabus Report:**
  This produces a report showing all your candidates' entries ordered by syllabus. You can download this report in PDF or CSV format.

You must make sure your candidates have checked their entry information carefully before you submit it. We will charge late entry fees for any changes you make after the entry deadline.

All these reports can be run from the 'Check Entries' tab shown below.

1.5   Submitting your entries

Once you have checked you are happy with all the information, you can submit your entries. Go to the 'Submit Entries' section and click on 'Submit Entries to CIE'.

To check the status of the entries you have submitted, look at the 'Status' column under the 'Candidates' tab, or see the main Dashboard as shown below.

Entries will usually be processed within 1–2 hours. However, during exceptionally busy periods, this can take up to 48 hours. (Examples of exceptionally busy periods would include the entry deadline date, or when results are being issued for the previous exam series.) If the status of your entries has not changed to 'Complete' within 48 hours, please contact us.

1.6 Making amendments

Once you have submitted your initial entries and they have been processed, you can continue to make changes on Direct. These include changing personal details and option codes of existing entries, adding new candidate/syllabus entries or withdrawing candidates/syllabuses. Any changes you make after your initial submission are classified as 'amendments'. You must submit them in the same way as your final entries.

After we have processed your initial entries, two additional tabs will appear on the dashboard, as shown in the image below. The 'Amendments to Submit' tab will produce a list of any changes you have made to your entries since your last submission. You can submit these amendments in the same way as the 'Submit Entries' tab. The 'History' tab will allow you to check when you have submitted your entries for the series.

Please make sure that you submit all amendments before the late entry closing date for the series. You won't be able to make any changes using Direct after this date.

Part 2: After submitting your entries

2.1 Viewing your entries online

Once your entries have been processed, you will be able to view your entry information on Direct. This will normally take up to 48 hours. However, it can take considerably longer for entry information to appear at peak periods, such as the entry closing date or when results for a previous series are being released.

You can see your entries on the dashboard at any time, even after entries have closed for the series. Direct will show the current entry information we hold for your centre. You can use the 'Check Entries' page to print your own statements of entry for candidates or to produce other reports for checking your entries.

If you need to make any changes, submit them as soon as possible. Use the same entry system you used to submit the original entries.

2.2 Entry feedback documents

Once your entries have been received and processed, you can download your confirmation documents from Direct.

Statements of entry	
We produce a statement of entry for each candidate showing the following information: • the centre number, centre name and candidate number for the current series • the candidate's personal details (name, date of birth and gender) • any previous entry details provided • a full list of all syllabuses and entry options for the candidate. You must give all candidates the opportunity to check the details on their statement of entry. This document also contains the Notice to Candidates, which gives a summary of the conduct required for Cambridge International exams.	**Cambridge Assessment** **International Education** **Statement of Entry** **June 20xx** All entry details, including the spelling of your name and date of birth must be checked for accuracy Candidate Name — EXAMPLE CANDIDATE ONE Date of Birth — 22 MAY 1994 Centre / Cand. No. — XX123/0001 Centre Name — EXAMPLE CENTRE Previous Entry Details — XX124/0045 Gender — F **Syllabus/Component — Syllabus and Component Titles — Exam Date — Time** IGCSE 0510/A — English as a Second Language (Speaking Endorsement) 01 — Reading and Writing (Core) — 01 MAY — AM 03 — Listening (Core) — 02 MAY — AM 05 — Oral Communication 0520/B — French 01 — Listening — 03 MAY — AM 02 — Reading and Directed Writing — 04 MAY — AM 03 — Speaking 04 — Continuous Writing — 05 MAY — AM 0580/A — Mathematics (Without Coursework) 01 — Paper 1 (Core) — 01 JUNE — PM 03 — Paper 3 (Core) — 02 JUNE — PM 0610/C — Biology 01 — Multiple Choice — 03 JUNE — AM 03 — Extended Theory — 04 JUNE — AM 06 — Alternative to Practical — 05 JUNE — AM 0625/C — Physics 01 — Multiple Choice — 06 JUNE — AM 03 — Extended Theory — 07 JUNE — AM 06 — Alternative to Practical — 08 JUNE — AM By entering for these examinations you agree to be bound by CIE rules and regulations for the conduct of examinations. Keep this Statement of Entry in a safe place until results are published. Date of Issue: 21/02/2014 — Page 1 — (final page)

Candidate entry listing

This provides a summary of all entries made for the centre. It will be in candidate number order and lists which syllabuses and entry options you have entered each candidate for.

Cambridge Assessment International Education

Candidate Entry Listing

June 20xx

This statement confirms your CIE examination entries accepted for the session shown.

Centre Number	School	Centre Name					
XX123	XX123	EXAMPLE CENTRE					

Candidate No. and Name	Syllabus, Option and Component Details		Syllabus Title	Gender	Date of Birth	S/P
0001 EXAMPLE CANDIDATE ONE	0510 A	(01 03 05)	ENGLISH AS A SECOND LANGUAGE	F	22 MAY 1994	S
	0520 B	(01 02 03 04)	FRENCH			
	0580 A	(01 03)	MATHEMATICS (W/OUT COURSEWORK)			
	0610 C	(01 03 06)	BIOLOGY			
	0625 C	(01 03 06)	PHYSICS			
0002 EXAMPLE CANDIDATE TWO	0510 A	(01 03 05)	ENGLISH AS A SECOND LANGUAGE	M	30 SEP 1995	S
	0520 B	(01 02 03 04)	FRENCH			
	0580 A	(01 03)	MATHEMATICS (W/OUT COURSEWORK)			
	0610 C	(01 03 06)	BIOLOGY			
	0625 C	(01 03 06)	PHYSICS			
0003 EXAMPLE CANDIDATE THREE	0580 A	(01 03)	MATHEMATICS (W/OUT COURSEWORK)	F	03 NOV 1995	S
	0610 C	(01 03 06)	BIOLOGY			
	0620 C	(01 03 06)	CHEMISTRY			
	0625 C	(01 03 06)	PHYSICS			

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Centre summary of entries

This provides a summary of the total number of entries you have made for each exam component.

You can use this information to check that you have received the right number of each question paper.

Cambridge Assessment International Education

Centre Summary of Entries

June 20xx

This lists summaries, in syllabus code order, the syllabuses and components for which entries have been submitted by the centre identified below.

Centre Number	School	Centre Name		
XX123	XX123	EXAMPLE CENTRE		

Qualification	Syllabus Code / Title		Component Code / Title		No of Entries
GCE AS & A LEVEL	8693	ENGLISH LANGUAGE	01	Passages for Comment	1
			02	Composition	1
	9709	MATHEMATICS	01	Paper 1	4
			02	Paper 2	4
IGCSE	0500	FIRST LANGUAGE ENGLISH	01	Reading Passages (Core)	10
			03	Directed Writing & Composition	10
	0520	FRENCH	01	Reading and Directed Writing	15
			02	Listening	15
			03	Speaking	15
			04	Continuous Writing	10
	0580	MATHEMATICS (W/OUT COURSEWORK)	01	Paper 1 (Core)	20
			02	Paper 2 (Extended)	5
			03	Paper 3 (Core)	20
			04	Paper 4 (Extended)	5

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2.3   Checking your entry information

When you receive your entry feedback documents check them carefully. As stated in the *Cambridge Handbook*, it is the responsibility of the centre to make sure that all entry information is correct.

You should also provide each candidate with a copy of their statement of entry. Candidates should use this to check that their information is correct. In particular, candidates should check that:

- their name has been correctly spelt, and is as it should appear on their certificate
- their date of birth and gender are correct
- the total number of syllabuses is correct
- they have not been entered for any unexpected syllabuses

Remember that candidates may be unfamiliar with the syllabus codes, so they may need help to check that they are entered for the correct subjects.

If there are any errors in your entry feedback documents, submit an amendment as soon as possible. We advise you to check that all entry information is correct before the published entry closing date for the series. We will charge late fees for adding a missing subject or changing an entry option after this date. We will not charge you for making amendments to a candidate's personal details before certificates have been produced like their name, gender, date of birth, status (school/private) or whether their first language is English.

Please **contact Customer Services** if you are unsure about any of the information shown on the entry feedback documents.

2.4   Invoicing of examination entries

We will invoice you for all exam entry fees shortly after the entry deadline for the series has passed. A deadline for payment will be stated on the invoice, which will be 28 days after the date the invoice was issued.

Fees will be according to the Cambridge Fees List for the series, which is updated annually on 1 October and sent to you via the 'My Messages' section of Direct.

We will produce additional invoices each month for any late entries or option code changes we receive after the entry deadline. It is not possible to send a combined invoice at the end of the series to cover all entries and changes.

If you receive an invoice which you believe is incorrect, please raise an invoice dispute by contacting our Credit Control team at the email address printed on your invoice. When emailing, you should provide the following information:

- your centre number
- the reference number of the invoice (this will be shown on the top-right corner)
- a description of exactly which fees listed on the invoice you believe are incorrect or which candidates you feel have been incorrectly charged for
- the reasons why you believe that the invoice should be changed
- any other information that you feel is relevant.

Any such queries will require a detailed investigation but we aim to respond within 21 days wherever possible. **Invoice disputes cannot be resolved by telephone.**

Part 3: Index of syllabus codes for the October 2022 series

3.1 Introduction

This section contains information on Cambridge Primary Checkpoint and Lower Secondary Checkpoint syllabuses available in the October 2022 series. It includes details of syllabus numbers and exam durations on the following page. Disallowed syllabus combinations are also listed.

You can only submit entries for qualifications that your centre has been approved to offer. If you intend to submit entries for a subject your centre has not entered in the past, please submit Preparation – Form 5. This form is available at **www.cambridgeinternational.org/preparation**

3.2 Index of syllabus codes

There is only one entry option available for Cambridge Primary Checkpoint and Lower Secondary Checkpoint Global Perspectives syllabuses. All remaining Cambridge Primary Checkpoint and Lower Secondary Checkpoint syllabuses do not require an option code, as there is only one valid combination of components that candidates can be entered for. When making syllabus entries for your candidates online using Direct, only one option will appear per syllabus.

All components for Cambridge Primary Checkpoint and Lower Secondary Checkpoint subjects are compulsory. It is not possible to make entries for an individual component.

Cambridge Primary Checkpoint syllabuses:

Syllabus name	Syllabus code	Option code	Components	Component information	Duration
English as a Second Language (Primary)	0837	n/a	1, 2, 3	1: Reading and Usage 2: Writing 3: Listening	40m 40m 25m
Global Perspectives (Primary)	0838	A	1	1: Team Project (coursework)	-
English (Primary)	0844	n/a	1, 2	1: Paper 1 2: Paper 2	1h 1h
Mathematics (Primary)	0845	n/a	1, 2	1: Paper 1 2: Paper 2	45m 45m
Science (Primary)	0846	n/a	1, 2	1: Paper 1 2: Paper 2	45m 45m

Notes: Candidates cannot be entered for syllabus 0837 and 0844 in the same series.

Cambridge Lower Secondary Checkpoint syllabuses:

Syllabus name	Syllabus code	Option code	Components	Component information	Duration
English as a Second Language (Lower Secondary)	1110	n/a	1, 2, 3	1: Reading and Usage 2: Writing 3: Listening	50m 50m 45m
English (Lower Secondary)	1111	n/a	1, 2	1: Paper 1 2: Paper 2	1h 10m 1h 10m
Mathematics (Lower Secondary)	1112	n/a	1, 2	1: Paper 1 (Non- calculator) 2: Paper 2 (Calculator)	1h 1h
Science (Lower Secondary)	1113	n/a	1, 2	1: Paper 1 2: Paper 2	45m 45m
Global Perspectives (Lower Secondary)	1129	A	1	1: Research Project (coursework)	-

Notes: Candidates cannot be entered for syllabus 1110 and 1111 in the same series.