

A young man with dark hair, wearing a grey sweater, is leaning over a desk, focused on writing in a notebook with a black pen. In the background, another student is visible, also working. The scene is set in a classroom or study area with a blue-tinted overlay on the right side of the page.

Cambridge
IGCSE

Cambridge for
exams officers

**A guide for UK schools:
Administering Cambridge
IGCSE First Language
English (0500 and 0522)**

June 2016 series



CAMBRIDGE
International Examinations

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Introduction

There are two syllabuses, 0500 and 0522, for Cambridge IGCSE® First Language English. If you have made, or are planning to make, entries for either 0500 or 0522 there are a number of things you have to do by 21 February 2016.

This guide gives you all the information you need to administer Cambridge IGCSE First Language English (0500 and 0522). It is for exams officers, subject teachers and heads of department.

Read through the relevant parts of the guide to understand exactly what to do and when.

If you are new to Cambridge, as you read through the guide you will see that our assessment approach is different from other UK awarding bodies. It is essential you know what is required to make sure we get the evidence needed to assess your candidates' work. If you do not follow the instructions in the guide and comply with the deadlines we will not be able to issue your candidates' grades.

What are the differences between syllabuses 0522 and 0500?

The most important thing is to make sure you are entering your candidates for the right syllabus. Here is a reminder of the differences between the two syllabuses:

Syllabus 0522 (counts towards league tables)

- Regulated by Ofqual for use in state-maintained schools in England.
- Has compulsory Speaking and Listening Components (5 or 6) which contribute to candidates' overall grades.

Syllabus 0500 (does not count towards league tables)

- Not regulated by Ofqual for use in state-maintained schools in England.
- Has optional Speaking and Listening Components (5 or 6) which do not contribute to candidates' overall grades.

Both qualifications are recognised by universities.

Key dates and requirements for both syllabuses

- The Speaking and Listening Tests (Component 5) must take place between 1 March and 26 April 2016.
- Your recordings for the Speaking and Listening Components (5 and 6) and samples for Written Coursework Portfolio (Component 4), must reach us by 30 April 2016. The forms you must send with your recordings and samples are available from the samples database at www.cie.org.uk/samples.
- You must submit the total marks per component you have given each candidate by 27 April 2016.
- If you have entries for the Speaking and Listening Test (Component 5) you must have at least one teacher who is able to conduct and assess the speaking tests.
- If you have entries for the Coursework Portfolio (Component 4) and/or the Speaking and Listening Coursework (Component 6) you must have at least one teacher experienced in assessing coursework to mark the coursework components.



Option entry codes

As Cambridge 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. If you are carrying forward marks from a previous series for any of your candidates, make sure you use the correct carry forward entry option code.

Option entry codes and instructions are in the *Cambridge Guide to Making Entries*, which you can download from the 'Support materials' section of CIE Direct.

Entry option codes are specific to each series so make sure you are using the correct guide.

Access arrangements

As with JCQ, you have to apply for non-delegated access arrangements and modified papers.

NEW

We need to receive all applications by 21 January 2016. Before applying for modified papers, you must have submitted final entries for the candidates involved.

As we are not a member of JCQ you cannot submit applications through Access Arrangements Online (AAO). However, we will honour arrangements approved through AAO as long as they do not compromise the competence standards being assessed. For example we would not allow the use of a human reader where reading is the focus of the assessment.

Email a copy of the AAO's approval page along with the completed pages 1 and 2 of 'Preparation – Form 1' to info@cie.org.uk

Please enter your Centre number and the words 'Access arrangements' in the subject line of the email.

You must notify us by 31 March 2016 if you plan to use any delegated access arrangements and keep a record on file of any delegated arrangements you use. You can implement delegated arrangements up until the day before the relevant exam, or on the day of the exam if you are dealing with an emergency. See section 1.13 of the *Cambridge Administrative Guide* for information about emergency access arrangements.

You will find all our access arrangement forms at www.cie.org.uk/forms. Part 1 of the *Cambridge Handbook* details our access arrangement regulations.

Regulations overview

Paper 1 and 2	You can apply to use a scribe for these components.
Paper 3	For Paper 3 you can only apply to use a scribe if the candidate is able to dictate all complex vocabulary and homophones letter by letter and all the punctuation. We allow 100 per cent extra time for this as well as the use of a dictaphone so that the candidate may answer the questions fluently and spell the words at the end using the extra time. You may wish to allow the use of a word processor with the spell check and thesaurus turned off instead. Or, if the problem is very poor handwriting you may wish to allow a transcript, which must be attached to the candidate's original script when it is sent after the exam.
Readers	You cannot apply to use a human reader for any component. Candidates who are eligible for a reader can now use reading pens as a delegated access arrangement. You still need to apply for our permission for a candidate to use a computer reader.
Dictionaries	We do not allow simple translation dictionaries for these syllabuses or any other language exam.
Candidates with English as a second language	We do not allow access arrangements for candidates whose difficulties result solely from having English as a second language.
Cover sheets	If relevant, please make sure that the correct cover sheet is attached to each script. The following cover sheets are available at www.cie.org.uk/forms : Scribe (Exam Day – Form 4) Word processor (Exam Day – Form 5) Transcript (Exam Day – Form 6).

June 2016 exam dates

You can download a copy of the June 2016 timetable at www.cie.org.uk/timetables

Cambridge IGCSE First Language English (0522) Speaking and Listening (compulsory)			
Component 5	Speaking and Listening (count-in oral)	Range of dates: 1 March - 26 April	
Component 01	Reading Passages (Core) Candidates answer directly on question paper	3 May	1 hour 45 minutes
Component 02	Reading Passages (Extended) Candidates answer directly on question paper	3 May	2 hours
Component 03	Directed Writing and Composition Candidates answer directly on question paper	6 May	2 hours
Cambridge IGCSE First Language English (0500) Speaking and Listening (optional)			
Component 5	Speaking and Listening (oral endorsement)	Range of dates: 1 March - 26 April	
Component 11	Reading Passages (Core) Candidates answer directly on question paper	3 May	1 hour 45 minutes
Component 21	Reading Passages (Extended) Candidates answer directly on question paper	3 May	2 hours
Component 31	Directed Writing and Composition Candidates answer directly on question paper.	6 May	2 hours



Important information

Candidates answer directly on the question papers for Papers 1, 2 and 3. The question paper consists of:

- a series of questions, each followed by a designated response space
- a separate reading booklet insert containing the reading passage(s) used to answer the question paper.

Please make candidates aware of the following:

- they can annotate the reading booklet and use it for planning their responses. It will not be assessed by the Examiner
- the size of each response space indicates the expected length of responses, taking into account different sizes of handwriting
- if they need extra space they should use the additional lined pages at the end of the booklet, clearly indicating the relevant question number.

Instructions for administering Component 4 Coursework Portfolio

If you have entered candidates for the Coursework Portfolio component of 0500 or 0522 you need to follow the instructions below which supplement the information in the syllabus.

If we do not receive your marks, samples and completed forms we cannot moderate your marks and therefore will not be able to issue grades for your candidates.

Teacher assessment of the Coursework Portfolio

- Coursework templates and stimulus materials should not provide an inappropriate level of support to candidates.
- Instructions for setting coursework assignments can be found in the syllabus.
- Teachers are required to assess the Coursework Portfolio of each candidate according to the mark scheme published in the syllabus.
- If more than one teacher is involved in the assessment of the Coursework Portfolios, standardisation must take place at the Centre to ensure that a single valid and reliable set of marks is produced. These standardised marks should be submitted to Cambridge.
- Marks must be entered on the Individual Candidate Record Card and Coursework Assessment Summary Form which can be found at www.cie.org.uk/samples. ALL candidate marks must be entered on the Coursework Assessment Summary Form, not just the marks of the candidates in your sample.

If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column of the Coursework Assessment Summary Form. The marks in this column must be identical to the marks you submit to us electronically or using the Internal Assessment Mark Sheet (MS1). If more than one teacher was involved in the assessment, you must also enter the standardised marks in the 'Internally Moderated Mark' column of the form. The marks in this column must be identical to the marks you submit to us electronically or using the Internal Assessment Mark Sheet (MS1).

Please check your marks carefully before submitting these forms. The marks you enter on this form need to match the marks you submit through the A2C Migration Application, CIE Direct or the Internal Assessment Mark Sheet.



Important information

We recommend you submit your marks as early as possible as we cannot send your coursework sample list until we have received your marks.

Submit the final marks for all candidates by 27 April 2016

We use your samples to moderate the final mark the teacher awards for each candidate. To carry out the moderation you need to submit the total marks for all candidates entered for this component. There are a number of ways you can submit these marks:

- **A2C Migration Application:** You can create your marks file using your MIS package and then submit it to us through the A2C Migration Application. If you are using this method please include a printout of the internal marks when you send us your samples for moderation.
- **CIE Direct:** To submit your internally assessed marks go to your 'Dashboard' in the 'Administer Exams' section. You will see a list by syllabus of all the candidates for whom you need to submit internally assessed marks. Enter the marks or indicate that the candidate was absent in the boxes provided. You can submit all your marks together or in batches. Please include a printout of the internal marks when you send us your samples for moderation.
- **Internal Assessment Mark Sheet (MS1):** We recommend you submit your marks electronically as this will allow us to receive and process your marks without delay. If this is not possible, you can use the pre-printed Internal Assessment Mark Sheet (MS1) instead. We send this three-part self-copying sheet in the Cambridge pre-exam despatch which arrives in March. Instructions for completing the form are on the back of the form. Include the second copy of the form when you send us your samples for moderation.

Preparing your coursework sample

Candidates' work that is internally marked by teachers in your school needs to be moderated by Cambridge. To do this we ask you to send us samples of candidates' work. Check the details of the format of the portfolio in the syllabus to make sure that you submit the coursework sample correctly.

The list of candidates whose work you need to include in your sample will be in the 'My Messages' section of CIE Direct approximately two working days after we have received and processed your internally assessed marks. Submitting your marks electronically will allow us to receive and process them more quickly.

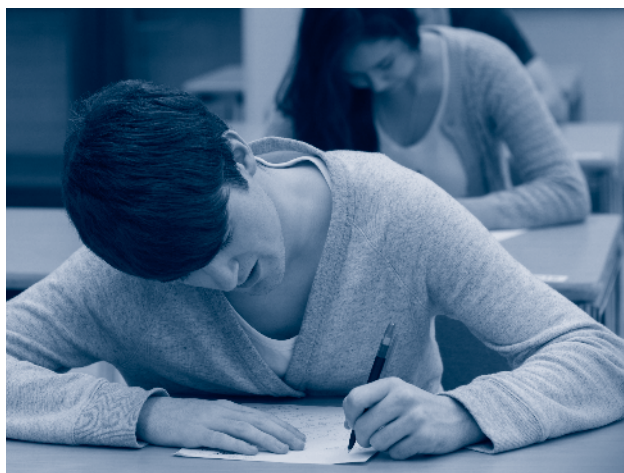
We will email you when the list is available. When you receive the email, log in to CIE Direct, download the list and work with the relevant subject teacher to prepare the samples.

If a candidate is carrying forward marks for component 4 from a previous series, you do not need to re-submit the candidate's coursework portfolio in the June series. Please make sure you enter them for the correct carry forward option code.

We select these candidates using the criteria below:

- 1–15 entries: all candidates
- 16–100 entries: 15 candidates
- 101–200 entries: 20 candidates
- Over 200 entries: 10 per cent of the candidates.

If they are not already on the list, make sure you include at least one candidate with the highest mark and at least one with the lowest mark in your sample. We reserve the right to request further samples of work.



Submit your samples by 30 April 2016

Submitting your marks as early as possible and electronically will give you more time to prepare your sample.

- We send materials for packing, labelling and despatching your samples in the Cambridge pre-exam despatch in March. Complete and attach identification labels to each sample. If you do not have enough copies you can download the labels at www.cie.org.uk/teacherassessment
- Submit written work in plain, thin covers, not in bulky ring binders.
- You must send the following items with your samples:
 - your CIE Direct or MIS internal marks report if you submitted your marks electronically
 - the second copy of the Internal Assessment Mark Sheet (MS1) if you submitted your marks using the MS1
 - the Coursework Assessment Summary Form showing the marks for all candidates in the component, not just the candidates in the sample. Put an asterisk (*) against the candidates that are in the sample. This form is available from the samples database at www.cie.org.uk/samples
 - Individual Candidate Record Cards for the candidates included in the sample. Keep the cards of candidates not included in the sample for six weeks after the release of results. These cards are available from the samples database at www.cie.org.uk/samples
- Pack coursework samples for each component separately in the return packets. Label each packet using the bar-coded label that shows your Centre number, the syllabus number and component number.
- Pack your coursework return packet(s) into one outer package and stick on the outer return label with our address shown below.
- Send your packages by a delivery service that provides a tracking facility and keep a record of your tracking number for each consignment. Send the packages to:

Cambridge International Examinations
Cambridge Assessment DC10
Hill Farm Road, Whittlesford
Cambridge CB22 4FZ

Instructions for administering Component 5 Speaking and Listening Test

If you have entered candidates for the Speaking and Listening Test for 0500 or 0522, you must follow the instructions below which supplement the information in the syllabus. If we do not receive your marks, recordings and completed forms, we cannot moderate your marks and therefore will not be able to issue grades to your candidates.

Conducting the Speaking and Listening Tests

- You must only conduct tests between 1 March and 26 April 2016 as detailed on page 5.
- You must select your own examiner. This is usually a teacher from the English department or could be someone suitably qualified from outside the Centre.
- The Speaking and Listening test should be taken once only; candidates must not repeat the test. If a Centre has a specific query relating to this, they should contact Cambridge.
- A Speaking and Listening test must be conducted for a candidate to be entered for this component. Instructions for conducting these tests can be found in the syllabus. No question paper is provided.
- In the Speaking and Listening test candidates are encouraged to select their own topic. The topic should be appropriate and chosen with the support of the candidate's teacher. If a Centre has a specific query relating to this, they should contact Cambridge.
- Candidates **must not** take scripts into the test. Prompt materials may amount to a single standard postcard sized cue card, plus the ancillary items described in the syllabus. Candidates should be reminded that the recitation of written presentations is unlikely to result in higher marks, because the outcome of this practice is very often stilted.
- The examiner is required to assess the performance of each candidate according to the mark scheme published in the syllabus.
- All tests must be recorded and assessed by the examiner.
- If you would like to use more than one examiner you must get permission from Cambridge. Email info@cie.org.uk with the names of the teachers and the number of candidates to assess. We advise a ratio of 1 teacher to 30 candidates.



- If you use more than one examiner, standardisation must take place at the Centre to ensure that a single valid and reliable set of marks is produced. These standardised marks should be submitted to Cambridge.
- All candidate marks must be entered on the Oral Examination Summary Form, which can be found in our online samples database at www.cie.org.uk/samples.

If only one examiner was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column of the form. The marks in this column must be identical to the marks you submit to us electronically or using the Internal Assessment Mark Sheet (MS1). If more than one examiner was involved in the assessment, you also need to enter the standardised marks in the 'Internally Moderated Mark' column of the form. The marks in this column must be identical to the marks you submit to us electronically or using the Internal Assessment Mark Sheet (MS1).

Please check your marks carefully before submitting this form. The marks you enter on this form need to match the marks you submit through the A2C Migration Application, CIE Direct or the Internal Assessment Mark Sheet.

- If a candidate is absent from the test, the teacher must mark them as absent (with an 'A', not '0') when they complete the Oral Examination Summary Form and when they submit internally assessed marks for that component.

Recording Speaking and Listening Tests

- All Speaking and Listening tests must be recorded.
- Each recording must include an introduction by the examiner, listing the Centre number, syllabus and component code, syllabus and component name, name of the examiner and date.
- Reading from a script during the Speaking and Listening test is not allowed. Please read the guidance in the syllabus and the Speaking and Listening Training Handbook on acceptable prompt materials.
- Save the recordings as MPEG Audio Layer 3 (.mp3) to a USB stick or a good-quality CD. We strongly recommend you use USB(s) to submit your recordings as they are less likely than CDs to get damaged in transit.
- Save all the recordings for the same component on the same CD or USB stick if possible. Use separate USBs/CDs for each syllabus and component.
- Save each candidate's recording as a separate file. Each candidate should be introduced clearly by the teacher/examiner with their candidate number and candidate name.
- Name each file using the naming convention below:
Centre number_candidate number_syllabuscode
_component code.file type suffix
- Play the recording back on the USB or CD to check that it is audible for the moderator.
- **Keep a copy of all recordings for six weeks** after the results have been released.
- For a candidate to be considered present at the test, you must have a recording of that candidate's test.

Submit the final marks by 27 April 2016

We use your recordings to moderate the final mark the teacher awards for each candidate. To carry out the moderation we need you to submit the marks for all candidates entered for this component. There are a number of ways you can submit these marks:

A2C Migration Application: You can create your marks file using your MIS package and then submit it to us through the A2C Migration Application. If you are using this method please include a printout of the internal marks when you send us your moderation sample.

CIE Direct: To submit your internally assessed marks go to your 'Dashboard' in the 'Administer Exams' section. You will see a list by syllabus of all the candidates for whom you need to submit internally assessed marks. Enter the marks or indicate that the candidate was absent in the boxes provided. You can submit all your marks together or in batches. Please include a printout of the internal marks when you send us your recordings for moderation.

Internal Assessment Mark Sheet (MS1):

We recommend you submit your marks electronically as this will allow us to receive and process your marks without delay. If this is not possible, you can use the pre-printed Internal Assessment Mark Sheet (MS1) instead. We send this three-part self-copying sheet in the Cambridge pre-exam despatch which arrives in March. Instructions for completing the form are on the back of the form. Include the second copy of the form when you send us your recordings for moderation.





Submit your recordings by 30 April 2016

You need to submit recordings for all the candidates entered for this component.

- If a candidate is carrying forward marks for component 5 from a previous series, you do not need to re-submit the candidate's recording in the June series. Please make sure you enter them for the correct carry forward option code.
- Clearly label each USB/CD with the following information: Centre number, June 2016, syllabus code and component code.
- With each USB/CD enclose a list of the tests with the candidates' numbers and names in the order in which they appear.
- Do not stick labels on the CD(s). Instead use a CD/DVD marker pen to write on the surface of the disc. If you use a pen that is not specifically for CDs you could damage the recordings or moderators' equipment.
- You must send the following items with your samples:
 - your CIE Direct or MIS internal marks report if you submitted your marks electronically
 - the second copy of the Internal Assessment Mark Sheet (MS1) if you submitted your marks using the MS1
 - the Oral Examination Summary Form showing the marks for all candidates in the component. This form is available from the samples database (www.cie.org.uk/samples).
- Place the USBs/CDs in a grey script packet and attach the correct bar-coded label to the outside of the packet. Securely place the packet into an outer package and stick on the outer return label with our address shown below. These labels and packets are sent in your pre-exam despatch in March.
- Send your packages by a delivery service that provides a tracking facility and keep a record of your tracking number for each consignment. Send the packages to:

Cambridge International Examinations
Cambridge Assessment DC10
Hill Farm Road, Whittlesford
Cambridge CB22 4FZ

Instructions for administering

Component 6 Speaking and Listening Coursework

If you have entered candidates for the Speaking and Listening Coursework component for 0500 or 0522, you must follow the instructions below, which supplement the information in the syllabus. If we do not receive your marks, recordings and completed forms, we cannot moderate your marks and therefore will not be able to issue grades to your candidates.

Teacher assessment of Speaking and Listening Coursework

- Instructions for setting coursework assignments, as well as administering the coursework can be found in the syllabus.
- Candidates should be reminded that the recitation of written presentations is unlikely to result in higher marks, because the outcome of this practice is very often stilted.
- Teachers are required to assess the coursework of each candidate according to the mark scheme published in the syllabus.
- If more than one teacher is involved in the assessment of the coursework, standardisation must take place at the Centre to ensure that a single valid and reliable set of marks is produced. These standardised marks should be submitted to Cambridge.
- All candidate marks must be entered on the Individual Candidate Record Card and Coursework Assessment Summary Form which can be found in our samples [database](#) (www.cie.org.uk/samples).

If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column of the Coursework Assessment Summary Form. The marks in this column must be identical to the marks you submit to us electronically or using the Internal Assessment Mark Sheet (MS1). If more than one teacher was involved in the assessment you also need to enter the standardised marks in the 'Internally Moderated Mark' column of the form. The marks in this column must be identical to the marks you submit to us electronically or using the Internal Assessment Mark Sheet (MS1).

Please check your marks carefully before submitting this form. The marks you enter on these forms need to match the marks you submit through the A2C Migration Application, CIE Direct or the Internal Assessment Mark Sheet.

Recording Speaking and Listening Coursework

- All individual and paired activities must be recorded for moderation purposes. You do not need to record the group activities. Please submit recordings for the individual and paired activity for all your candidates.
- For a candidate to be considered to have completed this component, you must have a recording of that candidate's coursework.
- Each recording must include an introduction by the examiner, listing the Centre number, syllabus and component code, syllabus and component name, name of the examiner and date.
- Save the recordings as MPEG Audio Layer 3 (.mp3) to a USB stick or a good-quality CD. We strongly recommend you use USB(s) to submit your recordings as they are less likely than CDs to get damaged in transit.
- Save all the recordings for the same component on the same CD or USB stick if possible. Use separate USBs/ CDs for each syllabus and component.
- Each candidate should be introduced clearly by the teacher/examiner with their candidate number and candidate name.
- Save each candidate's recording as a separate file.
- Name each file using the naming convention below: Centre number_candidate number_syllabus code_component code.file type suffix
- Play the recording back on the USB or CD to check that it is audible for the moderator.
- **Keep a copy of all recordings for six weeks** after the results have been released.

Submit the final marks by 27 April 2016

We use your recordings for the individual and paired activity to moderate the final mark the teacher awards for each candidate. To carry out the moderation we need you to submit the marks for all candidates entered for this component. There are a number of ways you can submit these marks:

A2C Migration Application: You can create your marks file using your MIS package and then submit it to us through the A2C Migration Application. If you are using this method please include a printout of the internal marks when you send us your moderation sample.

CIE Direct: To submit your internally assessed marks go to your 'Dashboard' in the 'Administer Exams' section. You will see a list by syllabus of all the candidates for whom you need to submit internally assessed marks. Enter the marks or indicate that the candidate was absent in the boxes provided. You can submit all your marks together or in batches. Please include a printout of the internal marks when you send us your recordings for moderation.

Internal Assessment Mark Sheet (MS1):

We recommend you submit your marks electronically as this will allow us to receive and process your marks without delay. If this is not possible, you can use the pre-printed Internal Assessment Mark Sheet (MS1) instead.

We send this three-part self-copying sheet in the Cambridge pre-exam despatch which arrives in March. Instructions for completing the form are on the back. Include the second copy of the form when you send us your recordings for moderation.

Submit your recordings by 30 April 2016

You need to submit recordings for all the candidates entered for this component.

If a candidate is carrying forward marks for component 6 from a previous series, you do not need to re-submit the candidate's recording in the June series. Please make sure you enter them for the correct carry forward option code.

- Clearly label each USB/ CD with the following information: Centre number, June 2016, syllabus code, component code.
- With each USB/ CD enclose a list of the tests with the candidates' numbers and names in the order in which they appear.
- Do not stick labels on the CD(s). Instead use a CD/DVD marker pen to write on the surface of the disc. If you use a pen that is not specifically for CDs you could damage the recordings or moderators' equipment.
- You must send the following items with your samples:
 - your CIE Direct or MIS system internal marks report if you submitted your marks electronically
 - the second copy of the Internal Assessment Mark Sheet (MS1) if you submitted your marks using the MS1



- the Coursework Assessment Summary Form showing the marks for all candidates in the component. This form is available from the samples database (www.cie.org.uk/samples)
- Individual Candidate Record Cards for all candidates, also available from the samples database (www.cie.org.uk/samples).
- Place the USBs/CDs in a grey script packet and attach the correct bar-coded label to the outside of the packet. Securely place the packet into an outer package and stick on the outer return label with our address shown below. These packets and labels are sent in your pre-exam despatch in March.
- Send your packages by a delivery service that provides a tracking facility and keep a record of your tracking number for each consignment. Send the packages to:

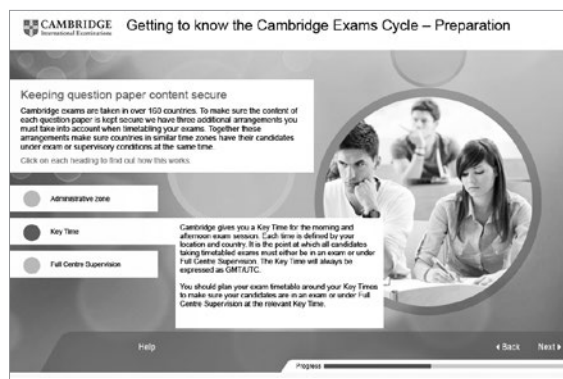
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Cambridge Assessment DC10
Hill Farm Road, Whittlesford
Cambridge CB22 4FZ

Support and training for exams officers

Cambridge Exams Officers' Guide

The Cambridge Exams Officers' Guide is an online step-by-step guide to delivering Cambridge exams at your school. Visit the guide at www.cie.org.uk/examsOfficers to access our key administrative documents, administrative forms and a wide range of support materials.

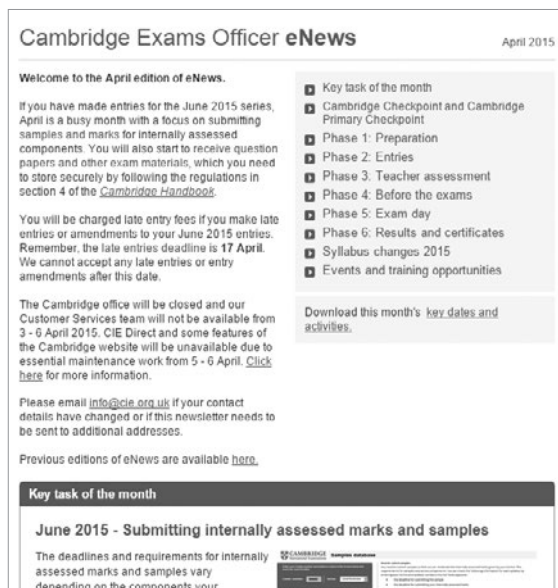
Online training



You can also complete our online training for exams officers. This flexible and easy-to-use training is ideal if you are new to Cambridge, and can be used as a refresher by those of you who have been working with us for some time.

- There is a module for each phase of the Cambridge Exams Cycle.
- You can work through each module at your own pace.
- The training is accessible any time through our professional development site.
- Each module contains a series of case studies and activities to check your understanding, making them interactive and fun to complete.
- When you complete a module you can download a completion certificate.

For more information, including how to log into the professional development site and the technical requirements needed to access the training, visit www.cie.org.uk/help and type 'exams officer training' into the search field.



Cambridge Exams Officer eNews

This eNewsletter is specifically for UK exams officers. We send it on the first working day of each month. It contains:

- reminders about key dates and activities for that month
- guidance on changes to key processes
- updates on new services.

If your school is registered with us you should automatically receive the eNewsletter. If you are not receiving it contact our Customer Services team at info@cie.org.uk

The 'Help' section of our website

'Help' contains an online bank of answers to frequently asked questions about Cambridge examinations and services. It has recently been upgraded to include a more intuitive search function.

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

Our 'Help' section:

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

Go to www.cie.org.uk/help

Support and training for teachers

We offer a wide range of support resources to help teachers plan and deliver Cambridge IGCSE First Language English.

Our website

You can access the syllabus, examiner reports, past and specimen papers and mark schemes from our website at www.cie.org.uk. We publish lists of resources to support teaching, including textbooks and websites. Some of these resources are endorsed by Cambridge International Examinations, which means we have quality checked them and judge them to match the syllabus well.

Even though 0500 and 0522 are different syllabuses, the marking criteria and question types are the same. For this reason, the resources and question papers available for syllabus 0500 are suitable in preparing for syllabus 0522.

Simply click on the relevant links below or go to www.cie.org.uk/qualifications, select 'Cambridge IGCSE', 'Subjects' and then 'English – First Language (UK)'.

Syllabus (0500)

Syllabus (0522)

The next time you have a question about the syllabus, you can visit the 'Help' section of our website, which contains an online bank of answers to frequently asked questions about Cambridge programmes and qualifications. Type your question into the search box, or use the menu to guide you.

Go to www.cie.org.uk/help



Important information

Look out for our 'Syllabus Changes' document at www.cie.org.uk/new. The document provides advance notifications of changes to our syllabuses.

Teacher Support

Teacher Support is an online resource bank and community forum where teachers can access thousands of Cambridge support resources, exchange lesson ideas, materials and teaching strategies.



You can also join subject-specific discussion forums to talk to other Cambridge teachers about specific syllabuses. Every discussion forum is moderated by a syllabus specialist to ensure that your questions are answered.

Visit Teacher Support at <http://teachers.cie.org.uk> for:

- suggested schemes of work
- syllabuses
- most recent question papers and mark schemes
- Principal Examiners' reports and grade thresholds
- candidate response booklets which include candidate responses to specimen papers, Examiner marks and commentaries.

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Support and training for teachers continued

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