

Advice for Centres regarding severe weather, political unrest and natural disasters

The safety of candidates and Centre staff is the most important thing. You should follow any advice issued by the relevant authorities in your country regarding school closure. If candidates are unable to complete their exams you may re-enter them in the next series.

Timetable deviations

If it is not safe to run exams in the timetabled session, you can apply for candidates to take the exam at another time, as long as it is no more than 24 hours after the published timetable date. Apply for timetable deviations using [Preparation – Form 2](#). You must never conduct exams on an earlier day than the timetable date.

We reserve the right to not accept scripts from a re-scheduled exam if there is evidence that the security of the exam has been breached.

Alternative venues

If it is not safe to conduct exams in your exam venue, you can apply to conduct them in an alternative venue by submitting [Entries – Form 5](#).

Question papers

If it is not safe to access question papers from your secure storage facilities, please email info@cie.org.uk or telephone +44 1223 553554. We may be able to send your question papers electronically.

Special consideration

If the circumstances mean a candidate is unable to attend an exam or completes the exam but has been adversely affected by the situation, you can apply for special consideration.

Apply for special consideration through [CIE Direct](#) or by submitting *Exam Day – Form 7*, which is available from the 'Support Materials' section of CIE Direct. We review all applications on a case by case basis.

Candidate scripts

If local courier services are disrupted or delayed, store answer scripts securely at your Centre until the courier confirms they can despatch the scripts. Do not allow the courier to store the scripts.

Please let us know about any delays in returning scripts.

Store any unopened question paper packets securely at your Centre until after the exam series.

Administrative forms

Send any forms by email to info@cie.org.uk or by fax to +44 1223 553558 for the attention of the Regulations team. Associate Centres must send forms to their Cambridge Associate.

This advice may change as the situation develops. Please keep us informed of your plans and any developments.

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