

Access arrangements cover sheet

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/>
Centre name	<input type="text"/>
Candidate number	<input type="text"/>
Candidate name	<input type="text"/>
Exam series	<input type="text"/>
Syllabus and component code	<input type="text"/>
Syllabus title	<input type="text"/>
Access arrangement	<input type="text"/>
Centre comments (if appropriate)	<input type="text"/>

The Head of Centre or exams officer should sign below to confirm that the attached copy of the script was packed following the instructions in the *Cambridge Handbook*. Depending on the access arrangement, the scribe, invigilator, transcriber or practical assistant should also sign below.

Name	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Job title	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Job title	<input type="text"/>	Signature	<input type="text"/>

Examiner comments (if appropriate)	<input type="text"/>		
Examiner name	<input type="text"/>		
Signature	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>

Guidance notes

Centre responsibilities

Make sure the script is prepared in accordance with the regulations outlined in the *Cambridge Handbook*.

In the box marked 'centre comments', tell us about anything you think we or the examiner should know, such as problems producing the scripts, or if any interpretation has been shown on the verbatim (word for word) transcript. Do not use this form to tell us why you used this access arrangement.

When using word processors, the candidate's work must be typed double spaced. Number the pages of the script using this format: '1 of 7', '2 of 7' etc.

Examiner responsibilities

Refer to the relevant sections of the *Instructions for Examiners* booklet when marking this script. In the box marked 'examiner comments' tell us about anything you think we should know. If you have made any comments in the box, forward the script and all accompanying documentation to your team leader immediately.

Returning this form

Complete the form, print and sign it, then attach it securely to the front of the script. Pack and return it to us following the instructions in section 5 of the *Cambridge Handbook*.

For transcripts, attach this form securely to the front of the transcript. Then attach this form and the transcript securely to the back of the candidate's script.

If you are an Associate Centre and work with us through a Cambridge Associate, submit this form directly to your Cambridge Associate.

Save a copy of the form for your own records.