

CJD Braunschweig  
International School Braunschweig – Wolfsburg  
Helmstedter Straße 37 · 38126 Braunschweig  
Tel 0531 889210-0 · fax 0531 889210-15  
Email [is@cjd-braunschweig.de](mailto:is@cjd-braunschweig.de)



 Cambridge Assessment  
International Education  
Cambridge International School

16.04.2021

RE: Cambridge regulations and procedures



Dear parents and students of Year 10,

This letter is to inform you about some Cambridge regulations and procedures relating to IGCSE exams.

As a registered Cambridge International School we need to make sure to follow the exam regulations. Exams are timetabled by Cambridge. Your son/daughter has received the detailed exam table today, or you can find the schedule on our school website.

If a student is **absent or late** at the start of an exam, please inform the **school office** immediately (first step). If a candidate is **sick** on the exam day, we expect him or her to produce **medical evidence** on the same day (email to [bettina.timme@cjd-bs.de](mailto:bettina.timme@cjd-bs.de)) (second step). In case of a late arrival, parents are asked to keep their child under supervision at all times until the student is met by a member of staff. Parents will need to write a statement of confirmation. Cambridge may not accept scripts for reasons of late trains etc.. We therefore expect the students to be present in front of the exam room **10 minutes** before the exam starts. The students also need to consider to allocate time for a Corona test if they have not done one at home already.

Students may take into the exam room only those articles and instruments which are expressly permitted. Any electronic item must be switched off and be left outside the exam room (best in the lockers). Possession of unauthorized material by a candidate during the exam is a serious breach of regulations and may result in cancellation of grades.

Provisional results will be available from 12<sup>th</sup> August 2021. The provisional statement of results is not a certificate.

The Cambridge Certificates will be handed over approximately in November. The date for this event has not yet been fixed.

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Cambridge carries out extensive quality checks before issuing results. However, an enquiry about results is available. If you wish an enquiry on your daughter's/ son's behalf, please contact the Examination Coordinator at our school in written form by 1st September 2021. Please be advised that the school needs to invoice you for this service.

Please do not hesitate to contact me in case of any questions.  
Do not forget to have a look at the last page of this letter, there is a confirmation slip which your daughter /son has to return to school.

Sincerely,

Bettina Timme

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**Please return this slip back to school by Wednesday, 21<sup>st</sup> April 2021.**

Name of student: \_\_\_\_\_

I have read the information on CIE exams and know about the regulations, the publication of results and the possibilities of enquiries.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent's/ carer's signature

\_\_\_\_\_  
student's signature