

Entering IGCSE candidates through CIE Direct

What you need to know before you start to make entries:

- Candidate details
 - Full name
 - Date of birth
 - Gender
 - Their previous centre number and candidate number if they have taken CIE examinations before
- Syllabus code and option code for each qualification for which you are entering candidates.

When you have collated this information, you are ready to make entries.

1. Login to CIE Direct
2. Go to 'Administer Exams'
3. Click on 'Add Candidates'

If you have a small number of candidates, you can enter them individually

1. Click on 'Create a new candidate'. Enter the candidate information mentioned above. Under Education details, you should tick the box next to 'School'. None of the other information is compulsory. Please note that the request for information about English First Language does not apply to IGCSE.
2. Once you have entered all candidates, go to step 6 below.

If you have a larger number of candidates, it is quicker to use a spreadsheet.

1. Click on 'Add Candidates from Spreadsheet'
2. Download the CSV template spreadsheet by clicking on 'download template' next to 'Import from Spreadsheet', and save it on your computer, ensuring it is saved as a CSV file
3. Complete the spreadsheet with the candidate information mentioned above.
 - a. Candidate number: 1001, 1002, 1003 etc
 - b. Name: first name followed by surname in the same column; remove any accents é; ç, é, è, ç, ì etc
 - c. Date of birth: dd/mm/yyyy
 - d. Gender: M/F
 - e. In the School/Private column, enter 'S'
 - f. None of the other information is compulsory. Please note that the request for information about English First Language does not apply to IGCSE.
4. Click on 'Select CSV file to upload', choose the file you wish to upload, agree to the terms and conditions and click on upload file.
5. If the entries fail to be registered, you will be informed instantly with the reason. Check the CSV file, make the necessary amendments and try again until you are successful.

6. Once you have successfully registered the candidates, you then need to register the syllabuses they will take.
7. Go to 'Administer Exams'
8. Click on the number of candidates
9. Click 'Syllabuses' tab
10. Select the 'IGCSE' tab
11. Select the syllabus for which you wish to enter candidates
12. Select the option for which you wish to enter candidate from the list above the candidate names
13. Select the candidates you wish to enter for this syllabus
14. Click 'Enter selected candidates'
15. Repeat for all the syllabi for which you want to enter candidates.

16. Check your entries:
 - a. click on the tab 'Check Entries'
 - b. download one of the files and print
 - c. Ask your students to check the details are correct
 - d. make any amendments by going back to the 'Prepare Entries' tab, clicking on the name of the candidate for whom you need to make changes, click on edit details etc

17. Submit entries. The entries will be sent to ASIBA for approval and final submission. **Please note that ASIBA is not responsible for any errors that schools may make when making entries.**