

Cambridge Associate

Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun	July
<b>We send</b>			<b>We send</b>			DGESCO circular regarding organisation of OIB exams sent to Rectorats	<b>We send</b>			We send the "Fiches évaluation" validated by the Inspectors to Heads of Oral Exam centres
Admin org overview including dates of meetings			Grid to fill in with the names of participants at the oral examiner training meetings				Request for Estimated Grades and Special Consideration forms			
<b>We send</b>										
OIB school audit via schoolpost									Cambridge letter sent via DGESCO to Proviseurs regarding organisation of OIB exams	We send the "Fiches d'évaluation pour Epreuves orales" pre-filled with the names of candidates and examiners to Heads of Oral Exam centres
<b>We send</b>						<b>We send</b>				A grid to fill in with the names of participants at the October subject meetings
Registration form for new colleagues who wish to attend the October subject meetings	<b>We send</b>			Heads of Oral Exam Centres		A calendar for the forthcoming oral examinations in the different centres to the Heads of Oral Exam Centres				
	Language/Literature grid to fill in with oral and written options			Complete and return table of oral dates in their centre and related dates						
<b>We send</b>										
Invitations for the Subject meetings										
<b>We send</b>										
Request to update the examiner database		<b>We send</b>					<b>We send</b>			
		Grid to fill in with candidates' details					Examiner grids to all involved			
<b>You send</b> →										<b>You send</b> →
List of participants at the subject meetings and staff changes by mid Sept	<b>You send</b> →		<b>You send</b> →							Names and details of the candidates at the September session by 10th July
	Language/Literature grid completed with oral and written options by 24th November		List of participants at the oral examiner training meetings				<b>You send</b> →			
<b>You send</b> →								Completed Estimated Grades and Special Consideration forms by mid-May		
A schoolpost reply form with all information about your school by end of September										Heads of Oral Exam centres send "Fiches d'évaluation pour Epreuves orales" completed with provisional marks and comments
Details of any changes in personnel in your section										
Update the examiner database								We send the schedule for your oral centre completed with the names of the candidates and examiners		A Schoolpost reply form listing participants at the subject meetings