

Cambridge Associate

Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun	July
We send			We send			circular regarding organisation of OIB exams sent to Rectorats	We send			We send the "Fiches évaluation" validated by the Inspectors to Heads of Oral Exam centres
Administrative orga 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 to be registered on the ASIBA database			
We send										
OIB school audit via schoolpost									We send the "Fiches d'évaluation pour Epreuves orales" pre-filled with the names of candidates and examiners to Heads of Oral Exam centres	We send
We send						We send				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	We send			Heads of Oral Exam Centres		A calendar for the forthcoming oral examinations in the different centres to the Heads of Oral Exam Centres incl candidates with Tiers Temps		Cambridge letter sent via DGESCO to Provisieurs regarding organisation of OIB exams		
	Language/Literature grid to fill in with oral and written options			Complete and return table of oral dates in their centre and related dates						
France Education Intl sends										
Convocations for the Subject meetings										
We send										
Request to update the examiner database		We send				We send				
		Grid to fill in with candidates' details				Examiner grids to all involved				You send →
You send →			You send →							Names and details of the candidates at the September session by 10th July
List of participants at the subject meetings and staff changes by mid Sept	You send →		List of participants at the oral examiner training meetings				You send →			
You send →	Language/Literature grid completed with oral and written options by 1st December						You register Estimated Grades and Special Consideration on the ASIBA database by mid-May			
A schoolpost reply form with all information about your school by end of September			You send →						Heads of Oral Exam centres send "Fiches d'évaluation pour Epreuves orales" completed with provisional marks and comment	
			Deadline for receipt of list of candidates and their details 21st December							
							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