

## Test-specific instructions

### Sixth Term Examination Paper (STEP)

### 2025

---

#### Scheduled test dates

- Mathematics Paper 2 (9470): Wednesday 11 June
- Mathematics Paper 3 (9475): Monday 16 June

#### Test start times

The scheduled start time for tests in the UK is 9am. To identify the scheduled start times for centres based outside the UK, please refer to the start times document, available to download from the STEP webpages. Test start times are scheduled by country and must **not** be calculated from the equivalent UK time.

---

**You must have a copy of these instructions in each test room. If you need to get in touch on the day of the test, call the STEP Mathematics team on +44 (0) 1223 553998.**

Full contact details and useful links can be found on the [STEP Mathematics site](#).



## CONTENTS

1. Timetabling and format of the test .....	4
2. STEP materials .....	4
3. Setting up on the day .....	5
4. Authorised and unauthorised materials .....	7
5. Inviting candidates into the test room .....	7
6. Checking IDs .....	8
7. Instructions to candidates .....	8
8. During the tests .....	9
9. Concluding the test .....	13
10. Packing and returning materials .....	14
Appendix 1 – Returning materials using MyDHL+ .....	17
Appendix 2 – Alternative instructions for registering for MyDHL+ .....	23

## 1. Timetabling and format of the test

Test description	Test date	Duration of test	To be completed in
Mathematics 2 (9470)	Wednesday 11 June	3 hours	Black pen, and HB pencil for diagrams*
Mathematics 3 (9475)	Monday 16 June	3 hours	Black pen, and HB pencil for diagrams*

\*Candidates should use black pen and a HB pencil to complete the test. Please make sure you have spare black pens and HB pencils available in case candidates do not have one. However, if the correct pen/pencil is not available and you cannot provide candidates with one, candidates should be allowed to write with whatever item they have.

**A candidate's final mark will be based on the six questions for which they gain the highest marks.** Please note: it is important candidates follow all the instructions on the front of the answer booklet carefully.

**Candidates must not use calculators.**

**There is no formulae booklet for STEP.**

**Graph paper is not permitted.** As all the graphs required are sketches, it is neither necessary nor appropriate for candidates to produce detailed graphs on graph paper. Instead, all graphs (if required) should be sketched inside the answer booklet.

**Candidates should not be given any extra paper.** Only answers in the official STEP answer booklet will be marked. Any extra paper attached will be removed and will not be marked.

**Candidates are not permitted to use a bilingual dictionary.**

## 2. STEP materials

You will receive the following materials. Please check the materials carefully – if you are missing anything or there are any issues with the materials, please contact us immediately on +44 (0) 1223 553998.

**You must not open the question paper envelopes to check their contents.**

- Envelope(s) containing question papers and answer booklets (one question paper and answer booklet per candidate). Answer booklets have been inserted inside question papers – there are no separate answer booklet envelopes.\*
- Statement of entry (one per candidate)
- Attendance register(s)
- Confidential results information sheet (one per candidate)
- STEP Notice to Candidates
- Script packet labels
- A3 return of materials envelopes: with the Cambridge return address
- Two DHL cardboard envelopes: to be used by centres with a small number of candidates to keep the return packages flat during transit.

\*Please note:

- In some cases, question papers will be provided electronically as PDFs. In these cases, centres will be informed directly.
- For China the envelopes containing question papers and answer booklets will be sent separately to the other materials.

## Storing materials securely

Question papers and associated test materials must be stored under secure conditions. The secure storage must meet the following specifications:

- All question papers and test materials must remain unopened and be locked away in a highly secure place (ideally a safe).
- If a safe is not available or is of insufficient capacity, a non-portable, lockable, reinforced metal cabinet, or similar robust container must be used.
- The safe or container must be in a securely locked room, with access ideally restricted to only two or three key holders.

Container 	A locked, non-portable safe or reinforced/robust cabinet	A locked container but not ideal, e.g. portable (with some effort) or not reinforced	No container or container is easy to carry or not locked/secure, e.g. suitcase or cardboard box
Location 			
Secure locked room, with solid door and no easy access through any window (e.g. not ground floor, bars, etc.)	✓	✓	✗
Secure locked room is used by staff (e.g. office). The room is not used by public/ students without staff present	✓	✗	✗
Room is not secure, e.g. door of wooden hollow construction or with large glass panel	✗	✗	✗
Public/student area	✗	✗	✗

## 3. Setting up on the day

### Invigilators

Ensure there is at least one invigilator per group of 30 candidates in each test room. If only one invigilator is required for the test, they must have a way of summoning assistance. Assistance must be available within a couple of minutes.

- Invigilators must have read the test-specific instructions booklet **before** the test date. They must be familiar with the form, conduct and timing of the test(s).
- Invigilators must be adults experienced in the administration of tests. They must not be current students at the centre and must not be related to any candidates taking the test(s).
- An invigilator can be a candidate's teacher but must not have taught them the subject(s) being tested. For example, a candidate's Maths teacher must not invigilate STEP but their English teacher can.
- The invigilator must be familiar with any access arrangements for individual candidates and ensure that those candidates are appropriately accommodated.
- Where a candidate is taking the test in another room, you must provide a separate invigilator.

## Test room

Display direction signs to help candidates find the room. This may not be needed if all candidates are internal and have been made aware of the test room's location.

You must ensure the following conditions are met in every test room:

- Display a sign at each test room indicating 'Test in progress – please remain silent'.
- Display the STEP Notice to Candidates so all candidates can read it before their test.
- Ensure there is a reliable clock visible to all candidates in the test room. Carry out regular checks to make sure clocks are in good working order and show the correct time.
- Ensure a whiteboard or flip chart is visible to all candidates showing the centre number and the actual start and finish time of the test.
- Remove all helpful material from the test room or cover it thoroughly (except health and safety notices).
- Desks must be at least 1.25m apart (from the centre of one candidate's working area to the centre of the next candidate's working area in all directions).
- Ensure all candidates face in the same direction. Candidates must not sit with their backs to the invigilator.
- Display candidates' statements of entry on the desks.
- Ensure staff mobile phones and any landline phones in the test rooms are switched off or set to silent.

## Distributing test materials

If you have a large number of candidates or are running tests in multiple rooms, you may open the question paper packets and distribute the question papers up to an hour before the start of the test. If you do this, please follow the steps below:

- Place the statement of entry on the relevant desk.
- Open the question paper packets.
- Place question papers on the correct desk, matching the statement of entry.
- Question papers will have answer booklets inserted inside. **Remove the answer booklet and place it on the desk alongside the question paper.**

## You must:

- ensure these materials are **never** left unattended.
- ensure a senior invigilator or exams officer checks that the correct question paper, answer booklet and statement of entry is on the correct desk.

When you invite candidates into the test room you must tell them they must not touch anything or open their question papers until told to do so and remind them to check they are sitting the right paper.

## 4. Authorised and unauthorised materials

Before candidates start the test, ensure they leave their personal belongings and any unauthorised items in a secure place outside the test room. If this is not possible, designate an area in the test room where these items can be stored out of reach of candidates. Access to these items must be monitored by the invigilator. Candidates must be reminded to switch off any electronic devices in this area.

Invigilation staff must be particularly vigilant regarding watches including smartwatches, mobile phones, and any other electronic items which candidates may still have on their person when sitting at their desks. These items must be removed from the candidates for the duration of the test.

Candidates who inadvertently bring any of the unauthorised items into the test room must give it to an invigilator for safekeeping.

Authorised items	Unauthorised items
<ul style="list-style-type: none"> <li>✓ photo ID</li> <li>✓ pens, pencils, erasers, highlighters, clear pencil cases, rulers, protractors and compasses</li> <li>✓ water in a clear plastic bottle with label removed</li> <li>✓ medicine required during tests</li> <li>✓ tissues</li> <li>✓ Statement of entry</li> </ul>	<ul style="list-style-type: none"> <li>× mobile phones, cameras, smartwatches, mp3 players, tablets, e-readers or any other electronic items on which notes could be accessed or data received/transmitted</li> <li>× watches</li> <li>× calculators</li> <li>× notes, paper</li> <li>× graph paper</li> <li>× dictionaries (including bilingual dictionaries)</li> <li>× correction fluid/tape</li> <li>× erasable pens</li> <li>× bags, handbags, luggage</li> <li>× coats</li> </ul> <p>This list is not exhaustive.</p>

## 5. Inviting candidates into the test room

You must allow sufficient time before the start of the test for candidates to enter the room, for ID checks and reading instructions. We recommend you invite candidates into the test room at least 15 minutes before the start time but you may want to extend this time if you have a large group of candidates. Candidates must then be advised they are under test conditions from the time they enter the room.

**Important:** If test materials have already been distributed then inform all candidates they must not touch anything until instructed to do so.

Ensure candidates are sitting at the desk which displays their respective statement of entry. The statement of entry contains the information the candidate needs to write on their answer booklet.

If a candidate is not registered, they must not be allowed to sit the test.

**Late arrivals:** A candidate who arrives late and is permitted by the centre to sit the examination must be allowed the full time for the examination.

If you admit a late candidate, you must read the full '*Instructions to Candidates*' found in Section 7 (outside of the test room if the other candidates have already started the test).

## 6. Checking IDs

Invigilators must establish the identity of all candidates sitting the test. The exams officer must make sure appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates. This can include a senior member of staff, e.g. Head of Year/Assistant Head Teacher, identifying the candidates as they enter the test room.

### Private candidates

All private candidates must bring a physical photographic ID with them on the test day so the invigilator can check their identity. Acceptable IDs include, but are not limited to, passports, national identity cards, driving licences and school/college IDs. IDs must be original (not photocopies) and must not have expired.

You must check IDs when candidates are seated at their desks. Where it is not appropriate to identify a candidate at their desk because they are wearing religious clothing, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes.

You must either check IDs just before the start of the test or you can check them during the first 15 minutes of the test. If you need to check IDs during the test, you must make sure that candidates are still being supervised according to the regulations. Check the candidate's face matches the photo on the ID and the name on the ID matches the name on the statement of entry and/or the attendance register.

### For private candidates who cannot produce ID:

- The candidate has until the end of the test to prove their identity (i.e. a family member could bring their ID to the centre whilst they sit the test).
- If the ID is not produced by the end of the test, then submit a Malpractice form (available from the STEP Mathematics web pages) to confirm the candidate took a test without a valid ID. Inform the candidate you are doing this and that their result is likely to be withheld.

## 7. Instructions to candidates

Before the test starts, you must read aloud the instructions for candidates listed below.

- “You are now under test conditions.”
- “Do you have any unauthorised items, including watches or electronic devices such as mobile phones or smartwatches, with you? If so, give them to me now, ensuring you switch off any electronic devices.”
- “The use of any unauthorised items or mobile phones ringing will be treated as malpractice and reported to OCR.”
- “You now have a few minutes to read the front cover of your question paper and answer booklet. You must follow all these instructions very carefully. You should fill in your personal details in black pen as instructed on the answer booklet.”

*Give candidates approximately 3–4 minutes to read the instructions and complete their personal details.*

*If candidates do not have the correct pen and you cannot provide them with one, they should be allowed to write with whatever item they have.*

- “**The use of calculators is not permitted.**”
- “**The use of a bilingual dictionary is not permitted.**”
- “**Graph paper is not permitted** or required for any of the STEP papers. All graphs should be sketched inside the answer booklets alongside the relevant question.”
- “You will **not be given any extra paper**. You must write all answers in the booklet provided.”
- “Crossed out work will not be marked.”
- “If you make more than one attempt at a question you must cross out all but the one you wish to have marked. If you do not do so, only your first attempt will be marked, unless a later attempt is clearly substantially more complete.”
- “The duration of the test is 3 hours (*amend as needed for any candidates granted extra time*) and should be completed in black pen and HB pencil for diagrams.”
- “You must stop writing when I tell you and stay at your desk until I collect your test materials and tell you that you can leave the test room.”
- “If you have any problems during the test, put your hand up.”
- “I will give you a warning when there are 30 minutes, 10 minutes and 5 minutes left. Remember, you cannot leave to use the toilet in the last 10 minutes of the test. In the last 5 minutes please ensure that the questions you have answered are clearly numbered.”
- “At the end of your test, I will give you your confidential results information sheet.”
- “Do you have any questions?”

*Give candidates a minute to raise their hands and ask any questions.*

- “You can start your test now.”

Check the time on the clock. Write the exact start and finish time on the whiteboard/flip chart. Make sure any candidates with extra time are aware of when their test will finish.

## 8. During the tests

### Invigilation

The role of the invigilator is to ensure the tests are conducted according to these instructions to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities
- b) ensure the security of the test before, during and after the test
- c) prevent possible candidate malpractice
- d) prevent possible administrative failures.

Invigilators are required to move around the test room quietly and at frequent intervals.

Where there is only one invigilator present, they must be able to get help easily, without leaving the test room. They may use a phone to call or text for assistance as long as it is switched off/set to silent immediately after the call to prevent incoming calls or messages disrupting candidates.

Staff and invigilators must not, under any circumstances, try to communicate with candidates once the test has started unless there is a specific problem with a question paper that a candidate has identified e.g. a printing error or an emergency arises. Staff and invigilators can communicate with candidates who have put their hand up to seek assistance from an invigilator.

During the test the invigilator must be alert at all times and regularly patrol the room. Look out for candidates who:

- need assistance (such as toilet breaks)
- are not well
- are using cameras or any other electronic items
- are behaving suspiciously, such as reading hidden notes, etc.

You must not perform any other activity in the test room, for example, reading a book, reading the test paper or working on a laptop. You can, however, complete the room plan, the attendance register and any other relevant forms (such as special consideration).

### **Toilet breaks**

During the test, candidates are allowed to leave the test room temporarily to use the toilet **if they are escorted by a member of staff**. If you are the only invigilator, you must ask another member of staff to help as you must not leave the test room. You must tell the candidate they are still under test conditions during the time they are out of the test room and that they must not communicate with anyone. You must **not** give any extra time for this. Candidates are not allowed to leave the room for a toilet break in the final 10 minutes of the test.

### **Finishing the test early**

Candidates who finish their test early must remain quietly in their seats until the full test time has passed. Candidates are only allowed to leave the room permanently before their test ends if there is an emergency.

### **Attendance registers and room plans**

You must complete the attendance register during the tests. There are separate attendance registers for STEP 2 and STEP 3. Make sure the attendance register is completed even if the candidate was absent. Please tick (✓) if a candidate is present or put an **A** if the candidate is absent. There must be an **A** or a **tick** next to **every name**.

The attendance register must also be annotated if:

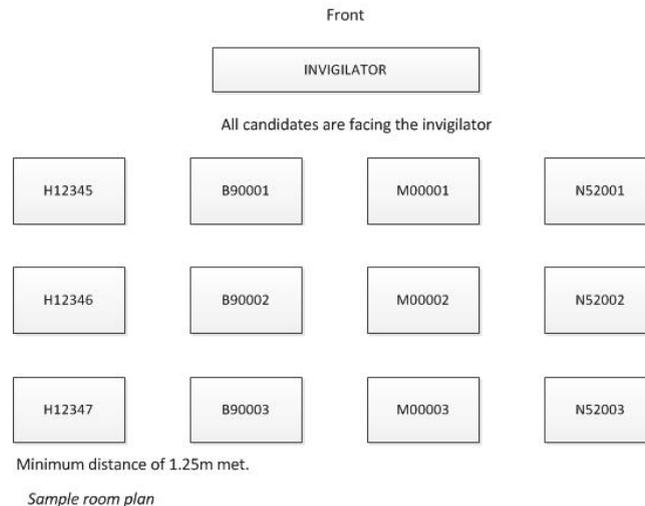
- A candidate was registered after the attendance register had been printed. In this case add the candidate's name to the list. You must return any test materials for this candidate with the test materials of your other candidates.
- If **all** of your candidates were absent for the test, please mark all candidates as absent. Please note that you must return the completed attendance register to OCR by sending it to [STEPmaths@ocr.org.uk](mailto:STEPmaths@ocr.org.uk).
- If only **some** of your candidates were absent, correctly record this on the attendance register and then return the attendance register with the other materials as described in packing and returning materials.

**You must complete an accurate room plan during the test. Include the following information:**

- the position of each candidate by **candidate number** (see sample room plan below)
- the direction all candidates are facing
- the distance between candidates: you can write 'minimum distance of 1.25m met'
- the number and position of invigilators.

Create one room plan per test room. This is important and used in instances of malpractice.

**Return the attendance register for each test and room plan(s) with the candidates' answer sheets/booklets in the return envelope. Do not staple, paper clip or attach them with a treasury tag.**



### **Special consideration**

You can apply for special consideration if a candidate's performance is affected on the test day by circumstances beyond their control, including but not limited to:

- illness on the day of the test
- unforeseen distress for the candidate such as a family crisis
- significant disruption to the test outside the centre's control.

Submit the special consideration form on the Entries Extranet **within five working days of the test date**. Any applications received after this date will be rejected.

## Malpractice

You must report anything unusual, such as suspicious behaviour or any incidents which might affect the integrity of the test before, during or after the test to the supervisor or exams officer and to us.

Some examples of malpractice:

- talking / disruptive behaviour / not listening to exam staff
- copying / collusion
- using unauthorised items such as dictionaries, electronic items or notes
- impersonation
- unable to provide a valid ID
- failing to switch off an electronic device (mobile phone, smartwatch, etc.)

If you suspect malpractice or have clear evidence of malpractice:

- give a discreet but clear warning to the candidate that they will be reported
- allow the candidate to complete the test
- be aware of local laws before handling or removing unauthorised materials from candidates, for example taking notes from a candidate's pocket
- write a detailed statement of events
- ask the candidate to write a statement detailing their version of events after the test has finished.

You must not disqualify candidates from subsequent sections. However, in extreme circumstances, you can exclude a candidate from the test room and from taking the test if the candidate's continued presence would cause disruption to other candidates or poses a threat to health and safety. **The decision to disqualify must be left to us.**

Submit the [Malpractice form](#) on the STEP Mathematics web pages **within five working days of the test date**. You will need to upload the candidate and invigilator statement(s) as well as a copy of the room plan when completing the Malpractice form. See the [STEP Mathematics web pages](#) for more guidance.

## Emergencies

If there is an emergency such as a fire alarm, everybody's safety is the main priority. Depending on the nature of the emergency, centres should try to follow the instructions below. However, local emergency procedures override any of our exam security regulations and must be followed.

- Stop the candidates from writing.
- Advise candidates to leave all question papers and answer booklets/sheets face down in the test room.
- Ask candidates to leave in silence and remind them that they must not discuss the test.
- Collect the attendance registers and evacuate the room in line with the appropriate requirements set by the centre.
- Supervise the candidates as closely as possible while they are out of the test room to make sure there is no discussion about the tests.
- Make a note of the time and how long the interruption lasted.

- Upon return to the test room candidates should receive the full working time for the test if it is possible to return to the test room.
- Submit a [special consideration form](#).

## 9. Concluding the test

Remind candidates as follows.

### When there are 30 minutes left, tell candidates:

- “You have 30 minutes left.”

### When there are 10 minutes left, tell candidates:

- “You have 10 minutes left.”

*Remember, candidates should not leave the room during the last 10 minutes of the test.*

### When there are 5 minutes left, tell candidates:

- “You have 5 minutes left. Please ensure that the questions you have answered are clearly numbered at the top of each page within your answer booklet.”

### When the test ends, tell candidates:

- “The test has finished now, put your pens down.”

*Allow candidates who have been granted additional time to finish their test.*

- “Please remain in your seats until all test materials have been collected and you have been told you can leave.”
- “You must not take any test materials out of the room.”
- “Please make sure you have followed all the instructions given on the answer booklet.”

Collect all question papers and answer booklets. Please check that each candidate has followed all the instructions on the answer booklet fully. If a candidate has not entered this information, they can add it now but this must be observed by an invigilator.

### Once you have collected all test materials including the statements of entry, tell candidates:

- “I am going to give you your confidential results information sheet. Keep it safe as it holds information you will need to access your results online. The STEP Mathematics Team will not be able to reissue the information provided on the confidential results information sheet.”

*Distribute the confidential results information sheets.*

- “You can now leave the room. You must not take any question papers or other test materials with you.”

## **Candidates with additional time**

Candidates who have been granted additional time should also be given the above instructions when they have 30 minutes and 10 minutes left and when the test ends. You need to be very clear on which warnings are for standard and which are for extra time candidates.

## **10. Packing and returning materials**

### **What to pack/store/return:**

You must despatch all scripts (answer booklets), completed attendance registers and room plans to the STEP Mathematics Team using MyDHL+ within 24 hours of each test date. Do **not** return STEP 2 and STEP 3 papers together.

### **What to keep in secure storage:**

Any confidential materials not required to be sent to us (e.g. question papers) must be kept in secure storage until **30 September 2025**; after this date you must securely destroy them (e.g. shredder).

The exams officer is responsible for all materials until they are despatched or securely destroyed. Students and teachers/staff must not be issued or given permission to view the question papers at any stage.

### **Organising return of materials:**

Materials must be returned using MyDHL+, and you are strongly advised to book your material collections with DHL prior to the test dates.

Please see Appendix 1 for a guide to booking a collection.

Failure to return test materials promptly can lead to a delay in candidates' results being released to institutions and therefore put a candidate's place at university at risk.

### **How to pack and seal materials:**

You need to follow the five steps below.

#### **1: Organising the test materials**

The A3 envelope can fit up to 25 answer booklets. Please order your answer booklets by candidate number. The attendance register and room plan should be placed at the top.

#### **2: Insert materials into DHL cardboard envelope (optional)**

If you have 3 or fewer candidates, insert the materials you are returning into the DHL cardboard envelope. This ensures that the final package is solid and less likely to be lost in transit.

If you have 4 or more candidates, then you can simply dispose of the DHL cardboard envelope.

#### **3: Insert materials into the A3 envelope(s)**

Insert the test material into the A3 envelope(s) with the Cambridge return address.

Please seal the pre-addressed return envelope.

#### 4: Attach script packet label to the A3 envelope

Within your despatch you will have received script packet label(s). Each label needs to be fixed on to the A3 envelope with the Cambridge return address. An example of a script packet label can be seen below:

 18322556		<b>S</b>
<b>JUNE ARD 2022</b>		
<b>GB599</b>	ESOL TESTING ONLY DO NOT APPLY	
	Part	
	Split	
<b>9470</b>	MATHEMATICS 2	
<b>01</b>	EXAMINATION	
<b>01.01</b>	Examiner	
<b>THU 09 JUN AM</b>		
	Candidate no. range	0-upwards
<b>UNIVERSITY OF CAMBRIDGE LOCAL EXAMINATIONS SYNDICATE</b>		

Please see the example below of the A3 envelope. You will need to attach the script packet label (as above) on the purple highlighted area.

<b>TO BE COMPLETED BY THE CENTRE</b>				
<small>CENTRE NUMBER</small>	<small>NUMBER OF ANSWER SHEETS / SCRIPTS ENCLOSED</small>	<small>SYLLABUS CODE (IF APPLICABLE)</small>	<small>COMPONENT CODE (IF APPLICABLE)</small>	<small>PACKING CODE (CAMBRIDGE ENGLISH EXAMINATIONS ONLY)</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>SIGNATURE OF SUPERVISOR/S</small>		<input type="text"/>		
<small>CAMBRIDGE ENGLISH</small>		<input type="text"/>		
<b>ATTACH THE APPROPRIATE LABEL HERE</b>				
<small>INCLUDE ANSWER SHEETS / SCRIPTS FOR A SINGLE COMPONENT ONLY</small>				
<small>IF UNDELIVERED PLEASE REDIRECT TO: CAMBRIDGE UNIVERSITY PRESS &amp; ASSESSMENT HILL FARM ROAD WHITTLESFORD CAMBRIDGE CB22 4FZ</small>				
<small>ABSENT CANDIDATES (CAMBRIDGE ENGLISH EXAMINATIONS ONLY) PLEASE ENTER ALL ABSENT CANDIDATE NUMBERS BELOW:</small>				
<input type="text"/>				

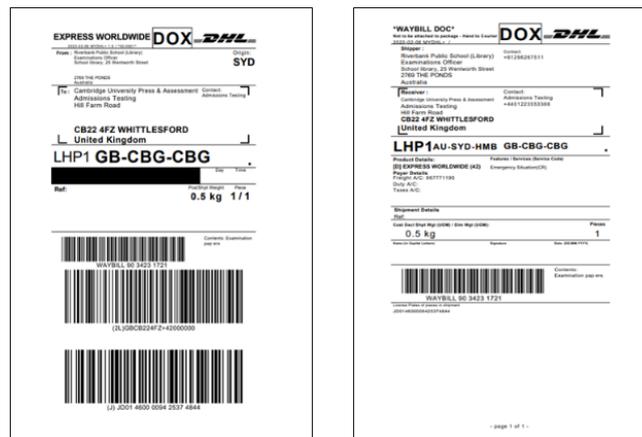
You will also need to complete the section 'To be completed by the centre' (which is above the label, in yellow) with:

- your centre number
- number of answer booklets in the envelope
- syllabus code (STEP 2 = 9470 and STEP 3 = 9475)
- component code (for STEP 2 and STEP 3 use code 01)
- your signature.

**5: Book your collection, print your waybill and affix – your item is now ready for collection!**

You need to book your collection and print your waybill, and \*waybill doc\* using the guidance in Appendix 1.

A waybill is a label containing all the information DHL needs to know to keep your package moving through the network to its ultimate destination. Please see the example below of a waybill (the left-hand side example image):



**Please note, the waybill should be stuck on the back of the A3 envelope, to avoid covering the barcodes on the script packet label on the front.**

It is important that you give the \*waybill doc\* (the right-hand side example image) to the courier when they collect the test materials.

## Appendix 1 – Returning materials using MyDHL+

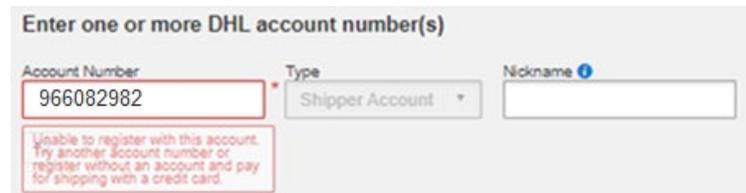
All materials needing to be returned via the STEP Maths MyDHL+ account.

### Registering for MyDHL+

1. Go to: <https://mydhl.express.dhl> and select your location.
2. Click 'Register Now' or 'Register' – make sure the flag is showing the country you are shipping from.
3. Click the 'Yes' box to confirm you have a DHL account number and then enter account number 966082982.

Enter your centre number and 'STEP Maths' in the nickname box. You can use this nickname to identify the account easily in the future.

Please note: If your centre is outside the United Kingdom and you receive the following error when trying to register, please follow the alternative registration instructions in Appendix 2.



The screenshot shows a registration form titled "Enter one or more DHL account number(s)". It has three input fields: "Account Number" containing "966082982", "Type" with a dropdown menu set to "Shipper Account", and "Nickname" which is empty. A red-bordered error box is overlaid on the "Account Number" field, containing the text: "Unable to register with this account. Try another account number or register without an account and pay for shipping with a credit card."

4. Complete the registration details and click 'Register'.
5. You will receive an email from MyDHL+. Click on the link to activate your account.
6. Log in and update your contact information under 'My Profile: Update My Info'. Remember these details are for your centre.

## Booking a courier collection with MyDHL+: UK centres

1. Log into MyDHL+ using your login details: <https://mydhl.express.dhl>
2. Go to 'Ship' in the yellow bar at the top of the screen. Select 'Create a Shipment'. 'From' should be automatically populated – ensure 'residential address' IS NOT ticked. Populate the 'To' details as below – then click 'Next'.

**Name:** STEP Maths

**Company:** Cambridge University Press & Assessment

**Country:** United Kingdom

**Address:** Hill Farm Road

**City:** WHITTLESFORD

**Postal Code:** CB22 4FZ

**Phone:** +44 1223 558323

3. Under **Shipment Details**, select '**Documents**' – describe as 'Examination papers' and add the reference as your centre number and 'STEP'. **Do not tick the box to protect your shipment.** Click '**Next**'.
4. Complete the packaging description as requested. (i.e. My own package. Qty: 1. Weight: 0.5kg Dimensions: 10 x 10 x 10). Click '**Next**'.
5. **How would you like to pay?** This should self-populate with the account number – do not change anything. Click '**Next**'.

Select the day you want the courier to collect the shipment. This will then offer you the nearest date for when it will arrive at Cambridge.

Always select 'End of Day' at the bottom. Ignore all optional services. Click 'Next'.

Note: If you've selected a date from the 'More' section (i.e. a date that is more than a week in advance), DHL+ will not display the estimated date of arrival (instead it displays the message 'no future delivery date available'). Please do not worry about this – it just means the DHL system cannot currently estimate how long it will take to actually ship once collected. It should still be possible to order the collection itself for your desired date. Simply click through and proceed as instructed.

6. Do you need a courier pickup? Click 'Yes – Schedule Pickup' and select a 2-hour slot convenient to you (please note, that this cannot be guaranteed). Select the collection location from the drop-down menu, eg reception. Enter and check the pickup details are correct. Click 'Next'.
7. Do you need a return label? Click 'No' and click 'Next'.
8. Check all details. Select 'Accept and continue'. The cost will not be shown.
9. Print your waybill. The receipt is optional so please tick if you would like a paper copy.
10. You will then see the shipment confirmation screen – where you can request notifications or share details with the receiver (optional).
11. You can now affix your waybill to the correct return envelope.

## Booking a courier collection with MyDHL+: Centres outside the UK

1. Log into MyDHL+ using your login details: <https://mydhl.express.dhl>
2. Go to **'Ship'** in the yellow bar at the top of the screen. Select **'Create a Shipment'**. **'From'** should be automatically populated – ensure **'residential address'** **IS NOT** ticked. Populate the **'To'** details as below – then click **'Next'**.

**Name:** STEP Maths

**Company:** Cambridge University Press & Assessment

**Country:** United Kingdom

**Address:** Hill Farm Road

**City:** WHITTLESFORD

**Postal Code:** CB22 4FZ

**Phone:** +44 1223 558323

3. **Shipments from international centres need to have a customs invoice.** Under **Shipment Details**, select **'Packages'** and select 'Commercial' from the drop-down list. Select 'Describe Items' and use the table below to add the item, including the number of units contained in the shipment. If you need to add another item to the invoice, select add another item.

Item description	Units	Commodity code	Item value	Where was the item made?	Weight (per item)
Examination Documents	Kilograms	49011000	GBP 1.78	United Kingdom	0

If you need to change the currency code, click on the current currency code and select GBP from the list.

4. Calculate the freight charge for your return shipment. Using the tables on the following pages, identify which zone you are in and then cross reference the zone and the weight of the shipment to calculate the freight charge.

For example, if you are in Australia (Zone 8) your freight charge for a 4kg shipment is £54.07.

If your shipment is heavier than 10kg you need to use the adder rate table to establish the additional cost per each 0.5kg the shipment exceeds 20kg and add this to the freight charge for a 10kg shipment. The adder rate table has 4 weight zones, so please use the line applicable to the total weight of your shipment.

Country	Zone	Country	Zone	Country	Zone	Country	Zone
AFGHANISTAN (AF)	10	EAST TIMOR (TL)	10	LIBYA (LY)	10	SAO TOME & PRINC. (ST)	10
ALBANIA (AL)	5	ECUADOR (EC)	10	LIECHTENSTEIN (LI)	5	SAUDI ARABIA (SA)	9
ALGERIA (DZ)	10	EGYPT (EG)	10	LITHUANIA (LT)	4	SENEGAL (SN)	10
AMERICAN SAM. (AS)	10	EL SALVADOR (SV)	10	LUXEMBOURG (LU)	1	SERBIA (RS)	5
ANDORRA (AD)	4	ERITREA (ER)	10	MACAU (MO)	8	SEYCHELLES (SC)	10
ANGOLA (AO)	10	ESTONIA (EE)	4	MADAGASCAR (MG)	10	SIERRA LEONE (SL)	10
ANGUILLA (AI)	10	ETHIOPIA (ET)	10	MALAWI (MW)	10	SINGAPORE (SG)	8
ANTIGUA (AG)	10	FALKLAND ISL. (FK)	10	MALAYSIA (MY)	8	SLOVAKIA (SK)	4
ARGENTINA (AR)	10	FAROE ISLANDS (FO)	5	MALDIVES (MV)	10	SLOVENIA (SI)	4
ARMENIA (AM)	10	FUJI (FJ)	10	MALI (ML)	10	SOLOMON ISL. (SB)	9
ARUBA (AW)	10	FINLAND (FI)	3	MALTA (MT)	4	SOMALIA (SO)	10
AUSTRALIA (AU)	8	FRANCE (FR)	2	MARSHALL ISL. (MH)	10	SOMALILAND (XS)	10
AUSTRIA (AT)	3	FRENCH GUYANA (GF)	10	MARTINIQUE (MQ)	10	SOUTH AFRICA (ZA)	9
AZERBAIJAN (AZ)	10	GABON (GA)	10	MAURITANIA (MR)	10	SOUTH KOREA (KR)	8
BAHAMAS (BS)	10	GAMBIA (GM)	10	MAURITIUS (MU)	10	SOUTH SUDAN (SS)	10
BAHRAIN (BH)	9	GEORGIA (GE)	10	MAYOTTE (YT)	10	SPAIN (ES)	3
BANGLADESH (BD)	10	GERMANY (DE)	1	MEXICO (MX)	7	SRI LANKA (LK)	10
BARBADOS (BB)	10	GHANA (GH)	2	MICRONESIA (FM)	10	ST. BARTHELEMY (XY)	10
BELARUS (BY)	5	GIBRALTAR (GI)	10	MOLDOVA (MD)	5	ST. EUSTATIUS (XE)	10
BELGIUM (BE)	1	GREECE (GR)	5	MONACO (MC)	2	ST. HELENA (SH)	10
BELIZE (BZ)	10	GREENLAND (GL)	4	MONGOLIA (MN)	10	ST. KITTS (KN)	10
BENIN (BJ)	10	GRENADA (GD)	5	MONTENEGRO (ME)	5	ST. LUCIA (LC)	10
BERMUDA (BM)	10	GUADELOUPE (GP)	10	MONTserrat (MS)	10	ST. MAARTEN (XM)	10
BHUTAN (BT)	10	GUAM (GU)	10	MOROCCO (MA)	10	ST. VINCENT (VC)	10
BOLIVIA (BO)	10	GUATEMALA (GT)	10	MOZAMBIQUE (MZ)	10	SUDAN (SD)	10
BONAIRE (XB)	10	GUERNSEY (GG)	10	MYANMAR (MM)	10	SURINAME (SR)	10
BOSNIA AND HERZ. (BA)	5	GUINEA REPUBLIC (GN)	11	NAMIBIA (NA)	10	SWAZILAND (SZ)	10
BOTSWANA (BW)	10	GUINEA-BISSAU (GW)	10	NAURU (NR)	10	SWEDEN (SE)	3
BRAZIL (BR)	10	GUINEA-EQUAT. (GQ)	10	NEPAL (NP)	10	SWITZERLAND (CH)	5
BRUNEI (BN)	9	GUYANA (BRITISH) (GY)	10	NETHERLANDS (NL)	1	SYRIA (SY)	10
BULGARIA (BG)	4	HAITI (HT)	10	NEVIS (XN)	10	TAHITI (PF)	10
BURKINA FASO (BF)	10	HONDURAS (HN)	10	NEW CALEDONIA (NC)	10	TAIWAN (TW)	8
BURUNDI (BI)	10	HONG KONG (HK)	10	NEW ZEALAND (NZ)	9	TAJKIKISTAN (TJ)	10
CAMBODIA (KH)	10	HUNGARY (HU)	8	NICARAGUA (NI)	10	TANZANIA (TZ)	10
CAMEROON (CM)	10	ICELAND (IS)	4	NIGER (NE)	10	THAILAND (TH)	8
CANADA (CA)	7	INDIA (IN)	5	NIGERIA (NG)	10	TOGO (TG)	10
CANARY ISLANDS (IC)	5	INDONESIA (ID)	8	NIUE (NU)	10	TONGA (TO)	10
CAPE VERDE (CV)	10	IRAN (IR)	8	NO. MARIANA ISLANDS (MP)	10	TRINIDAD & TOB. (TT)	10
CAYMAN ISLANDS (KY)	10	IRAQ (IQ)	10	NORTH KOREA (KP)	10	TUNISIA (TN)	10
CENTRAL AFRICAN (CF)	10	IRELAND (IE)	10	NORTH MACEDONIA (MK)	5	TURKEY (TR)	5
CHAD (TD)	10	ISRAEL (IL)	1	NORWAY (NO)	5	TURKMENISTAN (TM)	10
CHILE (CL)	10	ITALY (IT)	10	OMAN (OM)	9	TURKS & CAICOS ISL. (TC)	10
CHINA (CN)	8	JAMAICA (JM)	3	PAKISTAN (PK)	10	TUVALU (TV)	10
COLOMBIA (CO)	10	JAPAN (JP)	10	PALAU (PW)	10	UGANDA (UG)	10
COMOROS (KM)	10	JERSEY (JE)	8	PANAMA (PA)	10	UKRAINE (UA)	5
CONGO (CD)	10	JORDAN (JO)	11	PAPUA NEW GUIN. (PG)	10	UNITED ARAB EMIR. (AE)	8
CONGO (CG)	10	KAZAKHSTAN (KZ)	9	PARAGUAY (PY)	10	UNITED STATES (US)	6
COOK ISLANDS (CK)	10	KENYA (KE)	10	PERU (PE)	10	URUGUAY (UY)	10
COSTA RICA (CR)	10	KIRIBATI (KI)	10	PHILIPPINES, THE (PH)	8	UZBEKISTAN (UZ)	10
COTE D IVOIRE (CI)	10	KOSOVO (KV)	10	POLAND (PL)	4	VANUATU (VU)	10
CROATIA (HR)	4	KUWAIT (KW)	5	PORTUGAL (PT)	3	VATICAN CITY (VA)	3
CUBA (CU)	10	KYRGYZSTAN (KG)	9	PUERTO RICO (PR)	10	VENEZUELA (VE)	10
CURACAO (XC)	10	LAOS (LA)	10	QATAR (QA)	9	VIETNAM (VN)	8
CYPRUS (CY)	4	LATVIA (LV)	10	REUNION (RE)	10	VIRGIN ISLANDS (GB) (VG)	10
CZECH REPUBLIC (CZ)	4	LEBANON (LB)	4	ROMANIA (RO)	4	VIRGIN ISLANDS (US) (VI)	10
DENMARK (DK)	3	LESOTHO (LS)	10	RUSSIA (RU)	5	YEMEN (YE)	9
DJIBOUTI (DJ)	10	LIBERIA (LR)	10	RWANDA (RW)	10	ZAMBIA (ZM)	10
DOMINICA (DM)	10		10	SAMOA (WS)	10	ZIMBABWE (ZW)	10
DOMINICAN REP. (DO)	10			SAN MARINO (SM)	12		

KG	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9	Zone 10	Zone 11	Zone 12
0.5	£26.84	£27.96	£30.06	£30.43	£32.30	£27.66	£32.45	£36.23	£37.75	£41.77	£22.03	£25.25
1	£31.05	£32.02	£34.87	£35.36	£36.41	£30.37	£36.56	£40.85	£44.48	£48.59	£26.24	£30.06
1.5	£32.27	£33.92	£37.39	£37.98	£38.78	£32.39	£38.95	£43.49	£48.37	£52.93	£27.46	£32.59
2	£33.49	£35.82	£39.91	£40.60	£41.15	£34.41	£41.34	£46.13	£52.26	£57.27	£28.68	£35.12
2.5	£34.70	£37.69	£42.43	£43.22	£43.53	£36.48	£43.79	£48.76	£56.14	£61.84	£29.90	£37.63
3	£35.80	£39.26	£44.69	£45.58	£45.66	£38.32	£45.98	£51.48	£59.98	£66.12	£30.99	£39.89
3.5	£36.90	£40.83	£46.95	£47.94	£47.79	£40.16	£48.17	£54.20	£63.82	£70.40	£32.08	£42.15
4	£38.00	£42.40	£49.21	£50.30	£49.92	£42.00	£50.36	£56.92	£67.66	£74.68	£33.17	£44.41
4.5	£39.10	£43.97	£51.47	£52.66	£52.05	£43.84	£52.55	£59.64	£71.50	£78.96	£34.26	£46.67
5	£40.20	£45.54	£53.73	£55.02	£54.18	£45.68	£54.74	£62.36	£75.34	£83.24	£35.35	£48.93
5.5	£41.19	£47.18	£55.90	£57.24	£56.17	£47.44	£56.73	£65.05	£79.05	£87.40	£36.35	£51.10
6	£42.18	£48.82	£58.07	£59.46	£58.16	£49.20	£58.72	£67.74	£82.76	£91.56	£37.35	£53.27
6.5	£43.17	£50.46	£60.24	£61.68	£60.15	£50.96	£60.71	£70.43	£86.47	£95.72	£38.35	£55.44
7	£44.16	£52.10	£62.41	£63.90	£62.14	£52.72	£62.70	£73.12	£90.18	£99.88	£39.35	£57.61
7.5	£45.15	£53.74	£64.58	£66.12	£64.13	£54.48	£64.69	£75.81	£93.89	£104.04	£40.35	£59.78
8	£46.14	£55.38	£66.75	£68.34	£66.12	£56.24	£66.68	£78.50	£97.60	£108.20	£41.35	£61.95
8.5	£47.13	£57.02	£68.92	£70.56	£68.11	£58.00	£68.67	£81.19	£101.31	£112.36	£42.35	£64.12
9	£48.12	£58.66	£71.09	£72.78	£70.10	£59.76	£70.66	£83.88	£105.02	£116.52	£43.35	£66.29
9.5	£49.11	£60.30	£73.26	£75.00	£72.09	£61.52	£72.65	£86.57	£108.73	£120.68	£44.35	£68.46
10	£50.10	£61.94	£75.43	£77.22	£74.08	£63.28	£74.64	£89.26	£112.44	£124.84	£45.35	£70.63

Adder rate per additional 0.5 KG from 10.1 KG													
From (Kg)	To (Kg)	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9	Zone 10	Zone 11	Zone 12
10.1	20	£0.70	£1.15	£1.70	£1.72	£1.71	£1.35	£1.71	£2.65	£3.63	£3.84	£0.70	£1.69
20.1	30	£0.87	£1.22	£1.76	£1.80	£1.70	£1.32	£1.70	£2.48	£3.63	£3.89	£0.74	£1.65
30.1	70	£1.03	£1.42	£2.10	£2.11	£2.13	£1.71	£2.15	£3.35	£4.83	£5.10	£0.89	£1.97
70.1	300	£1.25	£1.80	£2.47	£2.47	£2.49	£2.02	£2.52	£3.86	£5.63	£5.90	£1.13	£2.33
300.1	99999	£1.28	£1.84	£2.51	£2.51	£2.52	£2.07	£2.56	£3.93	£5.73	£5.98	£1.15	£2.36

5. Select '**Add charges**' and then choose freight/shipping charge from the select type drop-down. Add the freight charge and ensure the currency is shown as GBP.
6. Do **not** select the 'I want to include pre-calculated duties and taxes' option. Add 'STEP' and your centre number into the shipment reference field so we can identify your shipment. There is no need to protect your shipment so ensure this option is not selected.
7. Select the 'Create Invoice' option, but do not select any other options. There are no additional parties so select 'No' to this option.
8. Select 'Own packaging' from the drop-down, add the number of packages you are returning, the weight of the shipment and the dimensions of the packages.
9. Select account number '966082982' from the two drop-down lists to ensure all charges are billed to our account. Select 'DAP' from the list of customs terms of trade drop-down.
10. Select the date you want the courier to collect the shipment.

**IMPORTANT: select END OF DAY for Date/Delivered by – the bottom option. This is when the package will arrive at Cambridge – not when the package will be collected. Do not select the other options as additional charges will apply.**

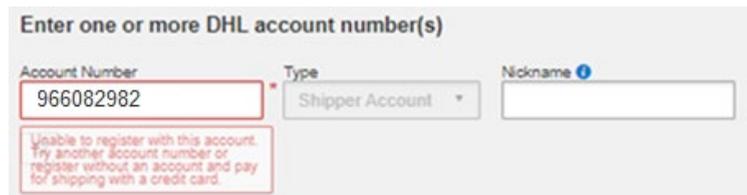
11. Do not select any of the 'Optional Services'.
12. If you wish to send your customs invoice electronically, select yes and add your name and position into the relevant fields. You will also need to upload an image of your

signature. Do not tick the add other documents option. If you do not select yes, your customs invoices will be printed along with the shipment AWBs later in this process.

13. Select '**YES – Schedule a Pickup**' to arrange courier collection. Select the pick-up time by moving the yellow counters. You **MUST** leave at least a 2-hour window.
14. You do not need a return label.
15. You can review your pickup request here and edit if required. If the details are correct 'Accept and Continue'
16. If you chose to send your customs invoice electronically you will now be asked to submit.
17. Print your waybill and customs invoice, if not sent electronically. The receipt is optional so please tick if you would like a paper copy. Please complete the declaration at the bottom of the invoice. You can now affix your waybill and one copy of the invoice to the package. Hand any remaining labels and invoices to the courier.
18. You will then see the shipment confirmation screen – where you can request notifications or share details with the receiver (optional).
19. Finally – you can monitor your shipment by selecting **Manage Shipments** from the Home Screen.

## Appendix 2 – Alternative instructions for registering for MyDHL+

These alternative instructions should be used by centres outside the United Kingdom who have received the following error when trying to register for MyDHL+. If you are experiencing issues with registering or making a booking, please contact DHL by selecting 'Help Centre'.



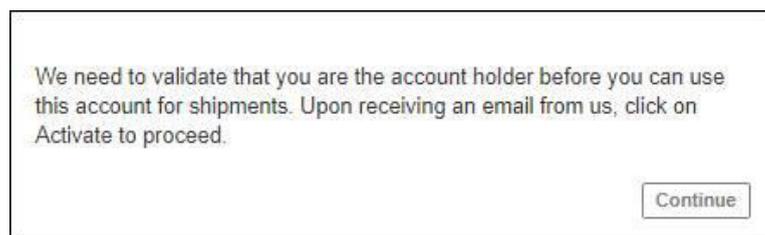
The screenshot shows a registration form titled "Enter one or more DHL account number(s)". It has three input fields: "Account Number" containing "966082982", "Type" set to "Shipper Account", and "Nickname". A red error box is overlaid on the "Account Number" field with the text: "Unable to register with this account. Try another account number or register without an account and pay for shipping with a credit card."

1. Go to: <https://mydhl.express.dhl> and select location.
2. Click '**Register Now**' or '**Register**' – ensure the flag is showing the country you are shipping from.
3. Do you have a DHL Express account number? '**No**'
4. Complete your registration details.
5. Once registered, login and go to My Shipment Settings > My DHL Accounts
6. Click 'Add Existing DHL Account'



The screenshot shows the "Saved Accounts" section of the MyDHL+ interface. It contains three buttons: "Delete Selected", "Request Account", and "Add Existing DHL Account". The "Add Existing DHL Account" button is highlighted with a red border.

7. Enter a 'Nickname', Account Number (966082982) and click 'Add'.
8. The pop up below will appear, explaining a validation email has been sent to the registered user to activate account number usage, click 'Continue'.



The screenshot shows a validation pop-up message with the text: "We need to validate that you are the account holder before you can use this account for shipments. Upon receiving an email from us, click on Activate to proceed." There is a "Continue" button at the bottom right.

9. You will receive an email from MyDHL+. Click on the link to activate your account.
10. You will now be redirected to the US MyDHL+ welcome page – Log back in and you should now be able to create shipments using the account number in question.

STEP Mathematics (OCR)  
Cambridge University Press & Assessment  
The Triangle Building  
Shaftesbury Road  
Cambridge, CB2 8EA  
United Kingdom

[www.ocr.org.uk/students/step-mathematics/](http://www.ocr.org.uk/students/step-mathematics/)