

# **STEP**

Mathematics

## **Instructions for returning materials**

### **Sixth Term Examination Paper (STEP)**

### **2026**

---

## CONTENTS

Returning materials using MyDHL+.....	3
Alternative instructions for registering for MyDHL+ .....	9

## Returning materials using MyDHL+

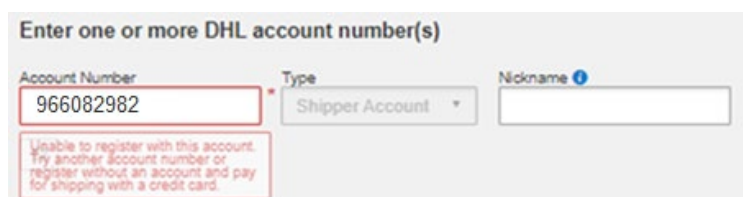
All materials needing to be returned via the STEP Maths MyDHL+ account.

### 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 below.



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. New accounts will be approved within two working days.
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**'.

**Please note:** the earliest you can book your courier collection is **five calendar days** before the collection date. If you try to book earlier than five calendar days, no future collection dates are displayed.

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 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'.

If you would prefer to drop the shipment off rather than have it collected, select the 'Drop off at DHL Service Point' option, rather than 'Schedule Courier Pickup'. You are then given the option to print the DHL labels on your own printer or receive a QR code, which allows you to print the DHL label at the service point.

However, not all service points will have the QR code option, so this option may reduce the number of service points available in your area. Regardless of which label printing option you select, on the next screen, you will be asked to select a service point.

You can search for DHL Service Centres or Service Points near you by visiting the DHL website at <https://uk.express.dhl.com/dhl-service-point/find-your-nearest/>. If you're not using the QR code option, you must print your shipping labels (waybills) before dropping off your package at a DHL Service Centre or Service Point. The DHL Service Centre or Service Point cannot accept any package that does not already have a shipping label (waybill).

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

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	£27.83	£28.99	£31.17	£31.56	£33.50	£28.68	£33.65	£37.57	£39.15	£43.32	£22.85	£26.18
1	£32.20	£33.20	£36.16	£36.67	£37.76	£31.49	£37.91	£42.36	£46.13	£50.39	£27.21	£31.17
1.5	£33.46	£35.17	£38.77	£39.39	£40.22	£33.59	£40.39	£45.10	£50.16	£54.89	£28.48	£33.79
2	£34.72	£37.14	£41.38	£42.11	£42.68	£35.69	£42.87	£47.84	£54.19	£59.39	£29.75	£36.41
2.5	£35.98	£39.08	£44.00	£44.82	£45.14	£37.83	£45.41	£50.56	£58.22	£64.13	£31.01	£39.02
3	£37.12	£40.71	£46.34	£47.27	£47.35	£39.74	£47.68	£53.38	£62.20	£68.57	£32.14	£41.36
3.5	£38.26	£42.34	£48.68	£49.72	£49.56	£41.65	£49.95	£56.20	£66.18	£73.01	£33.27	£43.70
4	£39.40	£43.97	£51.02	£52.17	£51.77	£43.56	£52.22	£59.02	£70.16	£77.45	£34.40	£46.04
4.5	£40.54	£45.60	£53.36	£54.62	£53.98	£45.47	£54.49	£61.84	£74.14	£81.89	£35.53	£48.38
5	£41.68	£47.23	£55.70	£57.07	£56.19	£47.38	£56.76	£64.66	£78.12	£86.33	£36.66	£50.72
5.5	£42.71	£48.93	£57.95	£59.37	£58.25	£49.20	£58.82	£67.45	£81.97	£90.64	£37.70	£52.97
6	£43.74	£50.63	£60.20	£61.67	£60.31	£51.02	£60.88	£70.24	£85.82	£94.95	£38.74	£55.22
6.5	£44.77	£52.33	£62.45	£63.97	£62.37	£52.84	£62.94	£73.03	£89.67	£99.26	£39.78	£57.47
7	£45.80	£54.03	£64.70	£66.27	£64.43	£54.66	£65.00	£75.82	£93.52	£103.57	£40.82	£59.72
7.5	£46.83	£55.73	£66.95	£68.57	£66.49	£56.48	£67.06	£78.61	£97.37	£107.88	£41.86	£61.97
8	£47.86	£57.43	£69.20	£70.87	£68.55	£58.30	£69.12	£81.40	£101.22	£112.19	£42.90	£64.22
8.5	£48.89	£59.13	£71.45	£73.17	£70.61	£60.12	£71.18	£84.19	£105.07	£116.50	£43.94	£66.47
9	£49.92	£60.83	£73.70	£75.47	£72.67	£61.94	£73.24	£86.98	£108.92	£120.81	£44.98	£68.72
9.5	£50.95	£62.53	£75.95	£77.77	£74.73	£63.76	£75.30	£89.77	£112.77	£125.12	£46.02	£70.97
10	£51.98	£64.23	£78.20	£80.07	£76.79	£65.58	£77.36	£92.56	£116.62	£129.43	£47.06	£73.22

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	£0.72	£1.19	£1.76	£1.78	£1.77	£1.40	£1.78	£2.75	£3.76	£3.98	£0.72	£1.75
20.1	30	£0.91	£1.27	£1.83	£1.87	£1.77	£1.37	£1.76	£2.57	£3.77	£4.04	£0.77	£1.71
30.1	70	£1.07	£1.47	£2.18	£2.19	£2.21	£1.77	£2.23	£3.47	£5.01	£5.29	£0.92	£2.04
70.1	300	£1.30	£1.87	£2.56	£2.56	£2.58	£2.10	£2.61	£4.00	£5.84	£6.12	£1.17	£2.42
300.1	99 999	£1.33	£1.91	£2.60	£2.60	£2.61	£2.15	£2.65	£4.08	£5.94	£6.20	£1.19	£2.45

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.

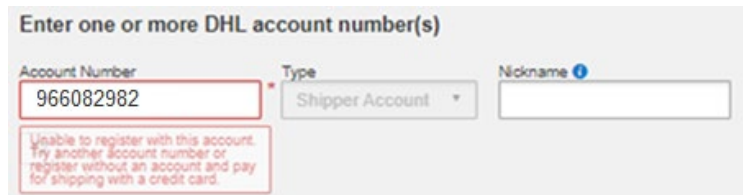
**Please note:** the earliest you can book your courier collection is **five calendar days** before the collection date. If you try to book earlier than five calendar days, no future collection dates are displayed.

**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.

## 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'.



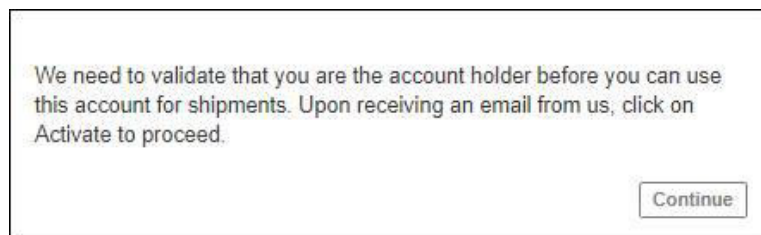
The screenshot shows a registration form titled "Enter one or more DHL account number(s)". It has three input fields: "Account Number" with the value "966082982", "Type" with a dropdown menu set to "Shipper Account", and "Nickname". A red error message box is overlaid on the "Account Number" field, containing 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."

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 a section titled "Saved Accounts". It contains three buttons: "Delete Selected" (disabled), "Request Account" (disabled), and "Add Existing DHL Account" (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 (Cambridge 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/)