



Guidance Notes

Art & Design

Cambridge IGCSE™ Art & Design 0400

Use this syllabus for exams in 2025.

Exams are available in the June and November series.

Exams are also available in the March series in India.



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This syllabus is not available to private candidates.

These instructions are for exams officers or supervisors responsible for the administration of Cambridge Art & Design Externally Set Assignment (component 2).

They also provide information relating to coursework, including dates for submission for Cambridge Art & Design (component 1).

This document should be read in conjunction with the syllabus and information published on the samples database www.cambridgeinternational.org/samples

When do we submit the work to Cambridge?

Paper	March submission deadline	June submission deadline	November submission deadline
0400/1	27 February	30 April	31 October
0400/2	Test to be taken between 1 November–27 February. Work should be submitted as soon as possible after the test and no later than 5 March.	Test to be taken between 1 January–30 April. Work should be submitted as soon as possible after the test and no later than 5 May.	Test to be taken between 1 July–31 October. Work should be submitted as soon as possible after the test and no later than 5 November.

What are the submission requirements for the supporting studies and final outcomes?

Candidates produce the following number of A2 sheets. The supporting studies and final outcome must be clearly labelled and presented on A2 sheets before being photographed ready for submission to Cambridge. There must be separate submissions from each candidate for each component. Candidates must not present the same work for both components.

Component 1: Coursework

- Supporting studies: up to **four** A2 sheets
- Final outcome: **one** sheet of A2

It is recommended that the work for this component is completed before candidates start working on Component 2: externally set assignment.

Component 2: Externally set assignment

- Supporting studies: up to **two** A2 sheets
- Final outcome: **one** sheet of A2

The work produced for this component must relate to **one** question from the question paper. Candidates should avoid choosing a question from the question paper that is the same/similar to the theme they have already covered in Component 1: Coursework in order to avoid overlap.

Component 2: Externally Set Assignment

Important

It is your responsibility to download the early question paper. You can do this in one of two ways:

- School Support Hub (SSH)
You can access the early question paper from the relevant syllabus page. You must ensure that you download the correct question paper for the series you have entered.
- Digital File Despatch (DFD) *Cambridge Handbook*
To access early question papers, you must first submit final entries.

Hard copy question papers will not be sent to you. Please refer to the table below which shows when your school will be able to access the early question paper.

	March series	June series	November series
0400/2	1 November	1 January	1 July

Question paper

It is your responsibility to ensure that the correct question paper is distributed (printed by the centre or soft copy transmission) to the candidates. Where there is overlap of series (when the question paper for the March series and the question paper for the June series are available to download at the same time) you must ensure that you distribute the March question paper to candidates entered for the March series and the June question paper to candidates entered for the June series. The date on the front of the question paper refers to the series entered not the calendar month when they take the examination.

You must distribute the papers as soon as they are available to enable candidates to prepare for the test.

Scheduling of the Externally Set Assignment

You should schedule the Externally Set Assignment within the following range of dates.

Paper	March Test dates	June Test dates	November Test dates
0400/2	1 November–27 February	1 January–30 April	1 July–31 October

Candidates must complete the test in

- 8 hours in a maximum of three sessions (morning or afternoon) over no more than three weeks.

For example:

Monday 02 April				
	Syllabus/component	Code	Duration	Session
IG	Art & Design	0400/2	3 hours	AM

Friday 06 April				
	Syllabus/component	Code	Duration	Session
IG	Art & Design	0400/2	3 hours	PM

Thursday 12 April				
	Syllabus/component	Code	Duration	Session
IG	Art & Design	0400/2	2 hours	AM

You should aim to schedule the test as early as possible in the period. If any candidates are ill, you can re-schedule the test at a later date, but still within the window. You do not need permission in order to re-schedule the test within the window. Rescheduling within the test date window should not be used to accommodate candidates who fail to attend a session without good reason.

What do I need to do to prepare for Cambridge Art & Design Externally Set Assignment?

The following materials are required to prepare candidates for the test date:

Material	Method of delivery
Question Paper	Available for centres to download from School Support Hub or Digital File Despatch

If you cannot access the School Support Hub, on the date specified, or the Digital File Despatch, please contact our Customer Services team at info@cambridgeinternational.org

The Externally Set Assignment has a preparatory period in which candidates produce their supporting studies. The preparatory period begins once you have distributed the question paper to the candidates and ends with the start of the test. All tests must be scheduled to end by the date indicated on the question paper.

Candidates must have their supporting studies with them at the start of the 8-hour test as they will need them to complete the test. The supporting studies will be submitted to Cambridge along with the final outcome that is produced during the 8-hour test.

The supporting studies and the final outcome must remain secure and must not be removed from the test room. Candidates must be advised not to edit or amend the supporting studies after the test has started.

Candidates can work in any size or media but all work must clearly labelled and presented on A2 sheets before being photographed ready for submission to Cambridge

If candidates work in a digital format during the test, they **must not** have access to the following during the test:

- internet and email
- computers that have not been provided by the centre
- portable storage media, such as memory sticks, CDs, DVDs, or hard disks.

This list is not exhaustive and centres should contact the Customer Services team at info@cambridgeinternational.org for advice.

Are candidates allowed access to any other equipment during the test?

No, candidates are not permitted access to any equipment other than what they need to complete the test. They are not permitted any mobile devices and they are not permitted to listen to music during the test.

How many invigilators should there be for each Art & Design Externally Set Assignment test?

One invigilator must be present for every 30 candidates. There must always be at least one invigilator who has not been involved in the preparation of any of the candidates for the test.

In addition, a suitably experienced supervisor must be present in each test room to deal with any technical difficulties. The supervisor is allowed to have been involved in the preparation of candidates for the test. The supervisor must not be counted as an invigilator.

It is up to the centre to appoint suitable personnel, but the availability of an extra technician in addition to the invigilators and supervisor is encouraged.

Invigilation regulations are detailed in the *Cambridge Handbook*, available to download from www.cambridgeinternational.org/examsofficersguide

Can supervisors or invigilators give candidates any help during the test?

Apart from assisting with a technical/equipment failure, the invigilators, supervisors or technicians must not give any help to the candidates during the test.

What is not included in the time allowed for the test?

The following are not included in the time allowance for the test:

- arrangement of still-life groups
- mixing, washing and drying time
- glazing and firing
- rest periods for life models
- casting, mounting and trimming of work
- stretching of screens/preparation of blocks
- trimming and mounting.

Can candidates communicate with each other during the test?

No, candidates must not communicate with each other during the test.

What should happen at the end of the test?

Candidates are allowed to keep copies of the question paper.

The supporting studies must be clearly labelled and presented on up to two sheets of A2 and the final outcome must be clearly labelled and presented on one A2 sheet before being photographed ready for submission to Cambridge. The work is submitted to Cambridge as soon as possible after completing the test. The art teacher or supervisor may take the photographs. If the candidate takes the photographs, then they should be supervised.

After the work has been photographed it should remain secure at the centre.

Safeguarding and inappropriate content

You are responsible for ensuring the suitability of topics and themes that candidates study and you should consider your national and local cultural and social policies. Please note that the Cambridge International safeguarding team will contact your centre for reassurance of the candidate's safety and well-being, if there is a concern.

Safeguarding and duty of care extends to our staff and assessors and any work that they consider offensive will be referred as malpractice. Please refer to the *Cambridge Handbook*.

If you are in any doubt regarding the suitability of a topic or theme then you should contact Customer Services team at info@cambridgeinternational.org for advice prior to the commencement of the work.

School feedback: ‘While studying Cambridge IGCSE and Cambridge International A Levels, students broaden their horizons through a global perspective and develop a lasting passion for learning.’

Feedback from: Zhai Xiaoning, Deputy Principal, The High School Affiliated to Renmin University of China

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