



Our Ref: CES/HC/4/11

Date: 04 November 2020

To: **Heads of State Secondary Schools**  
**Managers of Private Secondary Schools**  
**Director of Schooling MGI**  
**Director of SeDEC**

**Circular No. 54**

**CAMBRIDGE - SC APRIL/MAY/JUNE 2021 EXAMINATION**  
**5038 - Agriculture**

Please find below details for submission of Portfolios and marksheets in connection with the above.

**Electronic Marksheet:**

- You are kindly informed that marks for the above subject must be entered using soft copies of "Coursework Assessment Summary Form" (CASF) herewith attached. These forms have validations to help in minimizing input/clerical errors. Educators concerned can also download the "CASF" under the "Schools/Centres" section, "*Documents for Moderation Exercise*", from the Mauritius Examinations Syndicate website <http://www.mes.intnet.mu>
- Some schools may require multiple "CASF" based on their number of candidates. These downloaded forms can be renamed as detailed for your ease (*PSN\_SubjectCode\_OptionCode\_CASF2021\_SheetNumber*)
- For example, if three "CASF" forms are required for 5038 Agriculture for Centre MU999, these three files can be renamed as
  - MU999\_5038\_02\_CASF2021\_1
  - MU999\_5038\_02\_CASF2021\_2
  - MU999\_5038\_02\_CASF2021\_3
- Once the "CASF" has been downloaded, marks of the candidates can be entered. It is imperative to leave **one** line between each subsequent candidate so that the Internal Moderators may do their workings.
- The range of marks will be automatically validated and total marks calculated by the electronic "CASF". The other fields on the sheet must also be entered (*Centre Number, Centre Name, Exam Series, Year, Name of teacher completing this form, Date*). **In no case should the input of marks be done manually.**
- It is advised to save your work at different time intervals while marks are being input on the "CASF".
- The filled in "CASF" should be printed on "A4" Bond paper and the hard copies signed by the Rector and Educator completing the form with the seal of school.
- Two copies of the duly filled in and signed "CASF" must be submitted over to the MES on **Monday 22 March 2021** or **Tuesday 23 March 2021** during office hours (*1 Original 'CASF' + 2 Copies of the Original 'CASF' + Individual Candidate Record Card -ICRC + ICRC- Investigation + certificates of authenticity duly affixed on required documents/materials*).



- The same renaming convention as for “CASF” may be used when downloading “*Individual Candidate Record Card*” (ICRC) and “*Individual Candidate Record Card - Investigation*”. These ICRCs can be downloaded as attachment from this email or from the internet link mentioned above.
  - (PSN\_SubjectCode\_OptionCode\_ICRC2021\_SheetNumber)
  - (PSN\_SubjectCode\_OptionCode\_ICRC\_Investigation\_2021\_SheetNumber)
- For candidates who have **not** submitted coursework or are carrying forward coursework marks for SC Agriculture syllabus 5038, an official letter from school containing details of these candidates must be submitted to MES officers along with the “CASF”.

Marks carried forward option is available for candidates who submitted their coursework in October/November 2019. However, coursework cannot be resubmitted more than once. In April/May/June 2021 examination, carry forward option is available for Agriculture 5038 as options:

- BY (12, 82 - Paper 2 Mark Carried Forward)

Please note that if any candidate is

- (i) not submitting coursework, no input of marks should be made for the candidate on the soft copy of the “CASF”. The Educator should tick the candidate as absent in the “*Absent column*” and write “NOT SUBMITTED” beside the candidate’s name across the marks fields.
  - (ii) carrying forward Agriculture 5038, marks on the soft copy of “CASF” must be left blank the component/s where marks is/are being carried forward. The Educator should specify in handwriting on the hard copy, beside the candidate’s name across the marks fields, “CARRY FORWARD”.
- All marks, hard and soft copies, should be kept securely at schools under strict confidentiality.

### **Certificate of Authenticity:**

Educators are kindly requested to download “Certificate of Authenticity” – Form COA for the above subject on the same website page as mentioned above.

Before certifying the aforementioned form, the Educator/Candidate **must** ensure that their Name, Index Number and Syllabus/Component code have been well written, the COA form has been duly filled in and completed (*Name, signature of Teacher/Rector and seal of school*).

### **Important notes:**

You are kindly requested to bring the following to the attention of Educators and candidates (where applicable):

1. Educators have been requested to record the monthly progress of each candidate in order to follow closely the different steps of coursework(s). The monthly Progress Record Sheet must be signed by the candidate and countersigned by the Educator.
2. It is imperative that the work be done entirely by the candidate and the Educator has the responsibility to ensure that this is complied with. The Rector/Head of school has to certify that the work has been done under the supervision of the Educator on the certificates of Authenticity (copies enclosed).





3. Assessment Moderators are visiting schools to monitor and record the progress of the practical works and at the same time to interview the candidates.
4. Candidates should complete their portfolios and submit same to their Educator/s by **Tuesday 16 March 2021** at latest.
5. Educators must complete the assessment exercise by **Friday 19 March 2021** at latest. During the assessment exercise, Educators must ensure that the marking is done properly. The **assessed courseworks** together with the completed “*Coursework Assessment Summary Forms*”, “*Progress Record Sheets*”, “*Individual Candidate Record Cards*” and “*Individual Candidate Record Cards- Investigation*” must be submitted to the MES on **Monday 22 March 2021** or **Tuesday 23 March 2021** during office hours. **Absolute secrecy must be preserved regarding the information appearing on the Coursework Assessment Forms.**
6. An official list of all candidates duly signed by the Head of School, with their full names, current index numbers and index numbers of 2019 Examination for those who have entered for **option marks carried forward** for SC syllabus Agriculture 5038, must also be provided (if applicable).
7. The portfolios will be returned to schools when same are received from Cambridge International.
8. You are also requested to refer to Paragraphs 3.2.1 and 3.2.2 (where applicable) on page 52 of the Cambridge Handbook 2020 (International) which read as follows:

### 3.2.1 Authenticating Coursework

*“...You are responsible for supervising candidates when they are completing coursework. You must also authenticate their work before you submit the marks. If you discover plagiarism in a candidate’s work during the course, you may resolve this internally...”*

- (a) *We do not expect candidates to undertake coursework without guidance and continuing teacher supervision. Teachers may:*
  - (i) *help to choose subjects for investigations, models and topics*
  - (ii) *give sources of information, for example, materials, places to visit and references, organisations, or people who might be able to help*
  - (iii) *advise whether the candidates’ ideas will work*
  - (iv) *advise on length, approach and treatment*
  - (v) *treat coursework as an integral part of the course and give candidates regular class work and/or homework relating to it, as appropriate.*
- (b) *Teachers must also:*
  - (i) *continuously supervise work to monitor progress*
  - (ii) *make sure candidates avoid plagiarism by stating their sources and advise them how to reference published materials*
  - (iii) *make sure work is completed in line with the syllabus and can be assessed against the criteria....*
- (c) *Coursework must be a candidate’s own, unaided work. Unless there is subject-specific guidance in syllabus documents and coursework training handbooks that says otherwise, teachers can review candidates’ work before it is handed in for final assessment. They can do this orally or in writing. Their advice should be kept at a general level so the candidate leads the discussion and suggests any changes. Teachers must not give detailed advice to individuals or groups on how they can improve their work to meet the assessment criteria. Teachers must not change candidates’ work.*



- (d) *Candidates must not use online tools which act as writing assistants in the production of their coursework. Online writing assistant tools identify specific sections of the candidate's work where a correction or improvement to style or tone should be made and may propose specific words that should be used instead.*
- (e) *Teachers must record full details of any other help they give to individual candidates, or any evidence that the candidate has received specific or detailed advice and correction to their work. They should record this information on their Individual Candidate Record Card, which is in the samples database ([www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)). Teachers must consider this help when they give marks for the work.*

We rely on your usual collaboration.

Yours faithfully

**Dr I Ahsun**  
**Deputy Director**  
*for Director*

*Encs.*