

# Cambridge IGCSE™, Cambridge IGCSE™ (9–1) and Cambridge O Level Physical Education

Please follow these instructions carefully before completing the PDF *Coursework Assessment Summary Form* provided below.

- The form is an interactive PDF and may be completed in one of three ways:
  - on-screen and then printed out.
  - on-screen and then printed out; add any internally moderated marks by hand.
  - printed out and completed on paper by hand.

**Cambridge International recommends that, wherever possible, the form is completed on-screen. The form will add up the candidates' marks for you and therefore eliminate risk of calculation error.**
- Additional copies of this form can be downloaded from the samples database [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)
- To help you fill in the candidate names and numbers on this form, you may wish to ask your exams officer to follow this step-by-step guide to access candidates' entry data. You will only be able to use this method after all your entries have been submitted to Cambridge International.
  - Log on to CIE Direct (<https://direct.cie.org.uk>) and go to the 'Administer exams' section, then to 'internally assessed marks' and select the current series.
  - Select the relevant component from the list to see all the entries for that component.
- Completing the *Coursework Assessment Summary Form*.
  - Complete the information at the top of the form.
  - List the candidates in **candidate number order**. Indicate the teaching group or set for each candidate. The initials of the teacher may be used to indicate group or set. For candidates who are absent for all parts of the component, list their candidate number, name and teaching group or set, and tick the box in the column labelled 'Absent'.
  - The marks and activity codes for **four** physical activities from at least **two** categories (see syllabus) should be entered in the appropriate columns.
  - If you are completing the form on paper by hand, add up the marks and write the total in the 'TOTAL for **four** physical activities' column.
  - If you are completing the form on screen, the marks will be added up for you and the total will automatically appear in the 'TOTAL for **four** physical activities' column. The teacher authenticating the marks should check the form and complete and sign the bottom portion.
  - Transfer the final mark to the MS1 or equivalent.
- Please keep a copy of the *Coursework Assessment Summary Form(s)* for your records.**

## External Moderation

A sample of candidates' work must be submitted to Cambridge International for external moderation. Details of the work to be submitted may be found by visiting the samples database at [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples). Teachers should work with their exams officer to make sure the correct coursework is submitted along with the supporting forms according to the instructions in the *Cambridge Handbook*.

## Activity Categories and Codes\* (check the *Coursework guidelines booklet* for exclusions for each activity)

<b>Games activities</b>	Association Football	= AF	Netball	= Ne	
	Badminton	= Bd	Rounders	= Ro	
	Baseball	= Ba	Rugby league	= RL	
	Basketball	= Bb	Rugby union	= RU	
	Cricket	= Cr	Softball	= So	
	Golf	= Go	Squash	= Sq	
	Handball	= Ha	Table tennis	= TT	
	Hockey	= Ho	Tennis	= Te	
	Lacrosse	= La	Volleyball	= Vo	
	<b>Gymnastic activities</b>	Artistic gymnastics	= AG	Rhythmic gymnastics	= RG
		Individual figure skating	= FS	Trampolining	= Tr
	<b>Dance activities</b>	Dance	= Da		
<b>Athletic activities</b>	Cross-country running	= CC	Track and field athletics	= TF	
	Cycling	= Cy	Weight training for fitness	= WT	
	Rowing and sculling	= Rw			

<b>Outdoor and adventurous activities</b>	Canoeing	= Ca	Rock climbing	= RC
	Hill walking	= HW	Sailing	= Sa
	Horse riding	= HR	Skiing	= Sk
	Mountain biking	= MB	Snowboarding	= Sn
	Orienteering	= Or	Windsurfing	= Wi
<b>Swimming activities</b>	Competitive swimming	= CS	Personal survival	= PS
	Life saving	= LS	Water polo	= WP
<b>Combat activities</b>	Judo	= Ju	Taekwondo	= Tk

\* these codes have changed

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Coursework Assessment Summary Form  
Please select Syllabus and Component below

Please read the previous printed instructions and the General Coursework Regulations before completing this form.

Centre Number						Centre Name	Exam Series			Year			
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Candidate number (list in candidate no. order)	Name of candidate	Teaching group/set	Absent	Physical activity 1 (25)		Physical activity 2 (25)		Physical activity 3 (25)		Physical activity 4 (25)		TOTAL for four physical activities (100)
				Mark	Code*	Mark	Code*	Mark	Code*	Mark	Code*	

Name of teacher authenticating the marks	Signature	Date
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				Mark	Code*	Mark	Code*	Mark	Code*	Mark	Code*	

Name of teacher authenticating the marks		Signature		Date	
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