



Our Ref: CES/HC/4/11

Date: 09 May 2023

To: Heads of Secondary Schools

Circular No 9 of 2023

CAMBRIDGE - SC/HSC/GCE OCTOBER/NOVEMBER 2023 EXAMINATIONS
SC: 6043 - Design and Technology & 7048 - CDT: Design and Communication
HSC: 9705 - Design and Technology

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

Electronic Marksheet:

- You are hereby informed that marks for the above subjects must be entered using soft copies of the following “Coursework Assessment Summary Forms” (CASF) herewith attached:

- (1) 6043 (SC) – Design and Technology
- (2) 7048 (SC) – CDT: Design and Communication
- (3) 9705/02 (HSC) – Design and Technology
- (4) 9705/04 (HSC) – Design and Technology

Internal moderation of coursework at school:

- (1) All coursework should be marked by the Educator.
 - (2) There should be no panel marking.
 - (3) Educators should carry out internal moderation as described in the syllabus if more than one teacher at the school has marked students’ work.
 - (4) The Educator, the internal moderator and the Rector of the school should complete and sign the bottom portion of the ‘CASF’.
- These Forms have validations to help in minimizing input/clerical errors. Educators concerned can also download the “CASF” under the “*School/Centres*” section, “*Documents for Moderation Exercise*” from the Mauritius Examinations Syndicate website <https://mes.govmu.org/mes>.
 - Schools requiring multiple “CASF”, based on their number of candidates, can download these Forms which can be renamed as follows:
(PSN_SubjectCode_OptionCode_CASF2023_SheetNumber)

- For example, if three (3) “CASF” Forms are required for 6043 Design and Technology for Centre MU999, these three files can be renamed as
 - MU999_6043_02_CASF2023_1
 - MU999_6043_02_CASF2023_2
 - MU999_6043_02_CASF2023_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.
- Kindly ensure that the candidate marks for a particular subject are entered on the corresponding “CASF”, e.g. candidates taking 7048 CDT: Design and Communication should have their marks entered on the “CASF” for 7048 CDT: Design and Communication.
- 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, Name of internal moderator, Date*).
- It is advised to save your work at different time intervals while marks are being input on the “CASF”.
- The filled “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 and signed “CASF” should be handed over to MES Officers who will report to schools as from **Friday 08 September 2023**. (*1 Original ‘CASF’ + 2 Copies of the Original ‘CASF’*)
- For candidates who have **not** submitted coursework, an official letter from school containing details of these candidates must be submitted to MES officers along with the “CASF”.

Please note that a mark can only be carried forward within a **13 month period** from the first sitting. Therefore candidate will be allowed to carry forward coursework marks from October/November 2022 into the October/November 2023 series.

In October/November 2023 examination series carry forward option is available as follows

- CDT Design & Communication – 7048C (01,92)
- Design and Technology – 6043DY (12,32,92)
- Design and Technology – 9705 HY (12, 32, 4,82, **92** – *November/June Paper 2 Mark Carried Forward*)
- Design and Technology – 9705 IY (12, 32,82,84, **92, 94** – *November/June Paper 2 and 4 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 specify in handwriting on the hard copy, beside the candidate’s name across the marks fields, “NOT SUBMITTED” for the candidate.
 - (ii) carrying forward coursework 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 subjects 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 and completed (*Name, signature of Educator/Rector and seal of school*).

Important notes:

You are kindly requested to bring the following to the attention of Educators and candidates concerned:

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. Since the Rector/Head of school has to certify that the work has been done under the supervision of the Educator, the artefact and the portfolio must be securely kept at the school.
3. Assessment Moderators for the above subjects 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 Project works and submit same to their Educator/s together with the portfolios and certificates of authenticity (copies enclosed) duly affixed on required documents/materials at latest by **Wednesday 30 August 2023**. Two photographs with index number of candidate (taken from different angles) should also be included in the ‘Realisation’ stage of the portfolio.
5. Educators must complete the assessment exercise by **Thursday 07 September 2023** at latest. Please note that the Coursework Assessment Forms should be filled alphabetical order as on the computerised lists which will be provided by the Mauritius Examinations Syndicate. ***Educators are requested to leave an empty line between each candidate’s mark. Absolute secrecy must be preserved regarding the information appearing on the Coursework Assessment Forms.*** MES Officers will report to schools from **Friday 08 September 2023 up to Friday 22 September 2023** for verification of candidates’ works and collection of the assessment forms (**Original + 2 Copies**). The project works and portfolios will be stored at your school under condition of strict security.

We suggest that the project works and folios be stored in a room which facilitates the work of the moderators during the moderation exercise. **Schools must make provision so that the doors of the rooms are equipped with padlock facilities.**

6. The project works stored at your school will be returned to the candidates in January-February 2024. Those courseworks earmarked for external moderation will be returned to schools when same are received from Cambridge.
7. **Padlocks/doors where projects are stored must NOT be opened until MES Officers remove them.**
In no circumstances access to the room/s where projects are kept should be made available before the unlocking exercise to be carried out by MES Officers during January-February 2024. Failing to comply with the aforementioned will jeopardize the integrity of the examination and necessary action will have to be taken accordingly.
8. You are also requested to refer to Paragraphs 3.2.1 and 3.2.2 (where applicable) on page 57 of the 2023 Cambridge Handbook (International), available on the Cambridge International website, 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 their marks. If you discover plagiarism in a candidate's work during the course, you should resolve this internally. If you discover plagiarism when you come to submit work to us you must not submit it. For help on preventing and identifying plagiarisms see:

www.cambridgeinternational.org/courseworkandmoderation

3.2.2 Supervising Coursework

(a) *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 syllabus and can be assessed against the criteria.*

*For more guidance on the use of sources in written work, see:
www.cambridgeinternational.org/courseworkandmoderation*

- (c) *Coursework must be a candidates' own, unaided work. Unless there is subject-specific guidance in syllabus documents and coursework training handbooks that say 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."*

We rely on your usual collaboration.

Yours faithfully



D S Thanacoody Soborun (Mrs)
Director

Encs.

- Copy:**
1. The Ag Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology.
 2. Zone Directorates (1-4)
 3. The Director of Schooling, MGI
 4. The Director of SEDEC
 5. The Director of PSEA