

## Cambridge IGCSE™ Enterprise and Cambridge O Level Enterprise

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

- 1 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.**
- 2 Additional copies of this form can be downloaded from the samples database [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)
- 3 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. Please check that your centre can access Cambridge International Direct.
  - Log on to 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.
- 4 Completing the *Coursework Assessment Summary Form*.
  - Complete the information at the top of the form.
  - List the candidates in an order that will allow ease of transfer of information to Cambridge International at a later stage (i.e., in candidate number order, where this is known). 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'.
  - Place an asterisk next to the candidates who are included in your sample, to be submitted to Cambridge International for external moderation. You can select an asterisk from the dropdown menu in the column labelled 'Sample?' if you are completing the form on-screen.
  - Indicate the teaching group or set for each candidate. The initials of the teacher may be used to indicate group or set.
  - Transfer each candidate's marks from his or her Individual Candidate Record Card to this form.
  - If you are completing the form on paper by hand, add up the marks and write the total in the 'Total Mark' column.
  - In the column headed 'Internally Moderated Mark', enter the total mark awarded after internal moderation has taken place.
- 5 Both the teacher completing the form and the internal moderator should check the form and complete and sign the bottom portion.
- 6 **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*.



