

Cambridge IGCSE™ and Cambridge O Level Enterprise

Please follow these instructions carefully before completing the PDF *Individual Candidate Record Cards* provided below.

1 This 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, this form is completed on-screen. The form will add up the candidates' marks for you and eliminate the risk of calculation error.

2 Additional copies of this form can be downloaded from the samples database 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 the step-by-step guide that is available on the *Coursework Assessment Summary Form*.

4 Completing the *Individual Candidate Record Card*:

- Complete the information at the top of the form
- Mark the Coursework assignment for each candidate according to the mark scheme devised by the centre for the Coursework unit. This should be developed using criteria in line with that listed in the syllabus booklet
- Enter the marks and total marks in the appropriate spaces. Complete any other sections of the form as required.
- **It is essential that the marks of candidates from different teaching groups within each centre are moderated internally.** Include the details of the teaching group or set for each candidate. The initials of the teacher may be used to show which group or set. The outcome of internal moderation, in terms of the number of marks added to or subtracted from the initial total, must be clearly written in the box marked 'Amount of scaling if relevant'. If no scaling is necessary, please indicate by writing a zero in this box.
- If you are completing the form on paper by hand, add up the marks and write the total in the 'Total' 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' column.
- Transfer marks to the *Coursework Assessment Summary Form* in line with the instructions given on that document.
- In the column called 'Internally Moderated Mark', enter the total mark awarded after internal moderation has taken place.

5 Please keep a copy of the *Individual Candidate Record Card(s)* for your records.



Individual Candidate Record Card
Cambridge IGCSE and Cambridge O Level Enterprise
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					
Candidate Number						Candidate Name					Teaching Group/Set				

Title of Coursework

Task 1: Choosing a suitable project *(max 10)	Task 2a: Planning to manage potential problems or issues in the action plan *(max 10)	Task 2b: Planning for financing the project OR planning marketing communications *(max 12)	Task 3: Using enterprise skills to implement the plan *(max 8)	Task 4: Evaluating the project *(max 20)	TOTAL MARK *(max 60)

Amount of scaling if relevant	Internally Moderated *(max 60)	* Indicates mark to be transferred to Coursework Assessment Summary Form

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