

Cambridge International Travel & Tourism

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 for each candidate according to the marking criteria in the syllabus booklet.
 - Enter the marks in the appropriate spaces.
 - If you are completing the form on paper by hand, add up the marks and write the total in the 'Total Mark' 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 Mark' column.
 - Include the details of the teaching group or set for each candidate. The initials of the teacher may be used to identify the group or set.
 - It is essential that the marks of candidates from different teaching groups within each centre are moderated internally.
 - In the column called 'Internally Moderated Mark', enter the total mark awarded after internal moderation has taken place.
 - Transfer the marks to the *Coursework Assessment Summary Form* in line with the instructions given on that document.
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 *Individual Candidate Record Card(s)* for your records.**



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

Exam Series		Year				
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Centre Name		Centre Number				
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Candidate Name		Candidate number				
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Assessment Criterion	Mark
AO1 Knowledge and understanding Mark Strand 3 (max 12 marks)	
AO2 Application Mark Strand 1 (max 12 marks)	
AO3 Analysis and research Mark Strand 2 (max 13 marks)	
AO4 Evaluation and decision-making Mark Strand 4 (max 13 marks)	
Total (max 50)	

Authentication by the teacher			
I declare that, to the best of my knowledge, the work submitted is that of the candidate concerned. I have attached details of any assistance given beyond that which is acceptable under the scheme of assessment.			
Signature		Date	
Internal Moderator		Date	

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