

Our Ref: CES/PE/2023

Date: 11 August 2023

To: Heads of State Secondary Schools

Circular No. 33

CAMBRIDGE - SC/HSC OCTOBER/NOVEMBER 2023 EXAMINATIONS
Submission of Courseworks: Physical Education 5016 (SC) and 9396 (HSC)

Please find below details for submission of Portfolios and Marksheets in connection with the above.

Subject	Annex No.	Annex Details
Physical Education 5016/02 9396/02 9396/04	Annex 1	Submission Schedule: Date and time allocated to each school for submission of coursework to the Mauritius Examinations Syndicate
	Annex 2	Guidelines for electronic input of data: All interactive forms should be filled in electronically. The printed copy should be signed and bear the seal of school.
	Annex 3	Summary of Interactive Forms: List of all interactive forms available for Physical Education 5016 and 9396.
	Annex 4A, 4B & 4C	Checklist: List of documents to be submitted for Physical Education 5016 and 9396 A/AS level. These forms should accompany the documents to be submitted to the MES.
	Annex 5	Excerpt from Cambridge Handbook 2023: Guidelines on authenticating and supervising coursework.
	Annex 6	Filmed Video Evidence: Specification required for video format and quality.
	Annex 7	Sampling: Criteria for sampling of coursework to be submitted to Cambridge International.
	Annex 8	Important Information for Teachers of Physical Education: Educators must refer to this guide before submitting courseworks to the MES.

Important Notes:

- (i) Kindly follow instructions as laid out and refer to the **annexes** which are also **available** on **MES Website** <https://mes.govmu.org/mes/> (under sub-header: "Documents for Moderation Exercise").
- (ii) All the related documents and materials should be submitted to Cambridge Examinations Section of the MES on the date and time mentioned so as to avoid any delay for onwards transmission to Cambridge International.
- (iii) **All examination materials (filmed video evidence, Marksheets, etc) should be treated as confidential and stored safely under strict security conditions.**

Submission of Coursework:

1. Educators should follow the guidelines for electronic input of data (*Annex 2*) for each interactive form.
2. A summary of all interactive forms to be used for the above examinations is at *Annex 3*.
3. The forms as listed below at **3.1, 3.4 and 3.5 MUST** be submitted in 2 copies (Original + 1 copy). The original forms **3.4** and **3.5** must be inserted in the coursework/s to be submitted.
 - 3.1 Certificate of Authenticity (**Group**) HSC 9396/04 and SC 5016/02 (*The Progress Record Sheet/s for SC 5016/02 and HSC 9396/04 must be submitted separately to the MES*).
 - 3.2 Certificate of Authenticity (**Individual**) – HSC 9396/02 (*to be affixed with the coursework*)
 - 3.3 Front cover of Activity coursework must be properly labeled – *if any (e.g Hill Walking – to be affixed with the coursework)*
 - 3.4 Action Plan Cover Sheet ('A' Level – 9396/02)
 - 3.5 Progress Record Sheet for ('A' Level – 9396/02)

The Educators must ensure that all the candidates' courseworks/materials being submitted tally with the numerical quantities to be inserted accordingly by them on the “**Checklist for Documents**” (*Annex 4A-4C*). **This form should be submitted to MES in 2 copies.**

4. Cambridge International – MS1 Marksheet:

- Educators are requested to follow the instructions as per '*Instructions to complete MS1 Mark Sheet*' herewith attached to complete the enclosed 'MS1' provided by Cambridge International. Completed 'Form' (filled/signed accordingly, bearing the seal of school) should be submitted to MES in **two hard** copies along with the projects. **NO** change should be made to the 'MS1' format.
 - **Soft copy** of the 'MS1' Mark Sheet should be filled in electronically (*not to be filled in writing*) and forwarded to MES, Cambridge Examinations Section by email on the following email address: **cs.cie.section@mesonline.mu**
5. Extract from Cambridge International for authenticating and supervising coursework is at *Annex 5*. To avoid cases of plagiarism, which is a case of malpractice, Educators should consult Cambridge International website and be aware of the content.
 6. Specification for filmed video evidence, as recommended by Cambridge International, is at *Annex 6*.
 7. Criteria for sampling for each PSN should be as at *Annex 7*. The sampling exercise should be carried out by the Educator.
 8. Educators **must** refer to “*Important Information for Teachers of Physical Education*” at *Annex 8* to ensure that sample coursework to be submitted are as per Cambridge International requirements. The Mauritius Examinations Syndicate will carry out the uploading of documents/videos on “*Submit for Assessment*” platform **on behalf of schools**.
 9. It is imperative that the Educator for Physical Education follows the Cambridge syllabi, Coursework Guidelines and Handbook to ensure successful completion of the coursework and submission process.

Should you require any clarification/advice from the MES, please call on 403 8400 / 403 8412 / 4038406 /5254 8701 / 5944 8400/ 5944 8401.

Thank you for your usual collaboration

Yours faithfully



Dr Y Ahsun
Deputy Director

Encs.