



**Our Ref:** CES/HC/4/11

**Date:** 15 October 2020

**To: Managers of Private Secondary Schools  
Departmental Head, Commission for Education**

**Circular No.48R**

**CAMBRIDGE - SC/HSC/GCE APRIL/MAY/JUNE 2021 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 kindly informed that marks for the above subjects must be entered using soft copies of the following "Coursework Assessment Summary Form" (CASF) herewith attached.
  - 6043 (SC) – Design and Technology
  - 7048 (SC) - CDT: Design and Communication
  - 9705/02 (HSC) – Design and Technology
  - 9705/04 (HSC) – Design and Technology

**Internal moderation of coursework at school:**

- Educators should carry out internal moderation as described in the syllabus if more than one teacher at the school has marked students' work.
  - All coursework should be marked by the Educator.
  - An internal moderation of the marks given should be carried out by the Educator.
  - There should be no panel marking.
  - 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", from the Mauritius Examinations Syndicate website <http://www.mes.intnet.mu>
  - Schools requiring multiple "CASF", based on their number of candidates, can download these forms which can be renamed as detailed (*PSN\_SubjectCode\_OptionCode\_CASF2021\_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\_CASF2021\_1
    - MU999\_6043\_02\_CASF2021\_2
    - MU999\_6043\_02\_CASF2021\_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 Educator completing this form, Name of internal moderator, Signature, Date*). **In no case should the input of marks be done manually.**
- It is advised to save your work at different time intervals while marks are being input on the “CASF”.
- The filled in “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.
- For candidates who have **not** submitted coursework, an official letter from school containing details of these candidates (index no. and subject code) must be submitted to MES along with the “CASF”.

Reference is made to our **Circular No. 45** dated **22 September 2020**. A mark can only be carried forward within a 13 month period from the first sitting. However, Cambridge International will extend this rule as a **one-off** for candidates from Mauritius who may wish to carry forward coursework/practical test marks from November 2019 into the June 2021 series.

In April/May/June 2021 examination series carry forward option is available for Design and Technology 9705 as options:

- HY (12, 32, 4, **92** - *November Paper 2 Mark Carried Forward*)
- IY (12, 32, **92, 94** – *November Papers 2 and 4 Mark Carried Forward*)

An official list of all candidates duly signed by the Head of School for those who have entered for **option marks carried forward** for HSC syllabus Design and Technology 9705, must also be provided (if applicable), as per the following format:

Example:

Centre number	Candidate number	Candidate name	Syllabus	Entry option	Carry forward from Nov 19	Centre number Nov 19	Candidate number Nov 19
MU 123	501	Mr Smith	9705	HY OR IY	Yes	MU 456	501

Please note that if any candidate is

- 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.
- carrying forward 9705 Design and Technology, 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 in and completed (*Name, signature of Educator/Rector and seal of school*).

**Note: In case of internet connectivity issues, you are kindly requested to liaise with the Commission for Education to obtain soft copies of the “CASF” for any of the above subjects you may require.**

## **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 Moderator (*delegated by the MES*) for the above subjects will visit schools in the **first week of March 2021** to monitor and record the progress of the practical works and at the same time to interview the candidates. The Moderator may collect some courseworks as samples and would subsequently handover same to the Commission.
4. Candidates should complete their Project works and submit same to their Educator/s together with the portfolios at latest by **Monday 15 February 2021**. 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 **Wednesday 24 February 2021** at latest. Please note that the Coursework Assessment Forms should be filled in alphabetical order as on the computerised lists which will be provided by the Mauritius Examinations Syndicate by **November 2020**. ***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.***
6. **SPECIAL INTERNAL ARRANGEMENT:** All project works and portfolios must be stored at your school under conditions of strict security. We suggest that the project works and folios be stored in a room which facilitates the work of the **MES Moderator** during the moderation exercise. **Schools must make provision so that the doors of the rooms are equipped with padlock facilities.**
7. An Officer from the Commission for Education will call at your school on **Thursday 25 February 2021** or **Friday 26 February 2021** to securely lock the project works and the portfolios (*in the specialist room/s using padlocks*) so that the key/s of the door/padlock will be in the possession of the Commission. The Officer will also collect the “Coursework Assessment Summary Form” (*1 Original ‘CASF’ + 2 Copies of the Original ‘CASF’*).
8. The project works stored at your school will be returned to the candidates in July-August 2021. Courseworks earmarked for Sample will be returned to schools when same are received from Cambridge.
9. **Padlocks/doors where projects are stored must NOT be opened until an Officer from the Commission for Education removes them.** In no circumstance access to the room/s where projects are kept should be made available before the unlocking exercise is carried out during July-August 2021 by the Officer of the Commission. Failing to comply with the aforementioned will jeopardize the integrity of the examination and necessary action will have to be taken accordingly.



10. You are also requested to refer to Paragraphs 3.2.1 and 3.2.2 (where applicable) on page 52 of the 2020 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 the marks. If you discover plagiarism in a candidate’s work during the course, you may resolve this internally. If you discover plagiarism when you submit work to us, highlight the plagiarism and send us the work so we can moderate it in addition to the rest of the sample. Send us Exam Day – Form 9c with details of the plagiarism. Submit a mark that reflects the performance in the work without the plagiarized content... .”*

### 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 the syllabus and can be assessed against the criteria

(c) Coursework must be a candidate’s own, unaided work. Unless there is subject-specific guidance in syllabus documents and coursework training handbooks that says 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

**Dr I Ahsun**  
**Principal Examinations Officer**  
**for Director**

Encs.