

Our Ref: CES/PE/SC/HSC

Date: 18 February 2021

To: Heads of State Secondary Schools  
Managers of Private Secondary Schools  
Director of Schooling MGI  
Director of SeDEC

**Circular No. 9**

**CAMBRIDGE - SC/HSC APRIL/MAY/JUNE 2021 EXAMINATIONS**  
**Submission of Courseworks: Physical Education SC - 5016 and HSC - 9396**

As practice, schools should fill in the documents required for submission of coursework **electronically** for both SC and HSC syllabi.

Please find below details for the submission of the above courseworks:

- (i) follow instructions as laid out and refer to **the annexes** which are also **available** on **MES Website** <http://mes.intnet.mu> (under sub-header: "Docs for Moderation Exercise").
- (ii) ensure that the deadline for submission of project and related confidential documents to the MES is respected so as to avoid any delay for onwards transmission to Cambridge International.
- (iii) all the related documents and materials should be submitted to Cambridge Examinations Section of the MES on the date and time as specified at **Annex 1: MES Submission Schedule**.
- (iv) **all examination materials (filmed video evidence, Marksheets, etc) should be treated as confidential and stored safely under strict security conditions.**
- (v) a soft copy of final list of candidates has already been sent to school by email (27 January 2021).
- (vi) Cambridge International **will provide an updated** "Internally Assessed Marks" Template to replace Marksheets (MS1) for input of final marks. The MES will provide this form to schools shortly.

**Submission of Coursework**

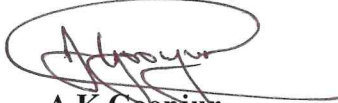
1. Educators should follow the guidelines for electronic input of data (**Annex 2**) on each interactive form.
2. A list of all interactive forms to be used for the above examinations is at **Annex 3**.
3. The forms as listed below at **3.1, 3.4 and 3.5 MUST** be submitted in 2 copies (Original + 1 copy). 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 be properly labeled – **if any** (e.g **Hill Walking - to be affixed**)
  - 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. The updated soft copy of the "Internally Assessed Marks" form which will be provided should be emailed to Mauritius Examinations Syndicate on [cs.cie.section@mesonline.mu](mailto:cs.cie.section@mesonline.mu) and two hard copies of the updated document should be returned to the MES while submitting the coursework.

5. Extract from Cambridge International for authenticating and supervising coursework is at *Annex 5*: “Excerpt from 2020 Cambridge Handbook (International)”. To avoid cases of plagiarism, which is a case of malpractice, Educators should consult Cambridge International website and be aware of the content.
6. The specification for filmed video evidence, as recommended by Cambridge International, is at *Annex 6*.
7. The criteria for sampling for each PSN should be as at *Annex 7*. The sampling exercise should be carried out by the Educator.
8. It is imperative that the Educator for Physical Education follows the Cambridge syllabi, Coursework Guidelines and Handbook as these contain important details 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 or 5944 8400/ 5944 8401.

Thank you for your usual collaboration

Yours faithfully



**A K Goonjur**  
**Senior Examinations Officer**  
**for Director**

*Encs.*

*Copy to: Commission for Education*