Cambridge International AS & A Level Design &Technology (9705)

Please follow these instructions carefully before completing the PDF *Coursework Assessment Summary Form* provided below.

1 The 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, the form is completed on-screen. The form will add up the candidates' marks for you and therefore eliminate 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 this step-by-step guide to access candidates' entry data. You will only be able to use this method after all your entries have been submitted to Cambridge International. Please check that your centre can access Cambridge International Direct.

- Log on to Direct (https://direct.cie.org.uk) and go to the 'Administer exams' section, then to 'internally assessed marks' and select the current series.
- Select the relevant component from the list to see all the entries for that component.

4 Completing the *Coursework Assessment Summary Form.*

- Complete the information at the top of the form.
- List the candidates in an order that will allow ease of transfer of information to Cambridge International at a later stage (i.e., in candidate number order, where this is known). For candidates who are absent for all parts of the component, list their candidate number, name and teaching group or set and tick the box in the column labelled 'Absent'.
- Place an asterisk next to the candidates who are included in your sample, to be submitted to Cambridge International for external moderation. You can select an asterisk from the dropdown menu in the column labelled 'Sample?' if you are completing the form on screen.
- Indicate the teaching group or set for each candidate. The initials of the teacher may be used to indicate group or set.
- 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.
- In the column headed 'Internally Moderated Mark', enter the total mark awarded after internal moderation has taken place.

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 *Coursework Assessment Summary Form(s)* for your records.**

External moderation for the rest of the world

Cambridge International sends a computer-printed Coursework mark sheet to each centre showing the name and index number of each candidate. Transfer the total internally moderated mark for each candidate from this *Coursework Assessment Summary Form* to the computer-printed Coursework mark sheet.

External moderation Mauritius

Cambridge International sends computer-printed Coursework mark sheets (MS1) to the Mauritius Examinations Syndicate in early October showing the names and index numbers of each candidate.

External moderations of internal assessment will be carried out by moderators appointed by the Mauritius Examinations Syndicate on behalf of Cambridge International. The Mauritius Examinations Syndicate will communicate with centres regarding procedures regarding external moderations and sampling. It is the responsibility of the Mauritius Examinations Syndicate to ensure that the final moderated marks are recorded on the computer-printed Coursework mark sheets (MS1) for Component 2.

CAMBRIDGE
International Education

Coursework Assessment Summary Form
Cambridge International AS & A Level
9705/04 Design & Technology

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

Centre Number						Centre Name		Exam Series	Please select	Year				

Sample?	Candidate number	Candidate name	Teaching Group/ Set	Absent	Stage 1 Identifying a situation or need to produce a design brief and design specification (max 6)	Stage 2 Generating and appraising design ideas leading to a design proposal (max 8)	Stage 3 Developing the product and planning for making (max 8)	Stage 4 Realising the product (max 12)	Stage 5 Testing and evaluating the product (max 8)	Stage 6 Planning for manufacturing a product in quantity (max 8)	Total (max 50)	* Internally moderated mark (max 50)
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	

Name of teacher completing this form		Signature		Date	
Name of moderator		Signature		Date	

* These marks to be entered on MS1s

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Coursework Assessment Summary Form
Cambridge International AS & A Level
9705/04 Design & Technology

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Sample?	Candidate number	Candidate name	Teaching Group/ Set	Absent	Stage 1 Identifying a situation or need to produce a design brief and design specification (max 6)	Stage 2 Generating and appraising design ideas leading to a design proposal (max 8)	Stage 3 Developing the product and planning for making (max 8)	Stage 4 Realising the product (max 12)	Stage 5 Testing and evaluating the product (max 8)	Stage 6 Planning for manufacturing a product in quantity (max 8)	Total (max 50)	* Internally moderated mark (max 50)
											0	
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