Cambridge International AS & A Level Design & Technology

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. Take into account any extra help given to candidates; see the regulations on supervising coursework in the *Cambridge Handbook* at www.cambridgeinternational.org/eoguide
- Enter the marks in the appropriate spaces.
- Add brief comments to justify why each mark was awarded, including notes of any extra help given to candidates. See example comments given on the next page.
- 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 The teacher completing the form should check the form, complete and sign the bottom row.

6 **Please keep a copy of the *Individual Candidate Record Card(s)* for your records.**

EXAMPLE COMMENTS for guidance on how to complete the form

Comments on why given mark was awarded	Mark
Stage 1 Identifying and analysing a product for improvement (max. 8 marks) Justifies choice of suitable product. Analysis of details of the product provided. Analysis supported by relevant evidence. Supported analysis provided of two wider issues in D&T.	6
Stage 2 Identifying one area for improvement (max. 4 marks) Some comparisons made with similar products. Identifies an improvement to the product with some justification.	2
Stage 3 Clarifying the design situation or need and generating ideas (max. 10 marks) Provided concise design brief that describes a need. Comprehensive design brief written for improvement of the product with some justification. Three feasible ideas provided re improving the product. Annotations support the ideas. Consideration given to the materials and production methods that would be needed. Refines and justifies one idea.	6
Stage 4 Developing the design and planning (max. 10 marks) Develops idea into design proposal which meets most design specification points. Clear plan provided which recognises most of the constraints that can impact the making of the improved product.	6
Stage 5 Producing a prototype to demonstrate the improvement (max. 10 marks) High quality prototype made – fit for purpose and meets nearly all the requirements of the design specification. Excellent making skills shown. Finish could have been slightly improved on. Demonstrates safe working practices throughout the making process.	8
Stage 6 Testing and evaluating the improvement (max. 8 marks) Provides appropriate plan for testing and evaluation. Checks against the design specification, user comments, use of resources when evaluating the prototype. Further developments considered. Needed to look a little more at the wider issues in D&T.	6
Total mark (max. 50 marks)	34
Internally moderated mark (max. 50 marks)	

CAMBRIDGE
International Education

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9705/02 Design & Technology

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Centre Number						**Centre Name**	
Candidate Number						**Candidate Name**	
Teaching Group/Set			**Exam Series**	Please select	**Year**		

Comments on why given mark was awarded	Mark
Stage 1 Identifying and analysing a product for improvement (max. 8 marks)	
Stage 2 Identifying one area for improvement (max. 4 marks)	
Stage 3 Clarifying the design situation or need and generating ideas (max. 10 marks)	
Stage 4 Developing the design and planning (max. 10 marks)	
Stage 5 Producing a prototype to demonstrate the improvement (max. 10 marks)	
Stage 6 Testing and evaluating the improvement (max. 8 marks)	
Total mark (max. 50 marks)	0
Internally moderated mark (max. 50 marks)	

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

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Stage 5 Producing a prototype to demonstrate the improvement (max. 10 marks)	
Stage 6 Testing and evaluating the improvement (max. 8 marks)	
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Internally moderated mark (max. 50 marks)	

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