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 a situation or need to produce a design brief and design specification (max. 6 marks) Situation clearly identified based on analysis of some research. Design brief clear but needed more detail on the needs of the user. Design specification considers some factors.	3
Stage 2 Generating and appraising design ideas leading to a design proposal (max. 8 marks) Innovative ideas presented. Good evaluation shown. Development shown with clear commentary and use of iterative design process.	7
Stage 3 Developing the product and planning for making (max. 8 marks) Good design proposal taking into consideration most constraints that can impact the development. Mostly detailed drawings provided, some dimensions missing. Parts list and detailed sequence of most of the production stages presented in correct order.	6
Stage 4 Realising the product (max. 12 marks) Final product produced to a high standard, wide range of practical skills and techniques applied. Complied fully with safe working practices. Completed product to high standard. Finish needed to be completed better. Product fully meets design requirements of design specification.	11
Stage 5 Testing and evaluating the product (max. 8 marks) Completed appropriate tests. Evaluation did compare the final product with the design specification. Appropriate modifications were proposed. Evaluations considered most factors of what changes would be required to manufacture the product in quantity.	6
Stage 6 Planning for manufacturing a product in quantity (max. 8 marks) Three wider issues analysed in relation to moving to manufacturing in quantity. Presented a detailed plan for producing in quantity. Work was supported by relevant information.	6
Total mark (max. 50 marks)	39
Internally moderated mark (max. 50 marks)	

CAMBRIDGE
International Education

Individual Candidate Record Card
Cambridge International AS & A Level
9705/04 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 a situation or need to produce a design brief and design specification (max. 6 marks)	
Stage 2 Generating and appraising design ideas leading to a design proposal (max. 8 marks)	
Stage 3 Developing the product and planning for making (max. 8 marks)	
Stage 4 Realising the product (max. 12 marks)	
Stage 5 Testing and evaluating the product (max. 8 marks)	
Stage 6 Planning for manufacturing a product in quantity (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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