Cambridge AS Level Sport & Physical Education

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.

- Log on to Cambridge International 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 **candidate number order**. Indicate the teaching group or set for each candidate. The initials of the teacher may be used to indicate group or set. 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'.
- The marks for **two** physical activities from the list in the syllabus should be entered in the appropriate columns.
- If you are completing the form on paper by hand, add up the marks and write the total in the 'TOTAL for two physical activities' 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 for two physical activities' column. The teacher authenticating the marks should check the form and complete and sign the bottom portion.
- Transfer the final mark to Direct or equivalent.

5 **Please keep a copy of the *Coursework Assessment Summary Form* for your records.**

External Moderation

A sample of candidates' work must be submitted to Cambridge International for external moderation. Details of the work to be submitted may be found by visiting the samples database at www.cambridgeinternational.org/samples. Teachers should work with their exams officer to make sure the correct coursework is submitted along with the supporting forms according to the instructions in the *Cambridge Handbook*.

Coursework Assessment Summary Form
Cambridge International AS Level
8386/02 Sport & Physical Education

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

Centre Number						Centre Name		Exam Series	–	Year				

Candidate number (list in candidate no. order)	Name of candidate	Teaching group/set	Absent	Physical activity 1 (35)		Physical activity 2 (35)		TOTAL for two physical activities (70)
				Mark	Physical activity from list in syllabus	Mark	Physical activity from list in syllabus	
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0

Name of teacher authenticating the marks		Signature		Date	

Cambridge Assessment International Education

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Centre Number						Centre Name		Exam Series	–	Year				

Candidate number (list in candidate no. order)	Name of candidate	Teaching group/set	Absent	Physical activity 1 (35)		Physical activity 2 (35)		TOTAL for two physical activities (70)
				Mark	Physical activity from list in syllabus	Mark	Physical activity from list in syllabus	
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
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					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0
					–		–	0

Name of teacher authenticating the marks		Signature		Date	

Cambridge Assessment International Education