Cambridge IGCSE™, Cambridge IGCSE (9–1) and Cambridge O Level 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 must be completed on screen and uploaded to Submit for Assessment.

2 The latest version 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.

- 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 and activity codes for **four** physical activities from at least **two** categories (see syllabus) should be entered in the appropriate columns.
- The marks will be added up for you and the total will automatically appear in the 'TOTAL for **four** physical activities' column. The teacher authenticating the marks should check the form and complete the bottom portion.
- Submit the total marks for **all candidates** using the **Submit for Assessment** portal https://submitforassessment.cambridgeassessment.org.uk

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

External Moderation

A sample of candidates' work must be submitted to Cambridge 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*.

Activity Categories and Codes (check the *Coursework Guidelines Booklet* for exclusions)

Games activities	Association Football	=	AF	Netball	=	Ne
	Badminton	=	Bd	Rounders	=	Ro
	Baseball	=	Ba	Rugby league	=	RL
	Basketball	=	Bb	Rugby union	=	RU
	Cricket	=	Cr	Softball	=	So
	Golf	=	Go	Squash	=	Sq
	Handball	=	Ha	Table tennis	=	TT
	Hockey	=	Ho	Tennis	=	Te
	Lacrosse	=	La	Volleyball	=	Vo
Gymnastic activities	Artistic gymnastics	=	AG	Rhythmic gymnastics	=	RG
	Individual figure skating	=	FS	Trampolining	=	Tr
Dance activities	Dance	=	Da			
Athletic activities	Cross-country running	=	CC	Track and field athletics	=	TF
	Cycling	=	Cy	Weight training for fitness	=	WT
	Rowing and sculling	=	Rw			
Outdoor and adventurous activities	Canoeing	=	Ca	Rock climbing	=	RC
	Hill walking	=	HW	Sailing	=	Sa
	Horse riding	=	HR	Skiing	=	Sk
	Mountain biking	=	MB	Snowboarding	=	Sn
	Orienteering	=	Or	Windsurfing	=	Wi

Swimming activities	Competitive swimming	=	CS	Personal survival	=	PS
	Life saving	=	LS	Water polo	=	WP
Combat activities	Judo	=	Ju	Taekwondo	=	Tk

CAMBRIDGE International Education

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Please select Syllabus and Component below

Please select

Please read the instructions on the first page before completing this form.

Centre Number						Centre Name		Exam Series	Please select	Year				

Candidate number (list in candidate no. order)	Name of candidate	Teaching group/set	Absent	Physical activity 1 (25)		Physical activity 2 (25)		Physical activity 3 (25)		Physical activity 4 (25)		TOTAL for four physical activities (100)
				Mark	Code	Mark	Code	Mark	Code	Mark	Code	
					–		–		–		–	0
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Name of teacher authenticating the marks		Date	

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				Mark	Code	Mark	Code	Mark	Code	Mark	Code	
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Name of teacher authenticating the marks		Date	

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