Cambridge O Level CDT: Design & Communication

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.

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.

- Log on to CIE 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.
- Transfer each candidate's marks from his or her Individual Candidate Record Card to this form.
- If you are completing the form on paper by hand, add up the marks and write the total 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.**

Procedures for external moderation in Mauritius

1 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.

2 External moderation 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 moderation 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).

Procedures for external moderation in the rest of the world

1 Cambridge International sends a computer-printed Coursework mark sheet (MS1) to each centre in early October for the November examination showing the names and index numbers of each candidate. Transfer the total internally moderated mark for each candidate from the Coursework Assessment Summary Form to the computer-printed Coursework mark sheet (MS1).

2 The top copy of the computer-printed Coursework mark sheet MS1 must be despatched in the specially provided envelope to arrive as soon as possible at Cambridge International but no later than 31 October for the November examination.

3 Cambridge International will select a list of candidates whose work is required for external moderation. As soon as this list is received, send the candidates' work with the corresponding Individual Candidate Record Cards, this summary form and the second copy of MS1 to Cambridge International. Indicate the candidates who are in the sample by means of an asterisk (*) against the candidates' names overleaf.

4 Cambridge International reserves the right to ask for further samples of Coursework.

5 Send, with the sample work, instructions given to candidates and information as to how internal moderation was carried out.

Cambridge Assessment International Education

Coursework Assessment Summary Form
Cambridge O Level
7048/02 CDT: Design & Communication

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

Centre Number						Centre Name		Exam Series	–	Year				

Sample?	Candidate Number	Candidate Name	Teaching Group/ Set	Absent	(a) Problem identification (max 5)	(b) Research & analysis (max 10)	(c) Specification (max 5)	(d) Proposals for a Solution (max 15)	(e) Development & Planning (max 15)	(f) Realisation (max 32)	(g) Record of the making process (max 8)	(h) Evaluation (max 10)	Total Mark (max 100)	Internally Moderated Mark (max 100)
													0	
													0	
													0	
													0	
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													0	

Name of teacher / examiner completing this form		Signature		Date	
Name of Internal Moderator		Signature		Date	

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Name of teacher / examiner completing this form		Signature		Date	
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