Cambridge IGCSE™, Cambridge IGCSE™ (9–1) and Cambridge O Level Design &Technology

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 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 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. 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.
- 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 the bottom portion. **Please**

6 **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 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 IGCSE, Cambridge IGCSE 9–1 and Cambridge O Level
Please select Syllabus and Component
–

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	Identify need and analyse leading to design brief (max 5)	Research into design brief resulting in specification (max 10)	Generation and exploration of ideas (max 20)	Development of proposed solution (max 15)	Planning for production (max 10)	Product realisation (max 30)	Testing and evaluation (max 10)	Total mark (max 100)	Internally moderated mark (max 100)
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Name of teacher completing this form		Signature		Date	
Name of internal moderator		Signature		Date	

Cambridge Assessment International Education

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Centre number						Centre name		Exam series	–	Year				

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Name of teacher completing this form		Signature		Date	
Name of internal moderator		Signature		Date	

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