

3 Teacher assessment

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Samples database

Enter your Centre number and syllabus code(s) in the boxes below and press the search button.

Centre number: Series:

Syllabus code: You may search up to five syllabus codes

Clear all search fields

How to select samples

You need to submit samples so that we can moderate the requirements for samples vary across components. You entering your Centre and syllabus numbers into the field

- the deadline for submitting the sample
- the deadline for submitting your internally assessed sample
- how to select the sample
- who selects the sample
- the method for submitting the samples, for example digital format.

For more information on submitting samples please see [here](#)

Component	Qualification	Syllabus name	Component name	Component type	Moderated or examiner marked component	Method of Submitting Work	How to select the sample	Who selects the sample	June For n
0500/04	Cambridge IGCSE	FIRST LANGUAGE ENGLISH	COURSEWORK PORTFOLIO 04	Coursework	Moderated	Hardcopy	Option B	Cambridge	27 Apr
0500/05	Cambridge IGCSE	FIRST LANGUAGE ENGLISH	SPEAKING & LISTENING 05	Speaking	Moderated	Audio recording on cassette or CD	Option E	Centre	27 Apr
0500/06	Cambridge IGCSE	FIRST LANGUAGE ENGLISH	SPEAKING & LISTENING (COURSEWORK)	Coursework	Moderated	Audio recording on cassette or CD	Option E	Centre	27 Apr
0486/05	Cambridge IGCSE	LITERATURE (ENGLISH)	COURSEWORK PORTFOLIO	Coursework	Moderated	Hardcopy	Option B	Cambridge	27 Apr
0520/03	Cambridge IGCSE	FRENCH (FOREIGN LANGUAGE)	SPEAKING	Speaking	Moderated	Autobiographical recording on cassette or CD	Option C	Centre	30 Apr

3.1 Outline Proposal Forms

Outline Proposal Forms are used to submit proposals for titles of work or areas of study to Cambridge International for approval. You should complete an Outline Proposal Form for candidates entered for the following components:

- Cambridge IGCSE:
 - **NEW** American History (US) (0409/03)
 - Art & Design (0400/03)
 - **NEW** English Literature (US) (0427/03)
 - **NEW** Environmental Management (0680/03)
 - **NEW** Geography (0460/03)
 - **NEW** History (0470/03)
 - **NEW** History (US) (0416/03)
- Cambridge International AS & A Level:
 - Art & Design (9704/04)
 - Design & Technology (9705/02)
 - **NEW** Design & Textiles (9631/02 and 04)
 - English Literature (9695/08)
 - Environmental Management (8291/03)
 - Global Perspectives & Research (9239/04)
 - Media Studies (9607/01 and 03)
 - **NEW** Travel & Tourism (9395/02)
- Cambridge Pre-U Global Perspectives & Research (9766/02 and 04).

3.1.1 Completing Outline Proposal Forms

You can download the forms from the 'Support Materials' section of [CIE Direct](#), from the relevant subject page of the School Support Hub (www.cambridgeinternational.org/support) or from the samples database (www.cambridgeinternational.org/samples).

Each form must include:

- the title of the proposal
- the scope of the investigation
- the content areas of the syllabus the investigation is likely to draw on
- the research methods the candidate plans to use.

Important dates



Deadlines for submitting Outline Proposal Forms:

- June 2018 series: 31 October 2017
- November 2018 series: 30 April 2018

We aim to provide feedback within four weeks of receiving your forms but this may take longer, therefore please submit your forms as early as possible and before the deadlines.

A Associate Centres should submit their completed Outline Proposal Forms to us through their Cambridge Associate.

Regulations



- (a) Please refer to the Outline Proposal Form for instructions about completing and submitting the proposal.
- (b) We reserve the right to refuse any proposal or completed work that in our sole opinion is sexually explicit, violent, breaches standards of good taste or decency, brings our reputation into disrepute, is potentially illegal or otherwise actionable either in the UK or in the student's own jurisdiction, or is otherwise controversial.

3.1.2 **NEW** Using the samples database

The samples database is free to access and available on our website (www.cambridgeinternational.org/samples). The database tells you the following:

- component, qualification and syllabus information
- how the component is assessed
- method of submission
- how to select the sample
- who selects the sample
- deadline for marks
- deadline for samples
- forms to include with your coursework samples.

3.2 Internally assessed coursework

Internally assessed coursework refers to any coursework component specified by a Cambridge International syllabus that is assessed in the centre and moderated by us.

Examples include speaking coursework, speaking and listening coursework, projects, folios of essays, field work, art and craft items, design studies, practical work, assignments, and experiments undertaken and assessed during the course.

The syllabus booklet sets out the assessment method for each component and states whether a component is assessed internally. It also gives details of the marking criteria.

Coursework may include work where the theme, experiment or parameters of a project have been set by the teacher, specified in the syllabus or chosen by the candidates.

Coursework options are not available to private candidates. For more information please refer to the relevant syllabus and the *Cambridge Guide to Making Entries*, which is available from the 'Support Materials' section of [CIE Direct](#).

You must submit marks for all candidates entered for internally assessed coursework components and the work of a sample of candidates. See sections 3.5 and 3.6 for guidance.

3.2.1 Authenticating coursework

We need to be confident that the work is the candidate's own before we can award a grade. Therefore you must confirm that the work you submit on behalf of a candidate is entirely the candidate's own and original work. By submitting the coursework marks for the candidate you confirm that the work for which each mark has been given is solely that of the candidate concerned and was conducted under the conditions required by the syllabus. If you cannot confirm that this is the case, you must not submit the work.

3.2.2 Supervising coursework

- (a) We do not expect candidates to undertake coursework without guidance and continuing teacher supervision. Teachers may:
- (i) assist with the choice of subjects for investigations, models and topics
 - (ii) indicate sources of information, for example, materials, places to visit and references, organisations, or people who might be able to help
 - (iii) advise on the practicability of ideas suggested by candidates
 - (iv) advise on length, approach and treatment
 - (v) treat coursework as an integral part of the course and see that candidates are given regular class work and/or homework relating to it, as appropriate.
- (b) **NEW** In addition teachers must:
- (i) continuously supervise work to monitor progress
 - (ii) make sure candidates avoid plagiarism by stating their sources and advise candidates how

to appropriately reference published materials according to their level of study

- (iii) make sure work is completed in line with syllabus requirements and can be assessed against the criteria.
- (c) Coursework must be a candidate's own, unaided work. Unless there is subject-specific guidance that says otherwise, teachers can support candidates by reviewing their work before it is handed in for final assessment. They can do this orally or through written feedback. Their advice should be kept at a general level so that the student leads the discussion and makes the suggestions for any amendments. Teachers must not give detailed advice to individual students or groups of students on how their work can be improved to meet the assessment criteria.
- (d) Teachers must record full details of the nature of any assistance given to individual candidates beyond that specified above. They should record this information on the candidate's Individual Candidate Record Card, which is available from the samples database (www.cambridgeinternational.org/samples). Teachers must take this assistance into account in awarding marks for the work.

3.2.3 Presenting coursework

- (a) Each candidate must present written coursework on A4 paper, unless stated otherwise in the syllabus.
- (b) Candidates may produce their coursework on a word processor, unless this is specifically prohibited in the syllabus.

3.2.4 Marking coursework

- (a) The teacher must award marks for coursework in line with the criteria in the syllabus. They must provide evidence of how they have awarded marks, using the documentation we have provided for that syllabus.
- (b) Teachers must apply the marking criteria to all pieces of work, without regard to the stage of the candidate's course at which they were produced.

3.2.5 Standardising marking within centres

- (a) If more than one teacher is involved in the assessment, you must standardise assessments across teachers and teaching groups. This will make sure that all candidates have been judged against the same standards for a particular syllabus. Centres must produce a rank order for all candidates.
NEW This means centres must produce a list of all their candidates in descending order of marks. The candidate with the highest mark should be first on the list.
- (b) Standardisation within a centre is achieved by all teachers involved in assessing samples of work coming to an agreement on the marks to be awarded. Marks for some teaching groups may be moved up or down to make sure they are consistent for the whole centre. Round up any part marks to reach the final total marks.
- (c) One teacher per centre must be responsible for standardising the marking of members of staff for each syllabus. This teacher must make sure that a valid set of marks is produced for candidates from that centre, for that syllabus.

3.2.6 Failure to submit coursework

If a candidate is entered for a coursework component but fails to submit any coursework, they are not eligible for the award of a grade in that syllabus and will receive a 'NO RESULT' outcome. The teacher must mark them as absent (with an 'A', not '0'), when submitting internally assessed marks. The teacher must list the candidate's name and leave the mark field blank on the Coursework Assessment Summary Form and the Individual Candidate Record Card.

3.2.7 Incomplete or extra coursework

- (a) Some coursework components of a syllabus require candidates to produce several distinct pieces of work (for example, three essays). You should credit a candidate who does not complete all parts of the coursework with only the marks that they have earned for the work submitted.
- (b) If a candidate supplies more than the prescribed number of pieces of coursework, provided each

piece meets the requirements of the syllabus, the worst piece(s) should be disregarded in awarding the candidate's mark.

3.2.8 Unsatisfactory practice

We will provide further guidance where individual teachers or centres fail to meet our requirements for coursework. Where, in our sole judgement, a significant problem has occurred, we may ask you to find another person to assess coursework components in future exam series.

3.2.9 Submitting coursework for more than one syllabus

- (a) There is no restriction on submitting the same coursework for more than one syllabus, unless indicated in the syllabus. However, coursework submitted for more than one syllabus must be relevant, and will be assessed separately for each syllabus according to its criteria.
- (b) More than one moderator may require the coursework. You are responsible for making sure it is made available.

3.2.10 Resubmitting coursework in later series

Candidates can resubmit, in whole or in part, coursework submitted in a previous series. The work must comply with all guidelines specified in the syllabus, including completing an Outline Proposal Form where required. Any work that is resubmitted needs to meet the requirements of the syllabus in that series. **NEW** You are responsible for re-marking any work that is resubmitted and it will be subject to external moderation in the series for which it is entered.

3.3 Examined coursework

Examined coursework is coursework marked by a Cambridge International examiner.

These components are not available to:

- private candidates
- candidates entering through a centre other than the one they are studying at.

For examined coursework, instead of submitting samples you submit the coursework of all your candidates. See section 3.6 for guidance. As the work is externally assessed you do not submit marks with the coursework.

NEW Make sure we receive your examined coursework by the deadline in the samples database. We will not accept late submissions.

3.3.1 Authenticating examined coursework

By submitting coursework you are deemed to have authenticated the work as the candidates' own original work. Coursework must not incorporate corrections made by the teacher.

3.3.2 Supervising examined coursework

- (a) We do not expect candidates to undertake coursework without guidance and continuing teacher supervision. Teachers may:
- assist with the choice of subjects for investigations, models and topics
 - indicate sources of information, for example, materials, places to visit and references, organisations, or people who might be able to help
 - advise on the practicability of ideas suggested by candidates
 - advise on length, approach and treatment
 - treat coursework as an integral part of the course and see that candidates are given regular class work and/or homework relating to it, as appropriate.
- (b) **NEW** In addition teachers must:
- continuously supervise work to monitor progress
 - make sure candidates avoid plagiarism by stating their sources and must advise candidates how to appropriately reference published materials according to their level of study
 - make sure work is completed in line with syllabus requirements and can be assessed against the criteria.

3.3.3 Submitting examined coursework for more than one syllabus

There is no restriction on submitting the same coursework for more than one syllabus, unless indicated in the syllabus. However, any coursework submitted for more than one syllabus must be relevant to the

requirements of each syllabus, and must be assessed separately for each syllabus according to the criteria. More than one examiner may require the coursework. You are responsible for making sure it is made available.

3.3.4 Re-using examined coursework

A candidate cannot re-use examined coursework from a previous exam series. They must submit a new piece of work with a new Outline Proposal Form where appropriate. The work they submit cannot be a reworked version of the work they submitted in the previous exam series.

3.4 Non-coursework speaking tests

Non-coursework speaking tests are internally administered and assessed by your teachers, then externally moderated by us. We set the format for non-coursework speaking tests and it is the same for all candidates.

Non-coursework speaking tests do not take place over the course of study. Instead they are carried out as an exam within a time period that we set.

The following tests are internally assessed non-coursework speaking tests:

- Cambridge IGCSE foreign language speaking tests – syllabuses 0515, 0519, 0520, 0525, 0530, 0535, 0540, 0543, 0544, 0545, 0546 and 0547
- Cambridge IGCSE first language speaking tests
- Cambridge IGCSE second language speaking tests
- Cambridge IGCSE Bahasa Indonesia (0538)
- Cambridge International AS & A Level language speaking tests.

You must submit marks for all candidates entered for non-coursework speaking tests and the recordings of a sample of candidates. See sections 3.5 and 3.6 for guidance. To download the syllabuses visit www.cambridgeinternational.org

Important information



We send instructions on conducting Cambridge IGCSE and Cambridge International AS & A Level speaking tests at least a month before the test window. Look out for them in the *Cambridge Exams Officer eNewsletter*.  Cambridge Associates should pass these instructions on to their Associate Centres.

3.4.1 Timetabling

- (a) The speaking tests take place before the main exam period. You must conduct the speaking tests within the period specified in the timetable (www.cambridgeinternational.org/timetables).
- (b) Once a centre starts its speaking tests all candidates must be examined within as short a time as possible to help maintain the security of the examination.*
- (c)  Candidates can only sit their speaking test once. Tests cannot be repeated during the same exam series.

* These regulations do not apply to Cambridge IGCSE First Language English Speaking & Listening (0500/05) or Cambridge IGCSE First Language Spanish Speaking & Listening (0502/05) as we do not send confidential materials for these speaking tests. All the materials you need for these tests are in the 2018 syllabus booklets.

3.4.2 Estimated entries

We use your estimated entries to calculate how many sets of materials you will need for non-coursework speaking tests and other exams that take place before the main exam series. If you do not submit estimated entries you may not have the necessary materials to carry out the speaking tests at the specified time.*

See section 2.2 for more information about estimated entries.

3.4.3 Appointing teacher-examiners

- (a) You must select a teacher-examiner to assess non-coursework speaking tests. This would normally be a teacher from within the relevant department at your centre, but could be a suitably qualified person independent of the department/centre.  If a teacher-examiner is appointed from within your centre, it can be a teacher who has taught those particular candidates. Please contact us if you are in any doubt about the suitability of a teacher-examiner.
- (b)  If you are operating through a Cambridge Associate, the Cambridge Associate is responsible for ensuring that the arrangements described above are in place.
- (c) Cambridge International AS & A Level non-coursework speaking tests require a Nomination of Oral Examiner Form. Please refer to the details given in the relevant syllabus.

3.4.4 Support for teacher-examiners

A range of Cambridge IGCSE Speaking Test Handbooks are available from the School Support Hub (www.cambridgeinternational.org/support). These

offer guidance and advice on the preparation for and delivery of the speaking test. They also provide marked recordings of candidate work with accompanying examiner comments. Online Coursework Training Programmes provide marking practice and are available at www.cambridgeinternational.org/events. A presentation offering general guidance on the administration of speaking tests before, during and after the examination is available in the 'Exams officers' section of our website at www.cambridgeinternational.org/teacherassessment

3.4.5 Special instructions for non-coursework speaking tests where we provide confidential test materials*

- (a) For Cambridge IGCSE English as a Second Language (0510 and 0511), speaking test cards and Teachers' Notes booklets must only be opened one working day before the test.

For all other Cambridge IGCSE syllabuses, speaking test cards and Teachers' Notes booklets can be opened four working days before the test.

- (b) Once they have been opened, the Head of Centre should make the confidential Teachers' Notes booklet available to the head of department or appropriate teacher-examiner. Teacher-examiners must allow sufficient time to familiarise themselves with the materials and procedures.
- (c) Materials must not be removed from the centre and the information within them must remain confidential.
- (d) You must store the materials securely in accordance with our regulations until after the speaking test period specified on the Cambridge International timetable has passed (even if you have completed your tests before that date).

* These regulations do not apply to Cambridge IGCSE First Language English Speaking & Listening (0500/05) or Cambridge IGCSE First Language Spanish Speaking & Listening (0502/05) as we do not send confidential materials for these speaking tests. All the materials you need for these tests are in the 2018 syllabus booklets.

3.4.6 Marking

- (a) The teacher-examiner must award marks for speaking tests in accordance with the criteria specified in the mark scheme for the component. Teacher-examiners will find this in the Teachers' Notes booklet or in the syllabus for the appropriate year.

- (b) You must assess candidates during the face-to-face test, and not subsequently from any recording made. During the speaking test the teacher-examiner should fill in the marks under the separate headings on the Coursework Assessment Summary Form, Working Mark Sheet or Oral Examination Summary Form. The teacher-examiner should make sure the total marks are transferred to CIE Direct or the Internal Assessment Mark Sheet (MS1) depending on how your centre is submitting marks. See section 3.5 for detailed instructions.

3.4.7 Standardising marking within centres

- (a) You should appoint only one teacher-examiner for each syllabus. If you want to use extra teacher-examiners because you have a large number of candidates, you must ask us for permission by emailing info@cambridgeinternational.org before the start of the speaking test window. Your email must include:
- the syllabus and component number
 - the number of candidates taking the speaking test at your centre
 - the names and job titles of the proposed teacher-examiners
 - the breakdown of candidates for each teacher-examiner.
- (b) Where we give permission for more than one teacher-examiner to conduct and assess speaking tests, you must standardise assessments across different teacher-examiners. This is to make sure your candidates have been assessed against the same standards for a particular syllabus. One teacher-examiner per centre per syllabus must take responsibility for standardising the marking of teacher-examiners from that centre in that syllabus. Marks for some teacher-examiners may be moved up or down to make sure they are consistent for the whole centre.
- (c) The teacher-examiner must make sure a valid rank order of marks is produced for candidates across teacher-examiners in that syllabus from that centre. This means that each centre must produce a list of all their candidates in descending order of marks. The candidate with the highest mark should be at the top of the list. Once you have produced a rank order of candidates, these marks should be submitted to Cambridge International and recorded on the Working Mark Sheet or Coursework Assessment Summary Form in the 'Internally moderated mark' column.

3.4.8 Recording the tests

- (a) **NEW** You need to provide your own:
- equipment to record your speaking tests
 - USBs, CDs and/or DVDs to submit your samples.

Please check the samples database (www.cambridgeinternational.org/samples) for details of acceptable recording formats.

- (b) **NEW** You must make sure that speaking tests take place in a suitably quiet room. There must also be a separate quiet area for candidates who are waiting or preparing for the test. There must be someone present in the preparation room to supervise the candidate(s) before they go to their speaking test. If there is more than one candidate in the waiting/preparation room at any time, the person supervising must make sure that the room is silent and that there is no communication between candidates. The area must not be accessed by other candidates, including the candidates who have already taken the test. Remove or cover up any display material which may be helpful to candidates in the exam room and in the waiting/preparation room.

Important information



- For Cambridge IGCSE English as a Second Language Speaking (0510/05 and 0511/05), candidates spend 2–3 minutes preparing for the assessed part of the test in the exam room itself with the teacher-examiner.
 - You do not need to provide a separate quiet area for Cambridge IGCSE First Language English Speaking & Listening (0500/05) or Cambridge IGCSE First Language Spanish Speaking & Listening (0502/05). We do not provide confidential materials for these tests, therefore candidates do not need any preparation time before they go into the exam room.
- (c) Check that good-quality recording equipment is available, for example, a digital voice recorder with a separate microphone. Before the test, you must check equipment for the quality of the recording in the room where the tests are being held.
- (d) The teacher-examiner is responsible for ensuring that the recording equipment is working correctly.
- (e) **NEW** Once a candidate's test has started the recording must not be paused.
- (f) **NEW** Only one teacher-examiner is allowed in the room during the test.

- (g) Before sending recordings to Cambridge International, teacher-examiners must carry out checks to make sure that all candidates have been recorded and that all recordings are audible and complete. If there are any problems with the recordings, contact us immediately for advice by emailing info@cambridgeinternational.org with a detailed account of the issue.

3.4.9 Absent candidates and failure to complete speaking tests

- (a) Candidates who do not take the speaking test and who are not eligible for special consideration will not be awarded a grade in that syllabus and will receive a 'NO RESULT' outcome. See section 5.5 for more information about special consideration.
- (b) Where the speaking test does not contribute to the overall grade for the syllabus, candidates who do not attend are still eligible for an overall grade but will not receive a separate speaking test score or endorsement.
- (c) If any candidate is absent at the time you have set aside for the speaking tests and they wish to take the test, you must make a request to allow the candidate to be examined after the main body of candidates at another time within the specified speaking test period. Email your request to info@cambridgeinternational.org. These arrangements must not delay sending the sample and forms for moderation. This does not apply to Cambridge IGCSE First Language English Speaking & Listening (0500/05).

Where an absent candidate will be taking the speaking test at a later date:

- 1 Indicate this on the Working Mark Sheet, Oral Examination Summary Form or Coursework Assessment Summary Form.
- 2 Record the speaking test on a separate USB stick, CD or DVD, in addition to the specified sample.
- 3 Include the mark for the previously absent candidate on the Working Mark Sheet, Oral Examination Summary Form or Coursework Assessment Summary Form.
- 4 As soon as the rescheduled test has taken place, send the recording and a copy of the Working Mark Sheet, Oral Examination Summary Form or Coursework Assessment Summary Form to:
Cambridge Assessment International Education
Cambridge Assessment DC10
Hill Farm Road, Whittlesford
Cambridge CB22 4FZ
United Kingdom

NEW You must label the packet and the candidate's test material clearly with your centre

name and number, candidate name and number and the syllabus and component code.

- 5 Submit the total mark for the speaking test on *Teacher Assessment – Form 4*.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Supplementary Internal Assessment Mark Sheet (MS1): Teacher Assessment – Form 4

- (d) If a candidate fails to take the speaking test, and is not eligible to take the test at a later date as a result of special consideration, the teacher-examiner must mark them as absent (with an 'A', not '0') on the pre-printed Internal Assessment Mark Sheet (MS1) or  CIE Direct, depending on how the marks are submitted.
- (e) **NEW** On the Working Mark Sheet, Oral Examination Summary Form or Coursework Assessment Summary Form the teacher-examiner must enter the absent candidate's name and number but leave the mark field blank.
- (f) For a candidate to be considered present at a speaking test, you must have a recording of that candidate's test which you can submit if requested.

3.4.10 Unsatisfactory practice

- (a) We will provide further guidance where individual teacher-examiners or centres fail to meet requirements for speaking tests.
- (b) If we believe that a significant problem has occurred, we may ask you to find another person to conduct and assess the speaking tests in future exam series.

3.5 Submitting marks for internally assessed coursework and non-coursework speaking tests

You need to submit a mark for every candidate entered for an internally assessed coursework component or a non-coursework speaking test. If a candidate is absent or does not complete the coursework, indicate this with an 'A'. If you do not submit a mark for a candidate, they will usually be awarded 'NO RESULT' for the syllabus.

For each internally assessed component, submit the final mark the teacher awarded to each candidate. If more than one teacher was involved in the assessment, marks must be standardised in your centre before you submit them. In these cases, you must only submit the standardised marks to Cambridge International. Check that all candidates' marks are correct before submitting them. Make sure the marks you submit match the marks on the forms you send with your samples.

3.5.1 How to submit marks

There are two ways you can submit your marks. Please use the same method to submit all marks in the same component.

CIE Direct

You can submit your internally assessed marks using  CIE Direct as soon as your entries have been processed. If you are submitting marks for a component with a test date window, you can submit your marks when the test date window starts.

- 1 Go to your 'Dashboard' in the 'Administer Exams' section. You will see a list by syllabus of all the candidates for whom you need to submit internally assessed marks. Submit the marks or indicate that the candidate was absent (with an 'A' not '0') in the boxes provided. Alternatively you can submit your marks all together using the 'Import Marks' area of  CIE Direct. For instructions, see the 'Extra guidance' box on this page.
- 2 Before you submit the marks, run a report to check all the marks you have entered. To access the report click on 'Download CSV' in the 'Internally Assessed Marks' tab. It is important that you do this, because once you have submitted a mark you cannot change it through  CIE Direct. To request a change to a mark you have already submitted email us at info@cambridgeinternational.org
- 3 Once you have submitted your marks, click on 'Download Internally Assessed marks report' and print your marks. Include this printout when you send us your samples for moderation. You do not need to return an Internal Assessment Mark Sheet (MS1).

A Associate Centres can submit their internally assessed marks to their Cambridge Associate through  CIE Direct. Once marks have been submitted the Associate Centre should contact their Cambridge Associate to let them know their marks are in the system for them to approve and submit to Cambridge International.

Important information

You will automatically be logged out of  CIE Direct after 20 minutes of inactivity and all unsaved marks will be lost.

Extra guidance

View our online tutorial and factsheet on submitting internally assessed marks using  CIE Direct at www.cambridgeinternational.org/teacherassessment

Internal Assessment Mark Sheets (MS1)

We recommend you submit your marks through  CIE Direct but if this is not possible, you can use the pre-printed Internal Assessment Mark Sheets (MS1) instead. We send them in the pre-exam despatch. Instructions for completing the forms are on the back.

The forms are printed on three-part self-copying paper:

- Send the **top copy** for each component to us in the envelope provided.
- Enclose the **second copy** with the samples you send us for moderation.
- Keep the **third copy** for your records.

We scan the forms so please do not bend, staple or damage them in any way.

When completing the MS1 forms, please:

- Enter a mark for all candidates both in the mark column and by filling in the lozenges in the mark grid column.
- Mark candidates who did not complete the component as absent by filling in the unit 'A'.
- Check that the lozenged mark in the mark grid matches the mark written in the mark column.

- Always shade the tens and the units. For example:
 - to enter a mark of 30, shade the **30** lozenge and the **0** lozenge on the row underneath
 - to enter a mark of 9, shade the **9** lozenge and the **00** lozenge on the row above.

For marks over 100:

- to enter a mark of 100, shade the **100** lozenge, the **00** lozenge and the **0** lozenge
- to enter a mark of 110, shade the **100** lozenge, the **10** lozenge and the **0** lozenge.
- Check that the marks entered do not exceed the maximum mark allowed for the component. The maximum mark is shown in the top right-hand corner of the form.
- Check that written and lozenged marks and any additional candidate details can be clearly read on all copies of the MS1 form.
- Always sign each MS1.

If you made an entry or an entry amendment after the forms were printed and a candidate is not listed, add the candidate details to the bottom of the last sheet, using the candidate number lozenges where possible. If there is not enough room, or if you do not have an MS1 form for the syllabus for which you made the late entry, use *Teacher Assessment – Form 4*.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Supplementary Internal Assessment Mark Sheet (MS1): Teacher Assessment – Form 4

3.5.1.1 **NEW** **Chk** Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives

Use the Online Learning Area to submit internally assessed marks for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint Global Perspectives. We will send you instructions on how to submit internally assessed marks using the Online Learning Area.

3.5.2 Carrying forward internally assessed marks

Please refer to section 2.5.3 for details.

Important dates



We must receive your internally assessed marks by the following deadlines.

NEW **Chk** Cambridge Primary Checkpoint Global Perspectives (0838) and Cambridge Lower Secondary Checkpoint Global Perspectives (1129)

- October series: 8 October 2018

The assessment will be locked at 23.59 GMT/UTC on 8 October 2018 and you will not be able to submit marks using the Online Learning Area after this time.

Cambridge IGCSE First Language English (0500), **NEW** Cambridge IGCSE English as a Second Language (0510 or 0511), English Literature (0486), Geography (0460) and History (0470)

- June series: 27 April 2018
- November series: 28 October 2018

Cambridge International AS & A Level language speaking test components

- June series: 7 June 2018
- November series: 31 October 2018

All other internally assessed components

- June series: 30 April 2018
- November series: 31 October 2018

These deadlines are also shown in the samples database:

- 1 Visit our samples database at www.cambridgeinternational.org/samples
- 2 Select 'Enable macros' or 'Enable content'.
- 3 Enter your centre number, up to five syllabus codes and select 'Search'.
- 4 The deadlines for internally assessed marks are in the 'June deadline for marks' and 'November deadline for marks' columns.

A Associate Centres should submit their marks to their Cambridge Associate by an earlier deadline set by the Cambridge Associate. Cambridge Associates should check all the information has been supplied and then forward the marks to us by the deadlines.

3.6 Submitting coursework and speaking tests

You need to submit samples of internally assessed coursework and speaking tests so that we can moderate your internally assessed marks. Always include a copy of your marks and the forms specified in the samples database with your samples. You must send us all the work that contributed to a candidate's final mark for that component. We reserve the right to request a full centre sample. You must submit this to us by the date we specify.

For examined coursework, instead of submitting samples you submit the work of all your candidates.

If you do not provide the required materials, we will not be able to issue a result for the syllabuses concerned.

A Cambridge Associates should work with their Associate Centres to make sure they select the correct samples. The Associate Centre should send the samples to their Cambridge Associate along with the relevant forms by an earlier deadline set by the Cambridge Associate. The Cambridge Associate should then send the samples and forms to us.

3.6.1 How are samples selected?

Sampling arrangements vary depending on the component. Use our samples database to check:

- when and how to submit your candidates' work
 - how many samples you need to send
 - which forms you need to complete and return with your candidates' work.
- 1 Visit the samples database at www.cambridgeinternational.org/samples
 - 2 Select 'Enable macros' or 'Enable content'.
 - 3 Enter your centre number, up to five syllabus codes and select 'Search'.

3.6.2 How to complete the forms

The samples database (www.cambridgeinternational.org/samples) will show you which forms to complete and return with your candidates' work. Depending on the component, you need to complete one of the following:

- a Coursework Assessment Summary Form (CASF)
- a Working Mark Sheet (WMS), or
- an Oral Examination Summary Form (OESF).

For some components you also need to complete an Individual Candidate Record Card for each candidate entered for the component. You only need to submit the cards of the candidates included in the sample. Please keep the cards of any candidates not included in the sample. We may ask to see them at a later date.

Download the interactive forms from the 'Forms to include with your sample' column of the samples database. We recommend you complete them on screen with the teacher who carried out the assessment. When completing the CASF, WMS or OESF, please remember:

- Include the marks of all candidates entered for a component, not just the marks of the candidates in the sample.

- The total marks you enter on your forms must add up correctly and must not exceed the maximum mark. The interactive forms on the samples database will add up the marks for you and will alert you if you have exceeded the maximum mark.
- If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column of the form. The marks in this column must match the marks you submit to us through [CIE Direct](#) or the Internal Assessment Mark Sheet (MS1).
- If more than one teacher was involved in the assessment, you must also enter the standardised marks in the 'Internally Moderated Mark' column of the form. The marks in this column must match the marks you submit to us.
- If a candidate has not completed any work for the component, indicate that they were absent on the CASF, WMS or OESF by filling in their candidate details and leaving the mark fields blank.

3.6.3 How to submit the samples

What to include

When you submit your samples please include:

- The sample specified in the samples database and all the work that contributed to the candidate's final mark for the component.
- A report showing the marks submitted for all candidates entered for the component. This can either be your [CIE Direct](#) internal marks report or the second copy of the Internal Assessment Mark Sheet (MS1).
- The forms specified in the samples database (www.cambridgeinternational.org/samples). If forms are missing, incomplete or inaccurate we will need to contact you and this could delay the moderation process and the release of results to your candidates.

- For each speaking test component, a single USB stick, CD or DVD containing all the recordings in your sample. Submit recordings from separate components on separate USB sticks, CDs or DVDs.
- For each music component, a CD or DVD containing all the recordings in your sample. Submit recordings from separate components on separate CDs or DVDs.
- For components where we require video evidence of candidates' performances, a full-sized DVD (standard PAL or NTSC DVD video) that can be played on a standard DVD player. If you do not provide video evidence in the correct format we will not issue a result for the syllabus. You must make sure that video evidence is stored securely until submitted.
- For the components listed in section 3.1 of this handbook, a copy of the Outline Proposal Form for each piece of work in the sample.

Important information



For some components, you cannot submit your samples using USB sticks. Please visit the samples database (www.cambridgeinternational.org/samples) to check how to submit your candidates' work.

Preparing samples for despatch

Make sure each piece of work in your internally assessed sample is clearly identified with your centre number, the candidate number, the syllabus and component. You can use the 'Coursework identification labels' we send in the pre-exam despatch. We also provide separate identification labels for Cambridge IGCSE Art & Design coursework. Download additional labels from www.cambridgeinternational.org/forms (*Teacher Assessment – Labels 1 and 3*).

For each speaking test, submit the recordings in the sample on the same USB stick, CD or DVD if possible. Each USB stick, CD or DVD you send us must be clearly identified with your centre number, the syllabus code and the component code. Write this information on CDs and DVDs using a CD/DVD marker, not a label. For USB sticks you can use a label or a fine-tip marker.

Please enclose a list of the candidates' tests in order of recording. This list should include:

- your centre number
- syllabus and component code
- candidate number and name of each candidate included.

Pack these items carefully so they do not get damaged in transit.

Submit written coursework in plain, thin covers, not in bulky ring binders. Please make sure any tied written coursework is securely fastened.

Avoid sending materials of value or large, bulky or fragile items.

Packing and despatch

We provide most of the materials you need to return your samples in the pre-exam despatch.

- 1 Pack the samples for each component in separate script packets.
- 2 Attach the correct bar-coded label showing your centre number, the syllabus number and component number to the front of each packet.
- 3 Place the packets in a secure outer package to make sure your samples are not damaged in transit. We do not supply the outer package. You can put a number of packets, for a variety of components, into one outer package. You can use more than one outer package if necessary.
- 4 Stick the coursework address label showing our address onto this package. You can download extra labels from www.cambridgeinternational.org/forms
- 5 Send your samples to the following address. They must reach us no later than the deadlines in the samples database (www.cambridgeinternational.org/samples). Use a service that provides a tracking facility and keep a record of your tracking number.
Cambridge Assessment International Education
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge CB22 4FZ
United Kingdom
- 6 You must complete our Script Return Form each time you send us a consignment of samples. This form will allow us to collect tracking information for your consignments so we can make sure they are returned to Cambridge International without delay. We will email you a link to the form in the *Cambridge Exams Officer eNewsletter*.

Important information



- Before sending the work, check that you have kept the information and materials listed in section 3.6.4.
- Please pack the work carefully to make sure it reaches us undamaged. If samples are damaged we will need to contact you and this could delay the moderation process and the release of results to your candidates.

Extra guidance



To help you submit your samples correctly, watch our online tutorials which are available at www.cambridgeinternational.org/teacherassessment

Administrative forms



Labels available from www.cambridgeinternational.org/forms

- Coursework Identification Labels: Cambridge IGCSE Art & Design – Teacher Assessment – Label 1
- Coursework Address Labels – Teacher Assessment – Label 2
- Coursework Identification Labels – Teacher Assessment – Label 3

Important dates



Your internally assessed samples must reach us by the following dates:

Cambridge International AS & A Level language speaking test components

June series: 7 June 2018

November series: 31 October 2018

All other internally assessed components

June series: 30 April 2018

November series: 31 October 2018

Important information



Do not wait to despatch your candidates' work at the same time as your scripts for timetabled exams.

3.6.4 What materials do centres need to keep?

You must keep the following materials and information until after the enquiries about results period:

- a record of the work sent
- a record of the marks awarded, for example a printout of your [CIE Direct](#) internal marks report
- a summary of how marks were standardised, if applicable
- copies of the coursework sent in your sample
- all of the assessed coursework of all candidates not included in the sample, in case we ask you to provide a further sample of work

- copies of the recordings of all candidates who took speaking tests
- a copy of each form. These forms are an important part of the assessment process and we may need to refer to them as part of our ongoing quality review.

You must store the materials securely. Do not return the materials to candidates until after the enquiries about results period.

3.6.5 Do centres receive a report after the moderation of samples?

We send a report for each internally assessed component in your provisional results despatch. The moderation adjustment summary report highlights any adjustments made to your candidates' marks. See section 6.1.3 for details. We also send you a report from the moderator which provides feedback on your administration and assessment of an internally assessed component. This report will be sent to you after the release of results.

3.6.6 Does Cambridge International return candidates' work?

We will normally return internally assessed coursework samples that you submit for moderation after we have issued results and certificates. We may keep some items of coursework for research, exhibition, archive or educational purposes. When you receive the returned coursework you may return it to the candidates.

Regulations



We are not responsible for loss of or damage to coursework submitted for moderation.

Recordings of speaking tests

We do not return speaking test recordings that you submit for moderation.

Cambridge IGCSE Art & Design

We charge a fee per component for the return of work for Cambridge IGCSE Art & Design (0400/01 and 02). Details are in our fees list, which is available in the 'My Messages' section of [CIE Direct](#) or from your Cambridge Associate if you work at an Associate Centre. The fee is based on items being returned using a courier and on the work being a maximum size of A2.

To apply for the return of Cambridge IGCSE Art & Design work please complete and return *Teacher Assessment – Form 5* by the deadline.

Administrative forms



Form available from
www.cambridgeinternational.org/forms

- Returning Cambridge IGCSE Art & Design Work: Teacher Assessment – Form 5

Important dates



The deadlines for submitting *Teacher Assessment – Form 5* are:

- June series: 30 April 2018
- November series: 31 October 2018

3.7 Submitting Cambridge Global Perspectives® work

There are different ways to submit internally assessed marks and samples depending on the Cambridge Global Perspectives qualification. This table shows you how to submit your candidates' work by syllabus and component.

Syllabus	Component	Component type	How to submit your candidates' work	Which guide to use for detailed guidance
NEW Chk Cambridge Primary Checkpoint Global Perspectives (0838)	Team Project (0838/01)	Internally assessed coursework	We will send you instructions in the <i>Cambridge Exams Officer eNewsletter</i>	We will send you instructions in the <i>Cambridge Exams Officer eNewsletter</i>
NEW Chk Cambridge Lower Secondary Checkpoint Global Perspectives (1129)	Research Report (1129/01)	Internally assessed coursework		
Cambridge IGCSE Global Perspectives (0457)	Individual Report (0457/02)	Examined coursework	Please see the <i>Guide to Preparing and Submitting Cambridge Global Perspectives Work</i>	Please see the <i>Guide to Preparing and Submitting Cambridge Global Perspectives Work</i>
	Team Project (0457/03)	Internally assessed coursework		
Cambridge O Level Global Perspectives (2069)	Individual Report (2069/02)	Examined coursework		
	Team Project (2069/03)	Internally assessed coursework		
Cambridge Pre-U Global Perspectives & Research (9766)	Essay (9766/02)	Examined coursework		
	Presentation (9766/03)	Examined coursework		
Cambridge International AS & A Level Global Perspectives & Research (9239)	Essay (9239/02) Team Project (9239/03)	Examined coursework		
Cambridge International AS & A Level Global Perspectives & Research (9239)	Research Report (9239/04)	Internally assessed coursework	Hard copy	Sections 3.6.3 and 3.7.2 of the >Cambridge Handbook
	Cambridge Pre-U Global Perspectives & Research (9766)	Independent Research Report (9766/04)		Internally assessed coursework

A Cambridge Associates should pass these instructions on to their Associate Centres as necessary.

3.7.1 **NEW** **Chk** Cambridge Primary Checkpoint Global Perspectives (0838/01) and Cambridge Lower Secondary Checkpoint Global Perspectives (1129/01)

Your candidates' Team Projects and Research Reports are internally assessed. This means they are marked by teachers in your centre. You then submit all candidates'

work to Cambridge International using the Online Learning Area.

We will send you further instructions on how to submit work using the Online Learning Area.

3.7.2 Cambridge International AS & A Level Global Perspectives & Research (9239/04)

Your candidates' Research Reports are internally assessed. This means they are marked and annotated by teachers in your centre. You then submit a sample of reports to Cambridge International in hard copy. For each candidate in the sample you must submit:

- a report showing the marks submitted for all candidates entered for the component. This can either be your  CIE Direct internal marks report or the second copy of the Internal Assessment Mark Sheet (MS1)
- the Research Report and Research Log
- the Individual Candidate Record Card
- the Monitoring Form
- the Oral Explanation Form.

You must also submit a Coursework Assessment Summary Form showing the marks of all candidates entered for 9239/04, not just the marks of candidates in the sample. **NEW** All forms are available from the samples database (www.cambridgeinternational.org/samples).

3.7.3 Cambridge Pre-U Global Perspectives & Research (9766/04)

The Independent Research Report should be submitted in hard copy. Follow the instructions in section 3.6.3. You must include the following with your sample:

- a report showing the marks submitted for all candidates entered for the component. This can either be your  CIE Direct internal marks report or the second copy of the Internal Assessment Mark Sheet (MS1)
- a Coursework Assessment Summary Form
- an Independent Research Report Monitoring Form for each candidate in the sample
- a cover sheet for each candidate in the sample.

These forms are available from the samples database (www.cambridgeinternational.org/samples). You do not need to submit Individual Candidate Record Cards.

Important dates



For internally assessed coursework, we need to receive your marks and samples by:

- June series: 30 April 2018
- November series: 31 October 2018

NEW  For Cambridge Primary Checkpoint Global Perspectives (0838) and Lower Secondary Checkpoint Global Perspectives (1129), we need to receive your internally assessed marks and all candidates' work by:

- October series: 8 October 2018

The assessment will be locked at 23.59 GMT/UTC on 8 October 2018 and you will not be able to submit candidates' work using the Online Learning Area after this time.

NEW For Cambridge IGCSE Global Perspectives (0457) and Cambridge O Level Global Perspectives (2069) we need to receive examined coursework by:

- June series: 30 April 2018
- November series: 31 October 2018

For all other Cambridge Global Perspectives syllabuses, we need to receive examined coursework by:

- June series: 31 May 2018
- November series: 31 October 2018

4 Before the exams

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4.1 Forecast grades

You must submit forecast grades for all your candidates.

A forecast grade is the grade the teacher expects a candidate to achieve for each syllabus they are entered for. It should be a realistic prediction of what the candidate is expected to achieve in the exam. It is not the teacher's assessment of the quality of the candidate's work during the course, or of the effort the candidate has made.

Where the candidate has already partly completed a qualification in an earlier series (for example, a Cambridge International AS Level), the forecast grade should relate to the overall qualification, including the part already assessed.

We use forecast grades:

- to inform decisions about syllabus grade thresholds
- to help make a post-exam adjustment to a candidate's mark, if you have applied for special consideration, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury
- to carry out checks before we release results.

If you do not submit forecast grades you will disadvantage your candidates. We cannot apply these quality assurance processes without them.

NEW **Chk** Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint

You do not need to submit forecast grades for Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint.

The 'Administer Exams' section of [CIE Direct](#) will show a message asking you to submit forecast grades. You can ignore this message or submit a forecast grade of 'X' (meaning 'no forecast grade') for your candidates if you prefer.

4.1.1 How to submit forecast grades

There are two ways you can submit forecast grades. You must submit them by the relevant deadline, and we recommend that you submit them as soon as you can.

[CIE Direct](#)

You can submit your forecast grades through [CIE Direct](#) as soon as your entries have been processed.

Important information



You will automatically be logged out of [CIE Direct](#) after 20 minutes of inactivity and all unsaved forecast grades will be lost.

- 1 Go to your 'Dashboard' in the 'Administer Exams' section and click on the 'Forecast grades' link in the relevant series. You will see a list by syllabus of all the candidates for whom you need to submit forecast grades. Alternatively you can submit your forecast grades all together using the 'Import Grades' area of [CIE Direct](#).
For instructions, see the 'Extra guidance' box below.
- 2 Using the radio buttons choose the correct forecast grade for each syllabus and candidate.
- 3 If you cannot forecast a grade for a candidate, for example a private candidate, or an ICE or AICE group award, enter 'X' in the 'Forecast Grade' column (meaning 'no forecast grade').

- 4 Before you submit the forecast grades, run a report to check all the grades you have entered. To access the report click on 'Download CSV' in the 'Forecast grades' tab. It is important that you do this, because once you have submitted a grade you cannot change it through  CIE Direct.
 - 5 To change a forecast grade you have already submitted email info@cambridgeinternational.org
- A** Associate Centres should submit their forecast grades to their Cambridge Associate. Once they have done this, they should contact their Cambridge Associate to let them know their forecast grades are in the system for the Cambridge Associate to approve and submit to Cambridge International.

Extra guidance

View our online tutorial and factsheet on submitting forecast grades using  CIE Direct at www.cambridgeinternational.org/beforetheexams

Forecast Grade Forms

If you cannot submit your forecast grades electronically use the Forecast Grade Form (F1) instead. We send you pre-printed forms in the pre-exam despatch.

- 1 Complete the form by following the instructions on the back of the form.
- 2 If you cannot forecast a grade, e.g. for a private candidate, or an ICE or AICE group award, enter 'X' in the 'Forecast grade' column (meaning 'no forecast grade').
- 3 Take copies of the forms for your own records.
- 4 Return the forms using the envelope provided in the pre-exam despatch. We scan the forms so please do not bend, staple or damage them in any way.
- 5 If you made an entry or an entry amendment after the forms were printed, add the candidate details to the bottom of the form. If there is not enough room, or if you do not have an F1 form for the syllabus for which you made the late entry, use *Before the Exams – Form 1*. Use a different form for each syllabus.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Supplementary Forecast Grade Sheet (FS1): Before the Exams – Form 1

Important dates

Deadlines for submitting forecast grades:

- June series: 30 April 2018
 - November series: 31 October 2018
- A** Associate Centres should submit their forecast grades to their Cambridge Associate by an earlier deadline set by the Cambridge Associate. Cambridge Associates should check all the information has been supplied and then forward the forecast grades to us by the relevant deadline.