

Cambridge IGCSE®/Cambridge O Level Global Perspectives

Please follow these instructions carefully before completing the PDF *Individual Candidate Record Cards* provided below.

1. This 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, this form is completed on-screen. The form will add up the candidates' marks for you and eliminate the 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 the step-by-step guide that is available on the *Coursework Assessment Summary Form*.
4. Completing the *Individual Candidate Record Card*:
 - Complete the information at the top of the form.
 - Mark the Coursework for each candidate according to the marking criteria in the Syllabus booklet.
 - Enter the marks in the appropriate spaces.
 - 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.
 - Include the details of the teaching group or set for each candidate. The initials of the teacher may be used to identify the group or set.
 - It is essential that the marks of candidates from different teaching groups within each centre are moderated internally.
 - In the column called 'Internally Moderated Mark', enter the total mark awarded after internal moderation has taken place.
 - Transfer the marks to the *Coursework Assessment Summary Form* in line with the instructions given on that document.

5. **Please keep a copy of the *Individual Candidate Record Card(s)* for your records.**

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

Centre Number						Centre Name			Exam Series			Year			
Candidate Number						Candidate Name					Teaching Group/Set				

Brief description of Team Project :	Teacher mark	Internally moderated mark
AO3 Communication (Team Element – Outcome and Explanation)		
	(max 4)	(max 4)
AO3 Collaboration (Team Element)		
	(max 6)	(max 6)
AO1 Research, analysis and evaluation (Personal Element – Reflective Paper)		
	(max 20)	(max 20)
AO2 Reflection (Personal Element – Reflective Paper)		
	(max 25)	(max 25)
AO3 Communication (Personal Element – Reflective Paper)		
	(max 15)	(max 15)
Marks to be transferred to Coursework Assessment Summary Form		
	Total (max 70)	Total (max 70)



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