

Syllabus

Cambridge IGCSE Literature (Spanish)

Syllabus code 0488

For examination in June and November 2011



UNIVERSITY *of* CAMBRIDGE
International Examinations

Note for Exams Officers: Before making Final Entries, please check availability of the codes for the components and options in the E3 booklet (titled "Procedures for the Submission of Entries") relevant to the exam session. Please note that component and option codes are subject to change.

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1. Introduction

1.1 Why choose Cambridge?

University of Cambridge International Examinations (CIE) is the world's largest provider of international qualifications. Around 1.5 million students from 150 countries enter Cambridge examinations every year. What makes educators around the world choose Cambridge?

Recognition

Cambridge IGCSE is internationally recognised by schools, universities and employers as equivalent to UK GCSE. Cambridge IGCSE is excellent preparation for A/AS Level, the Advanced International Certificate of Education (AICE), US Advanced Placement Programme and the International Baccalaureate (IB) Diploma. Learn more at www.cie.org.uk/recognition.

Support

CIE provides a world-class support service for teachers and exams officers. We offer a wide range of teacher materials to Centres, plus teacher training (online and face-to-face) and student support materials. Exams officers can trust in reliable, efficient administration of exams entry and excellent, personal support from CIE Customer Services. Learn more at www.cie.org.uk/teachers.

Excellence in education

Cambridge qualifications develop successful students. They not only build understanding and knowledge required for progression, but also learning and thinking skills that help students become independent learners and equip them for life.

Not-for-profit, part of the University of Cambridge

CIE is part of Cambridge Assessment, a not-for-profit organisation and part of the University of Cambridge. The needs of teachers and learners are at the core of what we do. CIE invests constantly in improving its qualifications and services. We draw upon education research in developing our qualifications.

1. Introduction

1.2 Why choose Cambridge IGCSE Literature (Spanish)?

Cambridge IGCSE Spanish Literature is accepted by universities and employers as proof of real knowledge and understanding. Successful IGCSE Spanish Literature students gain lifelong skills, including the ability to:

- enjoy the experience of reading literature;
- understand and respond to literary texts in different forms and from different periods and cultures;
- explore themes and motivations, and comment on plot and characterisation;
- communicate an informed personal response, appropriately and effectively, for example to draw inference, state opinion and articulate feelings and attitudes;
- appreciate the different ways in which writers achieve their effects;
- experience literature's contribution to aesthetic, imaginative and intellectual growth;
- explore the contribution of literature to an understanding of areas of human concern;
- develop skills useful in a variety of related areas, such as recall, narration, evaluation and interpretation.

1.3 Cambridge International Certificate of Education (ICE)

Cambridge ICE is the group award of the International General Certificate of Secondary Education (IGCSE). It requires the study of subjects drawn from the five different IGCSE subject groups. It gives schools the opportunity to benefit from offering a broad and balanced curriculum by recognising the achievements of students who pass examinations in at least seven subjects, including two languages, and one subject from each of the other subject groups.

The Cambridge portfolio of IGCSE qualifications provides a solid foundation for higher level courses such as GCE A and AS Levels and the International Baccalaureate Diploma as well as excellent preparation for employment.

A wide range of IGCSE subjects is available and these are grouped into five curriculum areas. Literature (Spanish) 0488 falls into Group II, Humanities and Social Sciences.

Learn more about ICE at www.cie.org.uk/qualifications/academic/middlesec/ice.

1. Introduction

1.4 How can I find out more?

If you are already a Cambridge Centre

You can make entries for this qualification through your usual channels, e.g. CIE Direct. If you have any queries, please contact us at **international@cie.org.uk**.

If you are not a Cambridge Centre

You can find out how your organisation can become a Cambridge Centre. Email us at **international@cie.org.uk**. Learn more about the benefits of becoming a Cambridge Centre at **www.cie.org.uk**.

2. Assessment at a glance

Cambridge IGCSE Literature (Spanish) Syllabus code 0488

Candidates will take one of the following options:

SET TEXTS (OPEN BOOKS) WITH COURSEWORK

Component	Duration	Weighting
Paper 1: Set Texts – Open Books	2 hours 15 minutes	70%
Paper 2: Coursework	Assessed by the Centre; externally moderated by CIE	30%

OR

SET TEXTS (OPEN BOOKS) WITHOUT COURSEWORK

Component	Duration	Weighting
Paper 1: Set Texts – Open Books	2 hours 15 minutes	70%
Paper 3: Unseen	1 hour 20 minutes	30%

The full range of grades (A* – G) is available in each option.

3. Syllabus aims and assessment

3.1 Syllabus aims

The syllabus aims, which are not listed in order of priority, are to encourage and develop students' ability to:

- enjoy the experience of reading literature;
- understand and respond to literary texts in different forms and from different periods and cultures;
- communicate an informed personal response appropriately and effectively;
- appreciate different ways in which writers achieve their effects;
- experience literature's contribution to aesthetic, imaginative and intellectual growth;
- explore the contribution of literature to an understanding of areas of human concern.

3.2 Assessment objectives

There are four Assessment Objectives (AOs) and candidates are assessed on their ability to:

AO1: Show detailed knowledge of the content of literary texts in at least two of the three main forms (Drama, Poetry, and Prose);

AO2: Understand the meanings of literary texts and their contexts, and explore texts beyond surface meanings to show deeper awareness of ideas and attitudes;

AO3: Recognise and appreciate ways in which writers use language, structure, and form to create and shape meanings and effects;

AO4: Communicate a sensitive and informed personal response to literary texts.

Teachers should allow around 170 hours teaching contact time for IGCSE Spanish Literature.

Each of the assessment objectives is present in each of the papers, with the following weighting:

	Paper 1	Paper 2	Paper 3
AO1	25%	25%	25%
AO2	25%	25%	25%
AO3	25%	25%	25%
AO4	25%	25%	25%

3.3 Exam combinations

Candidates can combine this syllabus in an exam session with any other CIE syllabus.

4. Description of papers

4.1 Paper 1: Set Texts: Open Books

2 hours 15 minutes

This paper has three sections: Drama, Prose and Poetry, with each section covering the set texts listed in Section 5. Candidates answer three questions, each on a different set text, taken from at least two of the sections, Drama, Prose and Poetry. Questions are set in Spanish and candidates must answer in Spanish. All questions carry equal marks.

Candidates may take their set texts into the exam, but these texts must **not** contain any personal annotations, highlighting or underlining.

The paper will contain three questions on each set text. One of the three questions will be a passage-based question. One of the questions may be an empathic task. The remaining question(s) on each set text will be essay questions.

Candidates must answer at least one (and can answer up to three) passage-based questions.

Passage-based questions ask students to re-read a specific passage or poem from the set text before answering. The chapter, scene or page reference will be given on the exam paper (references to several available editions will be provided if necessary). Heads of department can open the question paper one hour in advance of the exam to make sure that candidates have the correct references if they have been using a different edition. See the *Handbook for Centres* for more detail.

'Empathic tasks' are also known as 'empathetic' or 'creative response' tasks, and address the same assessment objectives as the essay and passage-based questions. These questions test knowledge, understanding and response, but give candidates the opportunity to engage more imaginatively with the text by assuming a suitable 'voice' (i.e. a manner of speaking for a specific character).

All questions encourage an informed personal response and test all assessment objectives. This means that candidates will have to demonstrate:

- their personal response, sometimes directly (answering questions such as 'What do you think?', 'What are your feelings about...?') and sometimes by implication (such as 'Explore the ways in which...');
- their knowledge of the text through the use of close reference to detail and use of quotations from the text;
- their understanding of characters, relationships, situations and themes;
- their understanding of the writer's intentions and methods, and response to the writer's use of language.

4. Description of papers

4.2 Paper 2: Coursework portfolio

Students will submit a portfolio, containing **three** assignments, each of about 600–800 words, and showing evidence of wider reading in all three categories: Poetry, Prose and Drama. Each assignment must be on a different literary text and may be either an essay or an empathic response piece. One assignment can be on a text prepared for the Paper 1 examination.

Assignments can be handwritten, written on a typewriter or word processor.

In their assignments, candidates must demonstrate their knowledge of the text, their personal response to it, and their awareness of the use of language, structure and characterisation in the text.

Coursework is assessed and marked by the Centre, and a sample is submitted for external moderation by CIE. Teachers responsible for assessing coursework must be accredited by CIE.

For more information and guidance on creating, presenting and marking the coursework, see Section 7.

4.3 Paper 3: Unseen

1 hour 20 minutes

Paper 3 comprises one question, which asks candidates for a critical commentary on (and appreciation of) a piece of previously unseen writing printed on the question paper

The question may be based on a passage of literary prose, poetry or drama.

5. Set texts

Candidates taking Paper 1 must answer on three different texts in the examination: these must be **taken from at least two of the three categories: Prose, Drama and Poetry**. Candidates will gain an appreciation of texts and themes, ranging from a straightforward knowledge of content and surface meaning, to the communication of an informed personal response.

To help teachers plan for exams in 2011 and beyond, the set texts listed below are annotated as follows:

* = texts which will be examined in June and November 2011 and 2012

** = texts which will be examined in June and November 2011, 2012 and 2013

Unless otherwise stated, candidates can use any edition of a set text as long as it is not an abridged or simplified version

Set texts for Paper 1

Candidates must answer on one set text in each section.

Paper 1: Prose	
* Isabel Allende	<i>La casa de los espíritus</i> (Espasa-Calpe)
* Mercè Rodoreda	<i>La plaza del diamante</i> (Edhasa)
** Gabriel García Márquez	<i>El Coronel no tiene quien le escriba</i> (DEBOLSILLO)
** Miguel Delibes	<i>El Camino</i> (Espasa-Calpe)

Paper 1: Drama	
* Francisco Martínez de la Rosa	<i>La conjuración de Venecia</i> (Cátedra)
** Miguel Mihura	<i>Tres sombreros de copa</i> (Cátedra)

5. Set texts

Paper 1: Poetry

*Miguel Hernández

Antología poética (Castalia Didáctica). The following poems are to be studied:

'Soneto lunario'
'La campana y el caramillo'
'Leyendo'
'Colorín',
«Flor del arroyo»
'Balada de la juventud'
'Ancianidad'
'Huerto mío'
'Invierno puro (enero)'
'El trino por la vanidad'
'Niebla - Dios y poema'
'Diario de junio',
'Cántico corporal'
'Primavera celosa'
'Ni a sol ni a sombra vivo con sosiego',
'Guiando un tribunal de tiburones',
'Elegía (Yo quiero ser llorando el hortelano)'
'Soneto final'
'Al que se va',
'Aceituneros',
'El tren de los heridos',
'A mi hijo'

5. Set texts

**Mario Benedetti

El amor, las mujeres y la vida (Punto de Lectura). The following poems are to be studied:

'Asunción de ti'
'Amor de la tarde'
'A la izquierda del roble'
'Todavía'
'Intimidad'
'Chau número tres'
'Estados de ánimo'
'Soledades'
'Cuerpo docente'
'La otra copa del brindis'
'Bienvenida'
'Vaya uno a saber'
'La culpa es de uno'
'Última noción de Laura'
'Mucho mas grave'
'Táctica y estrategia'
'Hombre que mira a una muchacha'
'Hombre que mira a través de la niebla'
'Hombre que mira un rostro en un álbum'
'Hombre que mira el cielo'
'Incitación'
'La madre ahora'
'Cada ciudad puede ser otra'
'Hablo de tu soledad'
'Calle de abrazados'
'Dice el hombre en la orilla'
'Tributo'

6. Grade descriptions

Grade descriptions provide a general indication of a candidate's level of achievement. In practice, the grade awarded reflects the ways in which the candidate has met the assessment objectives overall – the candidate may, in fact, have a weakness in one area which is balanced by above average performance elsewhere.

Grade descriptions	
Grade A	<p>A Grade A candidate can:</p> <ul style="list-style-type: none">• sustain a perceptive and convincing response with well-chosen detail of narrative and situation;• demonstrate clear critical/analytical understanding of the author's intentions and the text's deeper implications and the attitudes it displays;• make much well-selected reference to the text;• respond sensitively and in detail to the way language works in the text;• communicate a considered and reflective personal response to the text.
Grade C	<p>A Grade C candidate can:</p> <ul style="list-style-type: none">• make a reasonably sustained/extended response with detail of narrative and situation;• show understanding of the author's intentions and some of the text's deeper implications and the attitudes it displays;• show some thoroughness in use of the text for support;• make some response to the way language works in the text;• communicate an informed personal response to the text.
Grade E	<p>A Grade E candidate can:</p> <ul style="list-style-type: none">• make some relevant comments in terms of narrative and situation;• show some understanding of the author's intentions and the surface meaning of the text;• make a little reference to the text for support;• make a little reference to the language of the text;• communicate a basic personal response to the text.
Grade F	<p>A Grade F candidate can:</p> <ul style="list-style-type: none">• make a few straightforward points in terms of narrative and situation;• show a few signs of understanding of the author's intentions and the surface meanings of the text;• make a little reference to the text;• show evidence of a simple personal response to the text.

7. Coursework guidance

7.1 Coursework portfolio (Paper 2): guidance notes

Teachers may not undertake Centre-based assessment until they have been accredited by CIE. Please contact CIE for more information.

For further guidance and for the general regulations concerning school-based Coursework assessment, see the *Handbook for Centres*.

General guidance

Portfolio format

- The portfolio must contain three assignments, each on a different text and must show evidence of wider reading in all three categories, Prose, Drama and Poetry.
- Each assignment must be securely fastened and clearly marked with the candidate's name, number and the Centre number.
- Work sent to CIE for external moderation must not be sent in clear plastic folders or ring binders. A completed Candidate Record Card must be included with each portfolio (see forms at rear of this syllabus).

Assignments: general issues

- Assignments usually follow a programme of study undertaken by a teaching group. The best assignments usually follow a shared learning experience, but are selected by the candidate. It is recommended that the teacher and the candidate discuss which are the best assignments to submit.
- Candidates do not have to produce assignments under timed examination-type conditions.
- Assignments may be completed at any stage during the course. Candidates are recommended to undertake more than three assignments, so as to provide a choice of assignments for their portfolio.

Assignments: texts

- As stated above, the texts chosen as a basis for coursework must show evidence of wider reading in all three categories, Prose, Drama and Poetry. 'Wider reading' may be interpreted as the teacher thinks best.
- Assignment texts can be chosen by teachers or by candidates and teachers together. They must be originally written in Spanish, and of a quality appropriate to IGCSE.
- All candidates within a Centre do not have to submit assignments on the same text.
- Candidates must cover two different literary forms or genres (Prose, Drama and Poetry), and can submit work on two texts of the same type (e.g. two drama texts).
- Assignments should show that the candidate has studied the whole text.

7. Coursework guidance

- If poetry or short stories are used for an assignment, candidates should cover a minimum of two poems or stories. Candidates are not required to compare poems or stories within the assignment, as it is assumed that the assignment is based on the study of a wider selection of poems or stories broadly equivalent to a poetry or short stories set text.
- One assignment can be on a text being read for the Paper 1 exam; this is optional however, given that one aim of the Coursework paper is to encourage wider reading.
- It may be possible to link the texts studied for wider reading with those studied for the written examination, either thematically or by author, but there is no requirement to do so.
- The works selected need not be 'literary' in any narrow sense: pupils who have particular interests in genres (science fiction, fantasy, adventure etc.), in themes, or in authors may be encouraged to explore these interests in their choice of wider reading, and even to propose their own tasks, though this must of course be done in close collaboration with the teacher to ensure the tasks are suitable.

'Cross-over' assignments for IGCSE First Language Spanish and IGCSE Spanish Literature

- Where the relevant requirements are met for both syllabuses, it is possible for one assignment to be included in coursework portfolios for both IGCSE First Language Spanish (0502) and IGCSE Literature (Spanish) (0488).
- In these circumstances, the assignment is assessed twice; the original assignment is kept in the Literature portfolio and a photocopy placed in the Language portfolio, clearly marked (in a different colour) to show that it has been assessed for Spanish Literature.
- Teachers of candidates planning to include an assignment in both portfolios should remember – when framing an assignment – that an empathic-type Literature task is more likely to produce a result suitable for the Language portfolio.

Drafting assignments

- A general discussion on the progress of assignments is a natural part of the teacher/candidate relationship, as it is for other parts of the exam. In addition, if plans and first drafts are completed under teacher supervision, then teachers can be reassured of the authenticity of the final assignment.
- Teachers should not, however, mark, correct or edit draft assignment material; candidates can certainly draft and redraft work, but teachers should only give general guidance during this phase.

Length of assignments

- Assignments should be between 600 and 800 words, the length required to gain the highest marks. Assignments significantly under or over this word count may be self-penalising, although no assignment is penalised per se because of its length.

Presenting assignments

- Candidates may use typewriters or word processors, or can write their assignments by hand. Candidates should remember to proofread their work carefully.

7. Coursework guidance

Checking that portfolios meet syllabus requirements

- Teachers must check portfolios before they are finalised, especially if candidates have selected the work that makes up their portfolios.

Checking portfolios for authenticity

- It is the Centre's responsibility to make sure all coursework is the candidate's original work. Where appropriate, candidates should provide references to secondary source material, listing these at the end of the assignment.

Feedback following external moderation

- Centres receive a brief report from the external moderator following the assessment of their candidates' portfolios, usually at the same time as the final exam results.

Carry forward of Coursework result

- It is permissible for a component result in Coursework to be carried forward to a re-take of the syllabus once within a period of not more than 13 months.

7. Coursework guidance

7.2 Marking and moderating coursework

As well as commenting on the overall quality of the portfolio, recorded on the Individual Candidate Record Card, teachers must mark each assignment by indicating the strengths and errors and by providing a final comment.

Using the *Grade Descriptions for Coursework* (see next section), teachers mark each individual portfolio out of total of 40 marks. Individual assignments may be awarded marks/grades in whatever way is most appropriate for teachers and students. However, the final mark for the completed portfolio must be an assessment of how the portfolio, overall, has met the assessment criteria below. It must reflect not only the variability in the achievement across the three assignments, but also variable performance in the criteria applicable to each piece of work. Assessment will, therefore, usually involve balancing strengths and weaknesses in the student's work. For this reason, the final mark for the folder will not necessarily be a straightforward addition of three marks.

If a candidate submits fewer than three pieces of work, the piece(s) submitted should be assessed in the normal way and an overall mark awarded according to the quality of the work. A third of that mark should then be deducted for each piece that is wrongly included or is missing.

A zero mark will be recorded for candidates submitting no assignments.

Internal Moderation

If several teachers with a Centre are involved in internal assessment, then the Centre must make sure that all students are assessed to a common standard in order to produce a reliable order of rank. Centre assessments will then be subject to external moderation.

External Moderation

External moderation of internal assessment is carried out by CIE and CIE must receive internally moderated marks for all candidates by 30 April for the May/June examination and by 31 October for the November examination. These marks may be submitted either by using MS1 mark sheets or by using Cameo as described in the *Handbook for Centres*.

On receiving marks, CIE draws up a list of sample candidates whose work will be moderated (a further sample may also be requested), and will ask the Centre to immediately send these candidates' coursework portfolios. Individual Candidate Record Cards and Coursework Assessment Summary Forms (copies of which may be found at the back of this syllabus booklet) must be enclosed with the coursework.

Further information about external moderation may be found in the *Handbook for Centres* and the *Administrative Guide for Centres*.

7. Coursework guidance

7.3 Grade descriptions for coursework

Grade descriptions for coursework		Marks
Band A	In the portfolio the student has demonstrated expertise in:	36–40
	<ul style="list-style-type: none">• giving an account in appropriate detail of the content of the literary texts, with well-chosen reference to narrative and situation, properly supported by quotation;• understanding literary texts at a range of levels with due emphasis on interpretation and evaluation and a thoughtful recognition of both themes and attitudes;• recognising, appreciating and evaluating the ways in which writers have used language in the texts studied;• recognising, appreciating and evaluating other significant ways (e.g. structure, characterisation, imagery) in which the writers studied have achieved their effects;• communicating a considered and reflective personal response to the texts studied.	
Band B	In the portfolio the student has demonstrated a high level of competence in:	31–35
	<ul style="list-style-type: none">• giving an account of the content of literary texts, with appropriate reference to narrative and situation, supported by quotation;• understanding literary texts at a range of levels showing some emphasis on interpretation and evaluation with a recognition of themes and attitudes;• recognising and appreciating, to a considerable degree, the way in which writers have used language in the texts studied;• recognising and appreciating other significant ways (e.g. structure, characterisation, imagery) in which the writers studied have achieved their effects;• communicating a well-considered personal response to the texts studied.	
Band C	In the portfolio the student has demonstrated competence in:	26–30
	<ul style="list-style-type: none">• giving an account of the content of literary texts, with detailed reference, where appropriate, to narrative and situation;• understanding literary texts at a deeper level and showing some awareness of their themes, implications and attitudes;• recognising and appreciating specific ways in which writers have used language in the texts studied;• recognising and appreciating the significance of other ways (e.g. structure, characterisation) in which the writers studied have achieved their effects;• communicating an informed personal response to the texts studied.	

7. Coursework guidance

Band D	In the portfolio the student has demonstrated some competence in:	21–25
	<ul style="list-style-type: none"> giving an account of the content of literary texts with some reference to narrative and situation; understanding literary texts in a way that shows a basic recognition of themes and attitudes; recognising some of the significant ways in which writers have used language in the texts studied; recognising some other aspects of texts used by authors to present ideas; communicating a personal response which shows that some significant points have been considered. 	
Band E	In the portfolio the student has demonstrated a little competence in:	16–20
	<ul style="list-style-type: none"> giving a broad account of the content of literary texts with reference to narrative and situation; understanding the surface meaning of texts with some awareness of themes and attitudes; recognising some of the basic features of the way authors write; recognising other important aspects of texts such as characterisation; communicating a basic personal response to the texts studied. 	
Band F	In the portfolio the student has demonstrated a little competence in:	11–15
	<ul style="list-style-type: none"> giving a straightforward account of the content of literary texts in terms of narrative and situation; understanding the surface meaning of literary texts; recognising obvious differences in the way authors write; showing limited evidence of some personal response to the texts studied. 	
Band G	In the portfolio the student has demonstrated:	6–10
	<ul style="list-style-type: none"> an understanding of the basic events in a text; a recognition of the broad features of characters involved; a personal view or response to the texts studied. 	
U	Insufficient for mark in Band G.	0–5

8. Appendix

8.1 Resources

Copies of syllabuses, the most recent question papers and Principal Examiners' reports are available on the Syllabus and Support Materials CD-ROM, which is sent to all CIE Centres.

Resources are also listed on CIE's public website at **www.cie.org.uk**.

Access to teachers' email discussion groups and suggested schemes of work may be found on the CIE Teacher Support website at **<http://teachers.cie.org.uk>**. This website is available to teachers at registered CIE Centres.

8. Appendix

8.2 Forms

**Spanish Literature Paper 2 - Coursework
Individual Candidate Record Card
IGCSE 2011**

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

Centre Number		Centre Name				
Candidate Number		Candidate Name				
Teaching Group/Set		June/November	2	0	1	1

	Author and Title of Coursework Text
Assignment 1	
Assignment 2	
Assignment 3	

Teacher's comments	
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Texts studied for Paper 1:	
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Signature and date	Mark to be transferred to Coursework Assessment Summary Form	TOTAL (max 40)
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INSTRUCTIONS FOR COMPLETING INDIVIDUAL CANDIDATE RECORD CARD

1. Complete the information at the head of the form.
2. Mark the Coursework assignment for each candidate according to instructions given in the Syllabus booklet.
3. Enter marks in the appropriate space. Complete all sections of the form.
4. **It is essential that the marks of candidates from different teaching groups within each Centre are moderated internally.** This means that the marks awarded to all candidates within a Centre must be brought to a common standard by the teacher responsible for co-ordinating the internal assessment (i.e. the internal moderator), and a single valid and reliable set of marks should be produced which reflects the relative attainment of all the candidates in the Coursework component at the Centre.
5. Transfer the marks to the Coursework Assessment Summary Form in accordance with the instructions provided on the back of that document.
6. Retain all Individual Candidate Record Cards and Coursework **which will be required for external moderation.** See also the instructions on the Coursework Assessment Summary Form.

Note: These Record Cards are to be used by teachers only for students who have undertaken Coursework as part of their IGCSE Literature Course.

A. INSTRUCTIONS FOR COMPLETING COURSEWORK ASSESSMENT SUMMARY FORMS

1. Complete the information at the head of the form.
2. List the candidates in an order which will allow ease of transfer of information to a computer-printed Coursework mark sheet MS1 at a later stage (i.e. in candidate index number order, where this is known; see item B.1 below). Show the teaching group or set for each candidate. The initials of the teacher may be used to indicate group or set.
3. Transfer each candidate's marks from her/his Individual Candidate Record Card to this form as follows:
 - (a) In the column headed 'Total Mark', enter the total mark awarded before internal moderation took place.
 - (b) In the column headed 'Internally Moderated Mark', enter the total mark awarded *after* internal moderation took place.
4. Both the teacher completing the form and the internal moderator (or moderators) should check the form and complete and sign the bottom portion.

B. PROCEDURES FOR EXTERNAL MODERATION

1. University of Cambridge International Examinations (CIE) sends a computer-printed Coursework mark sheet MS1 to each centre (in late March for the June examination and 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 dispatched in the specially provided envelope to arrive as soon as possible at CIE but no later than 30 April for the June examination and 31 October for the November examination.
3. CIE 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 the computer-printed mark sheet(s) (MS1), to CIE. Indicate the candidates who are in the sample by means of an asterisk (*) against the candidates' names overleaf.
4. CIE reserves the right to ask for further samples of Coursework.

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