**Rationale document**

Centre number

Centre name

Level and title of syllabus

Syllabus code

**Why you must complete the Rationale Document for each syllabus**

The Rationale Document explains how you have produced and chosen the candidate evidence for your candidates’ portfolios of evidence.

You must complete a Rationale Document for each syllabus. We need to see the Rationale Document when Cambridge examiners are marking your candidates’ portfolios of evidence. Failure to complete and submit the Rationale Document correctly may result in delays to your candidates receiving grades.

If you are completing this form for an A Level syllabus, you must explain how you have produced and chosen both the AS portfolio of evidence and the A2 portfolio of evidence.

**Who completes the Rationale Document for each syllabus**

The Head of Department completes the Rationale Document for each syllabus (or the teacher if there is no Head of Department), to explain to us how you have produced and chosen your candidates’ portfolios of evidence.

**When you must submit the Rationale Document for each syllabus**

You must complete a Rationale Document for each syllabus for which you are submitting entries. The Rationale Document must be uploaded for each syllabus when you upload the portfolios of evidence to Submit for Assessment.

You should also keep a copy of the Rationale Document for your records.

**What your completed Rationale Document must include**

The Rationale Document must provide information about the areas below as relevant to the syllabus and
your centre.

1. **Selection of work**
2. **Coverage of syllabus content and assessment objectives**
3. **Security and authenticity of work**
4. **Access arrangements**

**What happens after submitting the Rationale Document**

We use the Rationale Document when we mark the evidence that you have submitted for a candidate. If we are concerned that you have not followed the requirements set out in our guidance, then we may need to contact you to explore this further.

**Private candidates**

If you have accepted entries for private candidates, please explain how their work has been obtained, selected and authenticated, then go on to answer the rest of the questions in this Rationale Document.

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**The following questions apply to all candidates, including private candidates.**

1. **Selection of work**

You must make sure that each candidate is aware of the work you are submitting to Cambridge in their portfolio of evidence. This allows candidates to raise any concerns relating to any particular pieces of evidence, and for you to take these concerns into account before submitting the portfolio to us. If you have told candidates the mark that you have given to a piece of work in the portfolio, you should tell candidates that Cambridge examiners will mark the work again and so the mark you have assigned will not necessarily be the same as the final mark which is assigned by our examiner.

1. Please explain what pieces of work you have used for this syllabus and why you decided to include these in the evidence.

*If you have used different pieces of evidence for different candidates, explain how and why this has
been done.*

*If you are completing this form for an A Level syllabus, explain how you have selected both the AS portfolio of evidence and the A2 portfolio of evidence.*

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1. **Coverage of syllabus content and assessment objectives**

We have said that evidence should cover as broad a range as possible of the syllabus content and assessment objectives.

*If you are completing this form for an A Level syllabus, explain how you have covered syllabus content and assessment objectives for both the AS portfolio of evidence and the A2 portfolio of evidence.*

1. For each candidate’s portfolio for this syllabus, are all the major areas of syllabus content included?

Yes [ ]  No [ ]

1. If you have answered No, please explain why the major area of syllabus content is not included.

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1. For each candidate’s portfolio for this syllabus, are all the assessment objectives included?

Yes [ ]  No [ ]

1. If you have answered No, please explain why the assessment objectives were not included.

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1. Have you informed each candidate about the choice of evidence and considered their responses?

Yes [ ]  No [ ]

1. **Security and authenticity of work**
2. You must be able to confirm that the work included in every portfolio is authentic, which means that it is the candidate’s own unaided work. You must also be able to confirm that the work included in the portfolio is the candidate’s first and only response to the task. Please describe the conditions in which each type of piece of work was completed.

*For example, was the work completed entirely in the classroom, was the work completed online under supervision?*

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1. How have you authenticated each type of piece of work?

Refer to guidance on authenticity in the [Cambridge Handbook](https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/) and [on our website](https://www.cambridgeinternational.org/support-and-training-for-schools/support-for-teachers/teaching-and-assessment/plagiarism/).

*For example, describe the supervision arrangements in place for pieces of work completed in school, or online.*

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1. **Access arrangements**

Questions 9 and 10 are about access arrangements. Refer to the [Cambridge Handbook](https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/) section 1.3 for guidance about access arrangements.

1. Did any of your candidates require an access arrangement?

Yes [ ]  No [ ]

1. If you answered Yes, please give details of the access arrangements that were required, and how these were delivered.

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**Thank you for completing the Rationale Document.**

You must complete a Rationale Document for each syllabus for which you have been moved to the portfolio of evidence route. You must submit it to us when you submit the portfolios of evidence for marking.

I confirm that the information in this Rationale Document accurately represents how evidence was selected and authenticated.

Name

Position

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Date