

Submitting marks and samples

Video transcript

You will need to work with your teaching colleagues to submit internally assessed component marks to us.

Internally assessed components are any components specified in our syllabuses that are marked in the centre. So we can moderate your candidates' work, you must send us their marks and samples of work.

Depending on the component, deadlines and sampling requirements, the forms you need to send us may vary. You will find all the information you need in the samples database.

You can access the database through our website. Once you have opened the database select 'Enable content'. Enter your centre number, plus up to five syllabuses and click 'Search'.

The results show you:

- The interactive forms you must submit with the work
- how to submit your sample
- when we must receive your candidates' marks
- when we must receive your candidates' work.

You will need to submit your marks before you send us your samples. You can do this electronically on CIE Direct.

You will need to include a copy of your internally assessed marks with your samples. Please use one method of submission.

In the samples database, click the link in the 'How to select the sample' column. This shows you the instructions for selecting your sample for this component.

You need to send us completed forms with your samples. To access the forms, click the link in the 'Forms to include with your samples' column. We recommend you complete them on screen with the teacher who carried out the assessment. The forms must include the marks of all candidates entered for the component, not just the marks of candidates in the sample.

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. The forms are interactive so they will tell you if you have entered a mark that exceeds the maximum.

Check your form carefully. Any errors could delay the moderation process.

Once you have completed the forms, print and send them with your samples and a copy of your internally assessed marks.

See Phase 3: Teacher assessment on our website and in the Cambridge Handbook for more information.