



Supplement to the Code of Practice to cover portfolio of evidence

We use different procedures to manage assessment through portfolio of evidence, in particular in the way that portfolios are marked. These procedures were not in place when the current Code of Practice was written (in 2017) and they are not adequately covered by the commitments in the Code of Practice. This supplement modifies the Code of Practice and applies solely to the assessment of candidates through portfolio of evidence. It applies from the June 2022 series onwards until further notice.

Introduction to the Code of Practice

The introduction applies in full to portfolio of evidence.

Chapter 1: Syllabuses

Aim 1.3, and all of the commitments relating to it, does not apply to portfolio of evidence. Where candidates are to be assessed through portfolio of evidence, information on how they are to be assessed will be provided separately.

Aim 1.5, and all of the commitments relating to it, does not apply to portfolio of evidence. Portfolio of evidence does not include any assessment components marked by the centre (although work produced by candidates in preparation for such components may usually be submitted as part of the portfolio of evidence).

The commitments related to aims 1.6 and 1.7 do not apply to portfolio of evidence. Portfolio of evidence is not described in the schemes of assessment contained in syllabus documents.

The remainder of Chapter 1 applies to portfolio of evidence.

Chapter 2: Setting of question papers and mark schemes

None of this chapter applies to portfolio of evidence. Portfolio of evidence does not include question papers or mark schemes set for this purpose.

Chapter 3: Marking

Section A of Chapter 3 does not apply to portfolio of evidence. Although portfolio of evidence is marked by examiners commissioned by Cambridge International Education, Section A describes marking using mark schemes. It is not possible to write a detailed mark scheme that could be applied to the varied work we see for a portfolio of evidence.



About portfolio of evidence

From the June 2022 series onwards, we introduced a new type of contingency assessment called portfolio of evidence. Cambridge International Education may, at its own discretion, provide a centre with assessment through portfolio of evidence in situations where the centre is unable to run exams due to external factors such as wars, natural disasters or emergency government regulations.

Sections B and C of Chapter 3 do not apply to portfolio of evidence, because portfolio of evidence is not marked automatically, nor is it marked by teachers and moderated by Cambridge International Education.

A new Section D of Chapter 3 of the Code of Practice applies to portfolio of evidence. The new Section D, applicable to portfolio of evidence, is as follows.

Section D: Marking of portfolio of evidence by examiners

Aim 3.18: Candidates' work will be marked by appropriately qualified examiners.

Our commitments:

- (a) The examiners for a portfolio of evidence component in an examination series will be led by a Principal Examiner, who will take appropriate steps to ensure accuracy and consistency in marking.
- (b) Marking will normally be undertaken by expert examiners but, if the nature of the marking task permits, marking may instead be undertaken by subject examiners or general examiners.
- (c) Expert examiners will:
 - have expertise in the subject being examined



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- be experienced in the likely performance of candidates at the level of the examination
- have adequate language proficiency in the language in which scripts are written
- have adequate IT skills and facilities for marking on-screen.

Experience in the likely performance of candidates will normally involve three years' recent and relevant teaching experience at the time when the examiner applied to mark for Cambridge International Education, or recent experience of marking or moderating in the same subject and at the same level.

(d) Subject examiners will:

- have expertise in the subject being examined
- have adequate language proficiency in the language in which scripts are written
- have adequate IT skills and facilities for marking on-screen.

(e) General examiners will:

- have adequate language proficiency in the language in which scripts are written
- have adequate IT skills and facilities for marking on-screen.

Aim 3.19: Examiners will mark using one of three different marking approaches:

- **Marking using exemplar materials**
- **Marking using past papers and exemplar materials**
- **Marking using syllabus level descriptors.**

Our commitments:

(a) When using exemplar materials, examiners will assess candidates for a portfolio of evidence component using the same set of exemplar pieces of work.

(b) Examiners will not be influenced by extraneous factors, such as the handwriting or background of the candidate, when marking.

(c) Examiners will not deduct marks for breaches of regulations that cannot have given the candidate an advantage.

Aim 3.20: Each examiner will mark in the same way as the Principal Examiner.

Our commitments:

(a) Except where there is a single examiner, all examiners marking a portfolio of evidence component will be standardised.

(b) The standardisation of examiners will be led by the Principal Examiner.

(c) The standardisation of examiners will be conducted either by a meeting or electronically. It will be a condition of service for each examiner that they complete the standardisation process.

(d) If standardisation is conducted electronically, there will nevertheless be a meeting of the Principal Examiner and some of the other examiners in order to determine the definitive marks for the scripts to be used in the standardisation and monitoring processes and to consider any additional guidance written by the Principal Examiner.

(e) The standardisation process will train examiners according to the relevant marking approach for their syllabus. This may include the following areas:

- familiarity with the exemplar work
- examples of the use of the exemplar work in marking portfolio of evidence
- the principles that these examples illustrate
- the ways in which candidates' work is to be annotated
- for some more objectively marked subjects such as mathematics and science subjects, past papers from stated series and the associated supporting materials
- for syllabuses using level descriptors, a high-level marking framework
- the administrative procedures required of examiners.

(f) The standardisation process will require examiners to submit trial marking for evaluation.

(g) Examiners may not submit marks unless they have completed the standardisation process and their trial marking is satisfactory.

(h) The work of all examiners except the Principal Examiner will be monitored during the marking period to check that their marking continues to be satisfactory.

(i) Checking of examiners' work will be sufficiently extensive and frequent to identify examiners whose marking is unsatisfactory.

Aim 3.21: Examiners will have sufficient time to mark candidates' scripts with care.

Our commitments:

(a) Allocations of scripts and schedules will be such as to give examiners enough time to mark the scripts allocated to them.

(b) The work allocated to each examiner will be such as to maximise reliability and enable it to be monitored.

Aim 3.22: Examiners' judgements will be accurately recorded.

Our commitments:

(a) Marked scripts will give a clear indication of how many marks have been awarded for each piece of evidence in the portfolio of evidence.

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(b) The mechanism for recording the examiners' marks will minimise the risk of transcription or arithmetic error.

(c) Examiners will be able to annotate the scripts they mark. The purpose of such annotations will be to clarify their reasoning for the benefit of other examiners.

(d) The meaning of all examiners' comments and annotations on the scripts will be clear to anybody else who has completed the standardisation process for the paper.

Aim 3.23: Candidates' work will be marked fairly if the unexpected happens.

Our commitments:

(a) A candidate's work will be allocated for re-marking by a second examiner when the checks required by Section 3.20(h) of this Code suggest that the first examiner is not marking consistently.

(b) The marks of examiners who are consistently lenient or consistently severe will be adjusted to align them with the Principal Examiner's marking standard.

(c) When a more senior examiner awards a mark that is different from the original examiner's, it will be the more senior examiner's mark that prevails.

Chapter 4: Grading and the reporting of results

Aim 4.1, and the commitment relating to it, does not apply to portfolio of evidence. Syllabus documents do not include any information about the weighting to be applied to portfolio of evidence components.

Commitment 4.4(c) does not apply to portfolio of evidence because portfolio of evidence components do not have question papers.

Commitment 4.4(f) does not apply to portfolio of evidence because archive scripts cannot be selected for the varied work we see for a portfolio of evidence.

Commitment 4.4(g) should be amended for portfolio of evidence because portfolio of evidence components do not have archive scripts or mark schemes. The amended commitment 4.4(g) for portfolio of evidence should read:

(g) The Principal Examiners supplying their professional judgement for the grading process will have sufficient experience, expertise, training and familiarity with current scripts and the marking process for their judgement to be informed.

The remainder of Chapter 4 applies to portfolio of evidence.

Chapter 5: Maintaining the integrity and currency value of examination results

Commitment 5.2(a) does not apply to portfolio of evidence because no assessment materials are produced for candidates taking portfolio of evidence.

Commitment 5.2(f) should be amended for portfolio of evidence because there are no acceptable reasons for absence from portfolio of evidence components. The amended commitment 5.2(f) for portfolio of evidence should read:

(f) In order to preserve the integrity of the assessment, the adjustments to marks made under special consideration will be small. They cannot remove the adversity faced by the candidate.

Commitment 5.2(g) does not apply to portfolio of evidence because there are no acceptable reasons for absence from portfolio of evidence components.

Commitment 5.3(c) does not apply to portfolio of evidence because portfolio of evidence components do not have question papers.

Commitment 5.3(e) does not apply to portfolio of evidence because the routine checks which are possible for examinations with question papers are not possible with portfolio of evidence.

Commitment 5.3(i) should be amended for portfolio of evidence because there are no question papers set for portfolio of evidence components. The amended commitment 5.3(i) for portfolio of evidence should read:

(i) Cambridge staff will be required to declare an interest in any centres or candidates with whom they have a connection.

The remainder of Chapter 5 applies to portfolio of evidence.

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