

Guidance notes

Background

For components that are internally assessed in your centre, such as coursework and speaking tests, you need to send us marks for all your candidates. We use these marks to carry out moderation. If you do not submit internally assessed marks for your candidates they may be awarded a 'No Result' in the syllabus.

You can submit your marks:

- through CIE Direct
- through the A2C Migration Application (if your centre is in the UK)
- by completing and returning the pre-printed Internal Assessment Mark Sheet (MS1) which is sent in your Cambridge pre-exam despatch. If you made an entry or an entry amendment after the MS1 was printed and a candidate is not listed, add the candidate details to the bottom of the MS1. If there is not enough room, or if you do not have an MS1 for the syllabus for which you made the late entry, complete this form.

Completing the form

- Complete a separate form for each syllabus and component.
- Enter the mark (rounded to the nearest whole number) in the 'Mark in numbers' column and again in the 'Mark in words' column, as shown in the example below.
- If the candidate does not have a mark please use:
 - **0** (zero) if the work submitted is worth no marks
 - **A** if the candidate is absent or if no work has been submitted for them.

Returning the form

Return this form to info@cambridgeinternational.org. You must also print and return a copy of this form in the script packet with your samples.

Example

Candidate number	Candidate name	Mark in numbers	Mark in words
0038	Honor Brown	92	NINETY-TWO
0039	Yim Ngar Chau	A	ABSENT
0080	Olivia Fergusson	60	SIXTY

Deadlines

Submit your internally assessed marks by the dates shown in the samples database

www.cambridgeinternational.org/samples.