



## NOTICE TO CENTRES

FAO: Teachers of ICT

Date: April 2013

Subject: Cambridge Nationals ICT

### ADMINISTERING INTERNAL ASSESSMENT FOR CAMBRIDGE NATIONALS IN ICT

In light of some instances of misunderstanding by teachers during the January 2013 series, we would like to remind you of the rules surrounding the production of evidence for the internally assessed units (R002–R011) of the Cambridge Nationals in ICT.

Templates and writing frames cannot be used for the creation of assessment evidence.

Learners must independently choose layouts and make decisions about formatting when creating documents, etc. to be used for providing their assessment evidence. This is detailed in section 4 of the [qualification specification](#):

“Teachers/assessors must not provide templates, model answers or detail specifically what amendments should be made.”

It is essential that centres follow the [JCQ Instructions for Conducting Coursework](#). In particular, the instructions clarify what can be considered to be the candidates’ own unaided work.

Providing candidates with worksheets, writing frames and/or additional instructions, or providing formative feedback whilst the coursework is being produced, constitute help additional to that which is allowed, and is liable to be reported as malpractice by the moderator.

Any such help provided to candidates must be considered when awarding marks.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.