

Cambridge IGCSE[®] First Language English

Coursework Training Handbook and Speaking and Listening Training Handbook

Seeking accreditation as a coursework assessor?

The coursework components of Cambridge IGCSE First Language English, (Components 4, 5 and 6) are marked by teachers themselves and in order to ensure quality and consistency in the marking, Cambridge requires each school to register at least one accredited coursework assessor. In order to become accredited, there are two options:

1. Accreditation by prior experience or
2. Accreditation using the Coursework Training Handbook and the Speaking and Listening Training Handbook.

1. Accreditation by prior experience

If you have enough experience of education and assessment, particularly assessment of coursework within the field, as well as suitable qualifications, you can apply for accredited status by submitting a full and detailed C.V. to:

Cambridge IGCSE Accreditation Coordinator (EDM)
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambs CB22 4FZ
UK

The C.V. should include:

- positions held and the roles carried out whilst in that position
- qualifications
- teaching experience (including examination boards and syllabuses)
- experience of coursework, moderation and moderation training
- any further relevant experience.

If your experience is not considered suitable for accreditation you will need to complete the coursework assessor training provided in the training handbooks. You should leave sufficient time to be able to complete the coursework assessor training should your C.V. application prove to be unsuitable. You should expect the processing of each application by Cambridge to take between 4–6 weeks from receipt. Each application carries an administrative fee.

2. Accreditation using the *Coursework Training Handbook* and the *Speaking and Listening Training Handbook*

To undertake the coursework assessor training, you will need to purchase these handbooks which are available through the Publications Catalogue on the main Cambridge website www.cie.org.uk/orderpub. The handbooks contain guidance on the content, planning and assessment of coursework as well as marking exercises designed to produce accurate and consistent marking.

If your application is unsuccessful, you will receive feedback commenting on how you might be able to improve your marking. You will then be invited to try again in the light of that advice. Again, you will need to allow sufficient time for further attempts if your initial application is unsuccessful.

If your application is successful, you will receive a feedback report on your submission and a certificate. Please note that applicants are notified by post within 4–6 weeks rather than by phone or email.

A single copy of these training handbooks can be used to train all teachers involved in the marking of coursework within your school, and to make multiple applications for accreditation.